East Central Railway

Office of the
General Manager(P)
Hajipur

No. ECR-HQ0PERS(Gaz)/0034/2025

Secy. to GM/ECR: For kind information of GM
PS-I to AGM- for kind information of AGM
All PHODs/CHODs, ECR/Hajipur
CAO/Con(N&S)/MHX/ECR/PNBE, CAO/WP/Patna
CPO/Admn./ECR/HJP, SDGM/ECR/HJP, PFA/ECR/HJP
DRMs/ECR- DNR, DDU, DHN, SEE & SPJ
CWM –PD/DDU, WS/SPJ & CRW/HRT
Chairman/RRB/Patna & MFP, CPD/RE/DNR
Dy. CPO/ IR&W, Dy. CPO/MPP/ECR/HJP, Chairman/RRC/Patna
Sr. DPOs/ECR- DNR, DDU, DHN, SEE & SPJ
Addl. Registrar/RCT/Patna
DGM(Law)/ECR/HJP at Patna
Dy.CMM/GHZ & SPJ
Principal/ZRTI/ECR/Bhuli & MFP
APO/ESM, APO/M&E, APO/Bill and APO/Coord/ECR/HJP
APO/MPP/HJP (For uploading on website)
All Extra Divisional Units.

Sub:- Filling up the 02 Ex-Cadre Group 'B' post of Protocol Officer in Level-8 of Pay Matrix as per 7th CPC.

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With approval of General Manager/ECR, it has been decided to fill up the 02 Ex-Cadre Group 'B' post of Protocol Officer in Level-8 of Pay Matrix as per 7th CPC, in terms of Railway Board's letter no. E(GP)2007/2/50 dated 29.03.2022.

Details/criteria for filling up the post is as under:-

<table>
<tr><td>1.</td><td>No. of vacancy</td><td>02 Vacancy, Protocol Officer (Ex-Cadre Post)</td></tr>
<tr><td>2.</td><td>Location</td><td>01 post at PNBE/HJP and 01 post at NDLS</td></tr>
<tr><td>3.</td><td>Eligibility Condition</td><td>(a) (i) Holding analogous posts on regular basis (preference will be given); or
(ii) Group 'C' employees with atleast 2 years' regular service in level 7 of the pay matrix; or
(iii) Group 'C' employees with atleast 6 years' regular service in level 6 of the pay matrix;
(b) Desirable educational qualification and preferable work experience:-
(i) Holding Bachelor's Degree of a regognized University; and
(ii) Having two years' experience of protocol or public relation work.</td></tr>
<tr><td>4.</td><td>Mode of selection</td><td>The selection would be based on the merit based performance in viva-voce, grading of APARs of last five years, subject to found free from DAR/SPE/Vig. Cases. Detailed break-up of marks for the selection process is as under:-
<table>
<tr><th>Component</th><th>Maximum Marks</th><th>Minimum Qualifying Marks</th></tr>
<tr><td>Record of Service</td><td>25 marks</td><td>15 marks</td></tr>
<tr><td>Viva-Voce</td><td>25 marks</td><td>-</td></tr>
<tr><td>Total</td><td>50 marks</td><td>30 marks (including Record of Service)</td></tr>
</table></td></tr>
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5.	**Tenure**	(i) The tenure of ex-cadre Group 'B' posts of Protocol Officer shall normally not exceed four years. The lien of the selected incumbents will continue to be maintained in their respective non-gazetted/gazetted cadre. Further, they will earn regular promotions in their respective cadres including to Gr. B posts as per the Recruitment Rules/Administrative instruction etc. governing the said posts. (ii) In case a Group 'C' employee is selected to the ex-cadre Group 'B' post of Protocol Officer; he should be repatriated to his parent cadre at least one year before the date of his retirement on superannuation, irrespective of his tenure. Also, his settlement dues on retirement will be made accordingly as per the lien held by him on his respective non-gazetted cadre.
6.	**Work description of Protocol Officer**	**The indicative list of work for Protocol Officer is as follows:-** (i) Booking and processing of vehicles. (ii) Dealing with Air Ticket. (iii) Movement of GM (iv) Good liaison with Railway Board, other Ministries, Banks. Hospitals, Parliament House etc. (v) Any other protocol duties assigned from time to time.
9.	**Process of Application**	• Officers/Staff working/holding lien in East Central Railway may submit their application in the proforma enclosed as **Annexure-'A'**. • The last date for submission of the application by candidates duly countersigned by their controlling officer to the concerned Personnel Branch officer is **30.09.2025**. The filled-up applications should be scrutinized properly by associate Personnel Branch with the service records to avoid any factual errors and future complications. The applications should also be signed by the Controlling Officer with official seal and should have the counter signature of the concerned 'P' Branch Officer. All the applications received by the Personnel Branch Officers through controlling officers should be sent in a bunch so as to reach Dy. CPO/Gaz./ECR/Hajipur, on or before **09.10.2025** positively. • Applications forwarded after the last date will not be entertained under any circumstances. It may please be noted that application other than in prescribed Performa or without signature of controlling officer and checked & counter signature of Personnel Branch Officer will not be entertained. • In case, service particulars furnished by the volunteers/certified to be in order by the concerned authority are found incorrect/false subsequently, the candidature of the volunteers will be liable to cancelled at any stage during & even after the above selection process.

The Controlling Officers should give the wide publicity of this notification amongst the officials under their control and ensure submission of applications by the candidates in the prescribed proforma (Annexure-'A') within the stipulated time.

Please acknowledge receipt.

DA:- Proforma of application (Annexure 'A').

Signed by
Ajeet Kumar
Date: 08-09-2025 17:57:39

APO/Gaz.
For General Manager (P)

Annexure-A

PROFORMA FOR APPLICATION FOR EX-CADRE GROUP- 'B' POST OF PROTOCOL OFFICER IN LEVEL-8 OF PAY MATRIX

1.	NAME (in block letter)		Affix here duly signed recent passport size photograph.
2.	Designation		
3.	Place of posting		
4.	Division/workshop/Unit		
5.	Controlling officer/ Working under		
6.	Date of Birth		
7.	Date of appointment to Railway service		
8.	Date of appointment in present grade		
9.	Mobile No.		
10.	Email.ID		
11.	Qualifications.	Academic- Technical-	
12.	Posting Details:-		

Designation	**Place of posting**	**from**	**To**	**Brief description of work handled**

DECLARATION BY THE CANDIDATE:-I have carefully gone through the notification and I do hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief.

SIGNATURE OF THE CANDIDATE

Forwarded to respective cadre (Personnel branch) officer by the controlling officer of the candidate for service record verification.

SIGNATURE OF CONTROLING OFFICER
(with office seal & date)

Certificate to be furnished by the Personnel officer:-
It is certify that the service particulars/Bio-Data furnished by Shri/Smt._____ Designation_____ in the prescribed proforma have been verified with his/her service record and found correct. The above mentioned candidate is eligible to appear in the said selection as per notification and his/her application is hereby forwarded to GM(P)/ECR/Hajipur for further necessary action.

SIGNATURE OF THE PERSONNEL OFFICER
(with office seal & date)