

EAST CENTRAL RAILWAY

Office of the
General Manager (P)
Hajipur

No. ECR/HRD/Gaz/254/PO

Date : 03/10/2017

AGM/ECR/HJP
All PHOD/CHOD/ECR/HJP
CAO (Con)/ N&S)/MHX/Patna
CAO/WP/Patna
DRM/ECR- SEE/SPJ/DNR/MGS/DHN
Chairman,RRB/Patna & Muzaffarpur
CWP/PD/MGS, WS/SPJ & CRW/HRT
Chairman/RRC/Patna
Sr. DPO/ECR- - SEE/SPJ/DNR/MGS/DHN
All Principals Training School/ECR
All Extra Divisional units of ECR

02/11/17
03/10/17
APOT/MP/HRD - for uploading on website.

Sub : Formation of Ad-hoc/Ex. Cadre Gr. 'B' panel for the post of
Protocol Officer in Scale Level-8 of pay matrix as per 7th CPC.

It has been decided to form a Gr. 'B' Ex-cadre panel for the post of Protocol Officer in the GM's office. The post of Protocol Officer is a work-charged post and on expiry of the sanction, the incumbent is liable to be reverted back to his own cadre with respect to his substantive position.

Size of Panel – 01

2. Eligibility :

- (i) Group C staff of all departments in the scale Level-7 of pay matrix as per 7th CPC and above.
- (ii) The applicant should have good working knowledge of Hindi & English.
- (iii) They should have at least one year experience in protocol work with central/state Government or other agencies and should have experience in co-ordination and dealing with airport authorities, arranging passport, Visa and confirmation of air tickets, arranging tour programs of VIP etc at the short notice and
- (iv) Should have experience in dealing with protocol department of state Govt, other important Central Govt. Ad PSU, Universities etc.

[Signature]
03/10/17

3. Job requirement :

- (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.

4. Mode of Selection: Selection will be on the basis of service records, confidential reports and viva-voce.

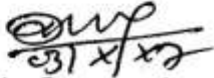
Staff desirous to be considered for the selection should submit their application in the prescribed proforma attached as Annexure-'A' through proper channel to their respective personnel officers attached to the HQ/ division/ Depart/Unit where they are working. It is the duty of the HQ/ divisional/workshop/ unit in-charge to give wide publicity to those staff also, who are working in the other units or on deputation holding lien to their respective Division/ Workshop.

No application will be entertained by the Gazetted section as advance copy or directly from any staff.

The personnel branch officers of the respective office (Sr. DPOs/ DPOs/APOs) on receipt of application from the staff should send the names of those who are found eligible for consideration in the above selection in the consolidated statement to this office positively on or before 31/10/2017 with eligibility Certificate against each of the staff concerned. No application will be considered after the last date of submission to this office under any circumstances.

Please acknowledge receipt.

DA:- Annexure-A.


(Dilip Paswan)
Asstt. Personnel Officer/Gaz
for General Manager (P)

Copy to:- Secy. to GM – for kind information.

for General Manager (P)

Annexure – A

PRPFORMA OF APLICATION FOR THE POST OF PROTOCOL OFFICER AD-HOC GROUP "B" IN SCALE LEVEL-8 OF PAY MATRIX AS PER 7TH CPC.

1. Name in full (in block letters) :
2. Designation/Station:
3. Present Scale & Pay:
 - (i) substantive
 - (ii) officiating
4. Working under :
5. Educational Qualification:
6. Other Qualification:
7. Date of birth:
8. Date of appointment in Railway Service:
9. Whether the candidate belong to Sc/S.T. Community:
10. Experience:
11. Declaration by the candidate: - I do here by 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 the controlling officer
(with official seal & date)

Forwarded to G.M.(P)/HJP after service record verification of the candidate.

Signature of the cadre (P) branch officer
(with official seal & date)

