

South Eastern Railway

No.SER/P-ADA/Ch.OS(P)/209/Protocol /Liaison officer/GRC/18

Adra, Dt.11.04.2018

To  
The All Branch Officers,  
S.E.Railway/ Adra.

Sub: Selection for Ex-Cadre post of Protocol Officer/Liaison Officer(Gr. B) on Adhoc basis

Ref: Dy.CPO(GAZ)/GRC's letter No.SER/P-HQ/E-GAZ-CON/256/WC/Protocol Officer-Gr.B  
(Adhoc) dt.03.04.2018

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Please visit web page [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in) for : Dy.CPO(GAZ)/GRC's letter No.SER/P-HQ/E-GAZ-CON/256/WC/Protocol Officer-Gr.B (Adhoc) dt.03.04.2018 along with Proforma for application under reference above, which speaks for itself.

You are requested to give wide publicity and the names of eligible willing staff in prescribed format as per norms laid down in the above referred letter, may please be forwarded to this office **on or before 02.05.18** positively for onward transmission to Hd.Qrs after checked and verified .

In this regards, Sr.DSC/Adra, Sr.DFM/Adra & Sr.DMM/Adra are requested to send the options of the willing candidates under their control directly to the HOD after obtaining the approval of the Divisional Competent Authority.

Asstt. Personnel Officer (I)  
For Sr.Div. Personnel Officer  
S.E.Railway/ Adra

Copy to: i) OS to DRM Secretariat for information and upload the notification in Rly. Website.  
ii) OS/Admn. for wide publicity amongst the P.Branch staff

SOUTH EASTERN RAILWAY

PCPO's Office,  
Garden Reach, Kol-43  
Dated: 03.04.2018

No. SER/P-HQ/E-GAZ-CON/256/WC/Protocol Officer-Gr.B(ADHOC)

THE CAO(C)/PCOM/PCE/PCME/PCEE/PCSTE-GRC, PCCM/NKG  
THE PFA, PCPO, SDGM, CPO(A), CPRO-GRC  
THE CSTE(C)/CEE(C)/PCMD/PCSC/RPF-GRC  
THE SECY. TO G.M, DGM(G), DY.SECY TO AGM-GRC  
THE CSO-GRC, SR.EDPM, SR.STATISTICAL OFFICER-GRC  
THE PRINCIPAL/STC-KGP, ZRTI-SNY, LO-GRC  
THE CHAIRMAN-RRB/CAL, CWM/WPO-KGP  
THE DRM(P)-S.E.RLY./ KGP, ADA, CKP, RNC

**Sub: Selection for Ex.Cadre post of Protocol Officer/Liaison Officer (Gr.B) on Adhoc basis.**

It is proposed to hold a selection for filling up of 01(one) Gr.B ex.cadre post of Protocol Officer/Liaison Officer (PB-Rs.9300-34800/- + GP.Rs.4800 as per 6<sup>th</sup> CPC) at SER HQ/GRC on adhoc basis by calling volunteers from amongst those fulfilling the eligibility conditions. The details are as under:-

**Eligibility Criteria:**

1. Gr.-C staff with 5 years non-fortuitous service in Pay band 9300-34,800+ GP 4600(6<sup>th</sup> CPC) as on 01.01.18 will be eligible.
2. The candidate should have pleasant personality, communication skills and expertise in protocol job, with ability to interact smoothly with high dignitaries including MPs/MLAs/Board Officials etc. Further qualification acquired in communication skills would be an added advantage. Experience in protocol job will be given preference. Inspectors/Supervisors with adequate exposure to Protocol activities tending to VIPs and dignitaries on various occasions will be given preference.
3. Since posting on selection will be at Kolkata, the candidate should be well conversant with the places and important offices located at Kolkata and surrounding areas. He should also have a flair of movements, since the job demands extensive touring and travelling.

**NOTE: The post of Protocol Officer is an adhoc ex.cadre post and incumbent is liable to be reverted to his own cadre at any time at the discretion of the administration.**

**Mode of Selection:** The selection will be made on the basis of assessment of APARs (last 05 years), viva-voce test and assessment of Record of Service. Interview will take into account the aptitude and exposure of the candidates for protocol jobs, initiative in the field and dexterity in communication skills.

**Marks of Selection:**

|   |                   |                                                                                                          |
|---|-------------------|----------------------------------------------------------------------------------------------------------|
| 1 | Record of Service | 25 marks (including awards & punishment, punctuality, Educational qualification, experience in Protocol) |
| 2 | APARs             | 25 marks                                                                                                 |
| 3 | Viva-voce         | 50 marks (Communication skill & overall presentation)                                                    |

Qualifying marks will be 60 (out of 100) including at-least 15 marks in APARs.

**SUBMISSION OF APPLICATIONS:**

- (a) Staff fulfilling the above eligibility conditions should submit application in the prescribed proforma (Annexure-A) to their respective Personnel Department Officer by 02.05.2018 positively.
- (b) Personnel Officer will check the correctness of all the particulars in the application with service registers and other relevant records and certify the correctness of each item of the application and affixing signature with an endorsement as 'checked and verified'. This should be sent to Dy.CPO(GAZ)/GRC by 09.05.2018 positively.
- (c) It is therefore requested to give wide publicity to this notification amongst all staff concerned and advise the willing eligible staff to submit their application to the respective Personnel Department officer within the stipulated date i.e. 02.05.2018 for onward transmission to the undersigned.
- (d) Staff who are on deputation/leave/sick should also be informed so as to enable them to submit their applications as advised. It is the responsibility of the concerned officer to bring the notification to the notice of staff on deputation/leave/sick under clear acknowledgement and a copy of which may be sent to this office for record.
- (e) Staff working on Construction/Project/Ex-cadre Organization/Units should submit their application through their respective Personnel Department Officer where they hold lien.

Note: This being uploaded on [www.ser.indianrailways.gov.in](http://www.ser.indianrailways.gov.in)

Enc: Proforma - Annexure - 'A'

(Shreerangam Haritash)  
Dy.Chief Personnel Officer(Gaz.)  
for Pr. Chief Personnel Officer.

Ch-OS(P)

Enclosure to notification No. **SER/P-HQ/E-GAZ-CON/256/WC/Protocol Officer-Gr.B(ADHOC)**  
Dated: 03.04.2018

**APPLICATION FOR THE GR.B EX.CADRE POST OF PROTOCOL OFFICER (ADHOC)**

|                                                                                                                                                                                                                                                                                                  |                                                                        |                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------------------------------------------|
| 1.                                                                                                                                                                                                                                                                                               | Name (in Block Capitals)                                               |                                            |
| 2.                                                                                                                                                                                                                                                                                               | Designation, Section & Station at which working and Division/HQ        |                                            |
| 3.                                                                                                                                                                                                                                                                                               | Date of Birth                                                          |                                            |
| 4.                                                                                                                                                                                                                                                                                               | Date of Appointment to Railway service                                 |                                            |
|                                                                                                                                                                                                                                                                                                  | i) Employee. No.                                                       |                                            |
|                                                                                                                                                                                                                                                                                                  | ii) Qualification                                                      |                                            |
| 5.                                                                                                                                                                                                                                                                                               | Present Grade (as on 01.01.2018) Date from officiating that grade:     |                                            |
| 6.                                                                                                                                                                                                                                                                                               | Details of service                                                     | <u>Date of Regular promotion the grade</u> |
|                                                                                                                                                                                                                                                                                                  | i) Rs. 5000-8000/- Vth CPC                                             |                                            |
|                                                                                                                                                                                                                                                                                                  | ii) Rs. 5500-9000/- Vth CPC                                            |                                            |
|                                                                                                                                                                                                                                                                                                  | iii) Rs. 6500-10500/- Vth CPC                                          |                                            |
|                                                                                                                                                                                                                                                                                                  | iv) Rs. 9300 – 34800 + 4200(GP)                                        |                                            |
|                                                                                                                                                                                                                                                                                                  | v) Rs. 9300 – 34800 + 4600(GP)                                         |                                            |
| 7.                                                                                                                                                                                                                                                                                               | Service rendered in Pay Band Rs. 9300-34800 + 4600(GP as on 01.01.2018 | .....years.....months .....Days            |
| 8.                                                                                                                                                                                                                                                                                               | Community                                                              | SC / ST / UR                               |
| 9.                                                                                                                                                                                                                                                                                               | Contact Number, (Mobile)                                               |                                            |
| <p>I wish to appear for the selection of Protocol Officer(Gr.B)-Adhoc in reference to PCPO/SER's letter No. SER/P-HQ/E-GAZ-CON/256/WC/Protocol Officer-Gr.B(ADHOC) dated 03.04.2018. I am also aware that if the application is submitted after 02.05.2018, the same will not be considered.</p> |                                                                        |                                            |
| Station:                                                                                                                                                                                                                                                                                         |                                                                        |                                            |
| Date:                                                                                                                                                                                                                                                                                            |                                                                        |                                            |
| Signature of the employee.                                                                                                                                                                                                                                                                       |                                                                        |                                            |
| Designation/Unit/Station/Division:                                                                                                                                                                                                                                                               |                                                                        |                                            |
| Signature of the Controlling Officer.                                                                                                                                                                                                                                                            |                                                                        |                                            |
| Date:                                                                                                                                                                                                                                                                                            |                                                                        |                                            |

Note:- The application with any column unfilled will be summarily rejected.