

EASTERN RAILWAY  
SEALDAH  
NOTIFICATION

No. EG-445/Pt. XII(E.22/MPP)

Sealdah, dated 06.01.2025

All Concerned  
Eastern Railway, Sealdah

Sub: Selection for filling up 01 Post of Protocol Inspector in Pay Matrix Level-7 in  
DRM secretariat/Sealdah.

Ref: PCPO/KKK's/E.Rly letter No. E.839/2/Misc./GM/PI/Ex.Cadre/2022/Division dt.05.12.22

It is proposed to fill up one post of Protocol Inspector in Level-7 in DRM Secretariat under  
DRM/Sealdah. Volunteers are to be called from all over Sealdah Division, Eastern Railway from regular  
serving employees who have completed minimum 01 year of regular service in Level-7.

The procedure for filling up the above mentioned post will be as under:

a) Eligibility:-

- i) From officials preferably holding analogous post on regular basis in Level-7.
- ii) The selected candidates shall continue to hold his lien in the present cadre and level and  
shall get promoted as and when their turn comes in the cadre.

b) The desirable educational qualification and preferable work experience for manning the  
above post will be as under:

- i) Holding Bachelor's Degree of a recognized University.
- ii) Having minimum two years experience of public relations work.
- iii) Well conversant with English, Hindi & Bengali.

c) Mode of selection:- Viva voce.

The distribution of marks shall be as under:

A) Professional ability(Viva-voce)	: 35 Marks
B) Scrutiny of SR & APAR(for last 03 Years)	: 15 Marks
Total	: 50 Marks

Qualifying marks is 60% and select list will be drawn as per merit.





c) The duty List of the protocol Inspector shall inter alia include the following:

- i) To receive Hon'ble Members of Parliamentary Committees and other high dignitaries at Airport etc. and help them in the clearance of their baggage.
- ii) To arrange for hotel accommodation for the VIPs and transport.
- iii) To keep in close touch with the regional tourist office in Kolkata, customs officials, Foreign consulates etc.
- iv) To keep in touch with the protocol department of State Government in connection the visit of Hon'ble Ministers attached to Railway Ministry Members of Parliamentary Committees and other high dignitaries etc.
- v) To arrange for excursions and sight-sceing for VIPs and foreign delegates and finalise the itinerary.
- vi) To accompany VIPs and other officers to Airport and Railway stations to see off and assist them as per their requirement.
- vii) To perform outdoor duties and contacting Hon'ble MP/MLA's representatives of the passenger Associations concerned.
- viii) Should be well behaved, smart and fluent in English, Hindi and Bengali languages.

It is requested to give wide publicity among the staff so that they can exercise option in connection with the subject selection.

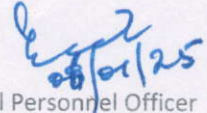
The cadre controlling Branch officer should forward applications of the eligible candidates as per Annexure-A, to this office on or before 16.01.25. Applications received after 16.01.25 will not be entertained under any circumstances. The application of the employee who can not be spared in the event of they being selected need not be forwarded.

All those who will apply may keep themselves in readiness to appear for the viva-voce test, the date for which will be intimated shortly.

There will be no supplementary examination.

This should be given wide publicity. In case no application is received in your office/Unit, a 'NIL' report should be submitted on or before 16.01.25.

DA: As above.

  
Divisional Personnel Officer  
f. Sr. Divisional Personnel Officer  
Eastern Railway, Sealdah

**ANNEXURE-'A'**

**APPLICATION FORMAT FOR THE POST OF PROTOCOL INSPECTOR(LEVEL-7) IN DRM SECRETARIAT  
UNDER DRM/SDAH.**

1. Name & Designation with station:

2. Employee No.

3. HRMS ID:

4. Post applied for:

5. Parent office with Designation:

6. Present Level of Pay Matrix:

7. D.O.B:

8. D.O.A:

9. Experience in public relations work:

10. Educational qualification:

11. Experience, if any:

12. Community(UR/SC/ST):

13. Mobile No.:

14. Declaration:

I, Sri.....Designation.....Station.....

Solemnly declare that to the best of knowledge and belief, the information given in the proforma (Annexure 'A') are correct and true. I also declare that my candidature will be treated as cancelled if any discrepancy is found.

Date:

15. Forwarded

(Signature of the candidate)

(Signature of the controlling officer)

With seal