

Eastern Railway

NOTIFICATION

E.839/2/Misc./GM/PI/Ex-Cadre/2022

Date: 05.01.2023.

CAO(CON),SDGM/PCCM/PCOM/PCME/PCEE/PCMM/PCSTE/PCSO/PCMD/PCE
PCSC/RPF,EDRM, CSTE(CON),
DRM/E.Rly.-HWH/SDAH/MLDT/ASN
CWM/E.Rly.-LLH/JMP/KPA, CWM(SW)/HWH,Chairman/RRB/ER/Kolkata.
Secretary to GM/E. Rly, Chairperson/RRC/ER/Kolkata, CPRO
Dy. CMM/E. Rly.- JMP/LLH/HLR
Dy. CVO (E), Dy.Chief Stat. & Analytical Officer/ER/Kolkata,Dy.GM(Rajbhasha),
Dy. Chief Manager (Ptg. & Sty.)/ER/Kolkata, SMM (D)/HWH,
Sr.System Manager/ER/Kolkata, Assistant Efficiency Officer/E.Rly/Kolkata,
Dy.CPO/HQ, Dy.CPO (G), Dy.CPO (NG), Sr.LO(HQ),SPO (CON), SPO (Engineering),
APO (Co-ordination, APO (Rectt.), APO (RP/P&S). APO (R & Bill), Secy. to PCPO ,
Steno to CPO/A, Steno to CPO/IR
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**Sub: Selection for filling up 01 Work Charged Post of
Protocol Inspector/Gr.II (Ex-Cadre) in Pay Matrix Level-6 (GP-
Rs.4200/-) in GM's Office/Eastern Railway/HQ/Kolkata**

1.0 It is proposed to fill up 01 Work Charged post (UR) of Protocol Inspector/Gr.II (Ex-Cadre) in Pay Matrix Level 6 (Grade Pay -Rs. 4200/-) in General Administration, HQ Office, Eastern Railway, Kolkata. Volunteers are called from all over Eastern Railway from regular serving employees who have completed minimum of five (05) years regular service in same grade in Level-6 (GP Rs. 4200/-) subject to the following conditions:

I) The Educational Qualification ;

(a) Minimum Higher Secondary Passed from a recognised Board;

II) The selection shall consist of Viva-voce and assessment of APARs of last three years. The distribution of marks shall be as under: -

(a) Professional ability (Viva-voce)	:	35 Marks
(b) <u>Scrutiny of SR & APARs (for last 03 years)</u>	:	<u>15 Marks</u>
Total		50 Marks

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

III) Duration of the post: The currency of the post is available upto **30.06.2023** (likely to be extended further).

IV) The Duty List of Protocol Inspector shall inter alia include the following:

- a) To receive Members of Parliamentary Committees and other high dignitaries at Airport and help them in the clearance of their baggage.
- b) To arrange for hotel accommodation for the VIPs and transport.
- c) To keep in close touch with the regional tourist office in Kolkata, Customs officials, Foreign Consulates etc.
- d) To keep in touch with the Protocol department of State Government in connection with the visits of Ministers attached to Railway Ministry, Members of Parliamentary Committees and other high dignitaries etc.

- e) To arrange for Air and Rail journey reservation tickets of all VIPs and other high-ranking Railway officials for their journey Ex. Kolkata.
- f) To arrange for excursions and sight-seeing for VIPs and foreign delegates and finalise the itinerary.
- g) To accompany VIPs and other officers to Airport and Railway stations to see off and assist them as per their requirement.
- h) To prepare draft replies and consolidating position independently as instructed
- i) To organise Meetings of ZRUCC, Parliamentary Committees, Divisional Committee.
- j) Procuring remarks on MP/MLA/Board's References within the target date.
- k) To perform outdoor duties and contacting MP/MLA's representatives and Representatives of the Passenger Associations concerned.
- l) Should be well behaved, smart and fluent in English, Hindi, Bengali languages.

2.0 In terms of RBE No. 159/2018, employee who has already worked in ex-cadre posts will be eligible for consideration only after completion of three years of service in the cadre post after repatriation.

3.0 The Cadre Controlling Personnel Branch Officer should verify and certify the correctness of the particulars of the eligible application (Annexure "A") and forward original application in one bunch along with statement in the enclosed proforma (Annexure "B") to this office on or before **03.02.2023**. Applications received after **03.02.2023** will not be entertained under any circumstances. The application of the employees whose service cannot be spared in the event of they being selected need not be forwarded.

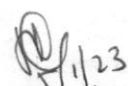
4.0 All those who have applied may keep themselves in readiness to appear for the Viva-voce test, date for which will be advised shortly.

5.0 There will be no supplementary examination.

6.0 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 **03.02.2023**.

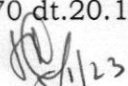
7.0 The lien of the selected staff will remain in the parent cadre.

DA : as above.


(S.K. Chattopadhyay)
Sr. Personnel Officer (HQ)
for Principal Chief Personnel Officer

Copy for kind information to:

- 1) ERMC/E.Rly/HWH in ref. to his letter No.ERMC/18/POLICY/22 dt.01.12.2022.
- 2) ERMU/E.Rly/HWH in ref. to his letter No. ERMU/GS/70 dt.20.12.2022.


(S.K. Chattopadhyay)
Sr. Personnel Officer (HQ)
for Principal Chief Personnel Officer