

East Central Railway

Office of the DRM(P)
Danapur

All Branch Officers
East Central Railway
Danapur

Notification

Sub: Selection for Ex-Cadre Post of Protocol Inspector in General Administration Department of Danapur Division, East Central Railway.

It has been decided to conduct a selection for filling up the following 01 Ex-Cadre Post of Protocol Inspector under General Administration department:

S.N.	Category	No. of posts & Level
01	Protocol Inspector	01 in Level-07 as per 07 CPC Pay matrix

Since the panel will be formed on the basis of selection and will be considered as per rule in the Cadre.

02	Eligibility condition(except RPF/RPSF)	All Permanent Group 'C' Employees of Danapur Division working in Level-7 or one grade below i.e. Level-6 who have rendered not less than 02 years non fortuitous service in the level-6 and above having graduate degree in any subject
03	Desirable Qualities	(a) Pleasant and amicable personality. (b) Good inter personal and public relation skill. (c) Ability to communicate effectively in English and Hindi. (d) Ability to handle emergency and crisis situation (e) Ability to establish and maintain social contact and cordial relation in the various fields, requiring liaison with various departments of the Railway, other than Railway, State and Central Government offices. (f) Presence of mind and capacity to tackle situation effectively and independently. (g) Clear and coherent expression of ideas and ability to move with the VIP's and Senior Officers. (h) Ability to liaison with the Indian Airlines, International Airport Authority, Reserve Bank of India etc. and knowledge of procedure for booking/Cancellation of Air Passage and Clearance of luggage and foreign formalities. (i) Abilities to liaison with Tourism Departments and ITDC familiarity with the various place of Interest in Danapur Division and in particular around Patna. (j) Knowledge of Computer, MS Office, MS word, MS Excels, e-mail, Internet & Computer typing (Hindi & English).

04	Mode of Selection	The selection will consist of Written Test (50 Marks) +Viva Voice (35 Marks) +Record of Service(15 Marks) Total 100 Marks. Written examination will be objective type and will be conducted in terms of RBE No.196/2018 & 97/2019. There will be no supplementary examination for the absentee under any circumstances as this is General Selection Post.
05	Process of Application	Applications given by the candidates duly countersigned by their controlling office should reach to Personnel department by 02.05.2023. (b) Applications forwarded after the last date will not be entertained under any circumstances. Once the option exercise & finalized. No excuse will be entertained of any employee regarding refusal on any ground & mandatory to join in this cadre, if selected
06	Syllabus	Enclosed as Annexure -I
07	Application form	Enclosed as Annexure -II

It is therefore, requested to give wide publicity to all concerned.

Date: 12.04.2023.

Atul
12/4/23

(Atul Kumar)

Divisional Personnel Officer
for Sr. Divisional Personnel Officer
East Central Railway, Danapur

Copy to:

1. PS to DRM/DNR for kind information to DRM/DNR.
2. PS to ADRM/I/DNR for kind information to ADRM/I/DNR.

पूर्व मध्य रेलवे

EAST CENTRAL RAILWAY

East Central Railway

Syllabus for Ex. Cadre Inspector (Gr. Pay -Rs. 4600/- & Rs.4200/-)

1. **Essential** - Good knowledge of computer like MS office, email, internet and knowledge of Hindi & English typing with good speed on computer.
2. **General** -
 - 2.1 Passenger Amenities, complains, accidents and connected matters.
 - 2.2 Constitution and function of various Consultative Committees at National, Zonal and Divisional Level.
 - 2.3 D&A Rules, Leave Rules and labour laws.
 - 2.4 Pass Rules.
 - 2.5 Official Language Policy and Rules.
 - 2.6 Functioning of Grievance's addressed machinery of GOI.
 - 2.7 RTI Act. 2005.
 - 2.8 Conduct Rule. 1966
 - 2.9 Trade Union Act 1926
 - 2.10 Organisational Setup of Rly. System.
 - 2.11 Consumer Protection Act. 1986
 - 2.12 General Rules for passengers i.e. Break Journey and rules for commencement of journey.
 - 2.13 Minimum fares, reservation fee and superfast charges of all classes.
 - 2.14 Reservation rules.
 - 2.15 Rules for registration, allotment & supply of wages, priority register, wagon transfer register.
 - 2.16 General Knowledge, Current Affairs.
 - 2.17 Organisation of Admn. Deptt., The objective of Admn. Deptt. Role of officers & Staff of Admn. Deptt. at HQ.
 - 2.18 Hours of Employment Regulations and OverTimes. Job Analysis and its Machinery.
 - 2.19 Financial Planning and Budgeting -Budgetary and Financial Reviews - Appropriation Capital Budget-Control over Capital Expenditure- Productivity Test.
 - 2.20 Salient features of Rly. Budget 2013-14
3. **Health Sanitation.**
 - 3.1 General Public Health Engg.
 - 3.2 Sanitation.
4. **Contract Management**
 - 4.1 Regulation of Tender & Contract & General condition of contract.
 - 4.2 Arbitration.

PRO-FORMA

Application for Ex-cadre post of Protocol Inspector in General Administration department of Danapur Division:

1. Name of the employee:
2. Father's Name:
3. Designation & Office:
4. Date of Birth:
5. Date of appointment:
6. Whether belonging to SC/ST/OBC/UR:
7. Present Pay Level:

Officiating:

Substantive:

8. Date of entry to present Grade

9. Seniority unit

10. Educational qualification:

(Attested copy of certificate to be attached)

11. Other qualification

12. Mobile no:

Date:

Place:

Signature of employee

Verified and certified as correct, also there is no SPE/Vig/DAR against the applicant.

Controlling Officer
East Central Railway, Danapur

Personnel Officer
East Central Railway, Danapur