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S. DP & MYSS



दक्षिण पश्चिम रेलवे/SOUTH WESTERN RAILWAY
मुख्य प्रधान कार्यालय/Headquarters Office
व्यक्तिगत विभाग/Personnel Department
गडग रोड, हुबली/Gadag Road, Hubli -582020
दिनांक/Dated: 04.10.2017.

All HODs/SWR; CAO/CN/BNC;
DRMs/ UBL/SBC & MYS; CWMs/ UBLS & MYSS;
Chairman, RRB/BNC; Registrar, RCT/SBC.

Sub: Selection for the Ex. Cadre post of Chief Protocol Inspector in Level 7 of Pay Matrix, 7th CPC (PB-II 9300-34800+GP ` 4600/-) - in South Western Railway/HQ.

Applications are invited from Group 'C' staff of all departments in South Western Railway for forming a panel for 03 (Three) posts of Chief Protocol Inspector in PB-2 ` 9300-34800+GP ` 4600/- (Ex. Cadre) in GM's office/ SWR Headquarters.

(I) Eligibility criterion:

1. Should be working in identical grade i.e. in Level 7 of Pay Matrix, 7th CPC (PB-2 Rs. 9300-34800+GP Rs.4600/- of VIth PC) or in one grade below, i.e. in Level 6 of Pay Matrix, 7th CPC PB-2 Rs. 9300-34800+GP Rs.4200/-) on regular basis in the cadre post. (i.e minimum 02 years Service in Level 6 of Pay Matrix, 7th CPC (in GP. Rs.4200 of VIth PC)
2. Should have minimum five years of service left as on the date of Notification.
3. Should have working knowledge in Hindi, English and Kannada languages.

4. Should possess the following:

- a. Pleasant and amiable personality.
- b. Good inter personal and public relation skill.
- c. Ability to communicate effectively in Hindi, English and Kannada
- d. Ability to handle emergency, disaster and crisis situation
- e. Ability to establish and maintain social contacts and cordial relations in various fields requiring liaison with various departments of all Railways, State and Central Government Offices.
- f. Clear and coherent expression of ideas and have ability to move with the VIPs and Senior Officers with due care.
- g. Contact with the Indian Airlines, Air India, International Airport Authority, Reserve Bank of India, etc. and knowledge of procedure for booking/cancellations of air passage and clearance of baggage and freight exchange formalities.
- h. Experience in handling matters relating to obtaining passports and visas etc. with the pass-port authority, foreign consultants, etc.
- i. Contact with Tourism departments and ITDC and familiarity with the various places of interest on the South Western Railway in general and in and around Hubli in particular.
- j. Presence of mind and capacity to tackle situations effectively and independently.
- k. Since the job requirement calls for dealing with top official and dignitaries including Ministers, it is desirable that the applicant should have a pleasing personality with ability, tact and patience to deal with them. Candidates should preferably have experience of protocol type of duties.

(Contd...2)

(II). Job profile:

1. Transport management in GM's Secretariat and Protocol arrangements for VIPs.
2. Co-ordination with both State Government and other Quasi Government Organizations.
3. Co-ordination of VIP movements and other important dignitaries.
4. Co-ordination in connection with booking of flight tickets for GM and other PHODs/HODs, Railway Board Officials, etc.
5. Must be willing to go on line at short notice even during holidays.
6. Should be willing to work on holidays and emergencies.

(III). The selection will consist of Written test followed by Viva-voce (As per RBE No.154/2005 dated 12.09.2005).

Syllabus:

- a. Knowledge of Protocol arrangements including maintenance of Motor Vehicles.
- b. General knowledge.
- c. Establishment Matters
- d. Official language Policy & Rules.
- e. Gazetted Organization Structure at Board & Zonal Headquarters level of Indian Railway
- f. Warrant of precedence on protocol, Government of India and State Governments served by South Western Railway

(IV). Tenure:

The normal tenure of Protocol Inspector is five years, extendable by two years with personal approval of Secretary to GM. However, if they do not come up to the standard required, they will be repatriated at any time to their parent department without assigning any reason. The post of Protocol Inspector being Ex. Cadre, the lien of those selected will continue to be maintained in their respective parent department/cadre.

Applications from the eligible candidates who fulfill the conditions stipulated above may be obtained in the prescribed proforma (encl.) through proper channel and forwarded by the concerned Personnel Department after due certification of the authenticity of the particulars furnished in the proforma, in the order of seniority of the respective Divisions/Units, along with attested copies of Service Registers and D&AR/SPE/VIG clearance to APO/HQ, CPO's Office/SWR/UBL in one lot on or before two months time from the final date of receipts at Divisions/Units. The Field Units should forward the applications to reach respective Personnel Departments by one month time from the date of notification. Applications received without certification by the Personnel Branch and after the target date will not be entertained. If there is no volunteer, a NIL statement has to be sent to this Office by the due date.

This post is very important for the working of GM's Secretariat. So all Headquarters offices/Divisions/Workshops etc. are instructed to give wide publicity to the notification and compliance should be sent to this office. All the applications of interested candidates should be forwarded to this office without fail. If any Division/Workshop want not to forward any particular application then reason should be furnished immediately to HQ, which will be put up to Competent Authority for decision.

Encl: As above.



(सी.एम.मुनिस्वामि/ C.M.Muniswamy)

सहायक कार्मिक अधिकारी / प्रधान कार्यालय / APO/ HQ

कृते मुख्य कार्मिक अधिकारी
For Chief Personnel Officer

Copy to. Dy.CPO/CN/BNC; Sr. DPOs/UBL, MYS, SBC, WPO/UBLs, MYSS
Secy. to GM/SWR/UBL.
Ch.OS/Conf/P/HQ
Genl. Secy. /SWRM Union
Ch.OS/Admn
Notice Board for information.

वरि. मंकाधि. Sr. DPO	<i>12/16/14</i>	मंकाधि. DPO	
सकाधि./I APO/I		सकाधि./II APO/II	<i>12/16/14</i>
मुकाधी./मंका. Chos.Admn.	<i>15/14</i>	OS/14	

PROFORMA

APPLICATION FOR THE POST OF CHIEF PROTOCOL INSPECTOR IN Level-7 of Pay Matrix, 7th CPC [PB-II 9300-34800 + GP 4600/-] in South Western Railway/HQ

- 1. Name :
- 2. Designation/Office/Station :
- 3. P.F. Number :
- 4. Rate of pay (Rs.)/Scale (RPS) :
- 5. Date of birth :
- 6. Date of appointment :
- 7. Whether belong to SC/ST category (If yes, attested copy of caste certificate to be enclosed) :
- 8. Post/scale to which appointed initially :
- 9. Date of entry into present grade on regular measure. :
- 10. Educational qualification (attested copies of certificates to be attached) :
- 11. Additional qualification, if any :
- 12. Opted to write examination in HINDI (or) ENGLISH. [If there is no mention, it will be presumed that applicant prefer to write exam in English]

(attested copies of certificates to be attached)

Place:

Date:

Signature of the employee

Office:

Date :

Forwarded to Sr.DPO/WPO/.....

Signature of the Supervisory Official with designation Stamp & Office Seal

The particulars furnished by the employee has been verified with the Service Register and certified as correct.

Forwarded to APO/HQ, CPO's Office/SWR/UBL for necessary action.

Signature of the Personnel Officer with designation stamp