

East Central Railway

Office of the
General Manager (P)
Hajipur
Dated 01-11-2023

PCSTE, PCOM, PCCM, PCSE, PCMM, SDGM, PFA, PCME
East Central Railway, HJP
CAO/Cons/Mahendru Ghat, Patna
DRM(P)/ECR- DHN/DNR/DDU/SPJ/SEE
Chairman RRB/Patna & MFP, Chairman RRC/Patna

Notification

Sub:- Selection for protocol Inspector (Ex-Cadre Posts) of Administration Department, E.C. Railway,
Hajipur

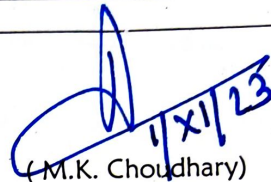
It has been decided to conduct a selection for filling up the following protocol Inspector (Ex-Cadre) posts under General Administration department of E.C Railway (HQ) Hajipur:-

Sr. No.	Categories	No. of Posts	Level
01	Protocol Inspector	02	07(GP:4600)

Selected staff may be posted against above post and his lien/seniority will continue to maintain in his parent cadre/unit and will be considered for further promotion as per rule in the cadre.

1	Eligibility Condition (Except RPF/RPSF Staff)	01. For pay level-7- All permanent group 'C' employees of East Central Railway, 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 or above having Graduate Degree in any subject 02. Restriction- The employees who have already worked in above Ex-cadre posts are not eligible to apply for the above posts in reference of RBE No 191/2004.
2	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 take 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 Airlie, Air India, 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 Department and TDC familiarity with various place of interest on the East Central Railway in general and in around Patna in particular. (j) Knowledge of computer, MS office, MS word, MS excel of E-mail, internet & computer typing (Hindi & English)
3	Mode of selection	The selection will consist of Written Test + Viva-voce + Record of service In terms of RBE No. 196/2018 & 97/2019 written examination will be 100 % objective type. There will be no supplementary examination for the absentee under any circumstances as this is a general selection post.
4	Tenure	The normal tenure of above Ex cadre posts are 03 years and may be extended by one year at a time (Maximum by 02 years in two spell) in exigencies of work. However If the selected candidate does not come up to the standards.

5	Process of Application	<p>01- Application given by the candidates dully countersigned by their controlling officer should reach to concerned personal Branch office by 21/11/2023</p> <p>02- The application(s) should be scrutinized properly by associated personal Branch with the service record to avoid any factual errors and future complication and should have the counter signature of the concerned 'P' Branch officer. All the applications received by the controlling/Personal Branch should be sent in PDF form through e-office to reach Smt. Savita Bharti Ch. OS/PERS/HQ/E.C. Railway Hajipur on or before 28.11.2023</p> <p>03- The application received from the employee directly at PCPO's Office without certification by the concerned Personnel Officer will be rejected.</p> <p>04- Applications forwarded after the last date will not be entertained under any circumstances. Once the option exercise & finalized, No excuse will be entrained of any employee rewarding refusal on any ground & mandatory to join in this Cadre, if selected.</p>
6	Syllabus	Enclosed as Annexure-1
7	Application form	Enclosed as Annexure-2



(M.K. Choudhary)
Asstt. Personnel Officer
For, General Manager (P)/ECR/HJP

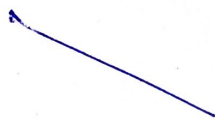
File No: ECR-HQDPERS(ADM)/2/2020

Copy to:-1. Sec.to GM for Kind information

2. All Personnel Officer/ECR/HJP

3. All Ch.OS/Oss in HQ/ECR/HJP

Note:- For wider publication to all concerned.


For, General Manager (P)/ECR/HJP

PROFORMA

Application for the post of Protocol Inspector(Level-7) of General Administration Department/E.C.Railway, Hajipur

1.Name of the employee:

2. Father's Name:

3.Designation and office:

4.Date of Birth:

5.Wheteher belonging to SC/ST/OBC/UR:

6.Present Pay Level:

Officiating:

Substantive:

7.Date of entry to present grade:

8.Seniority Unit:

9.Educational Qualification:

(Self attested copy of Certificate to be attached)

10.Other Qualification.

(Self attested copy of Certificate to be attached)

11.Ph./Mo.No-

Date:

Place:

Declaration:- I am ready to be posted in ECR at Headquarter/Hajipur OR
any other office in ECR on selection as any ex-cadre posts.

Signature of the applicant

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

Attested Photo

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 - 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 Grievances 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

3.0 **Health Sanitation.**

- 3.1 General Public Health Engg.
- 3.2 Sanitation.

4.0 **Contract Management**

- 4.1 Regulation of Tender & Contract & General condition of contract.
- 4.2 Arbitration.