



दक्षिण मध्य रेलवे/SOUTH CENTRAL RAILWAY

मुख्यालय/Headquarters Office  
कार्मिकविभाग/Personnel Department  
सिकंदराबाद/Secunderabad-025.

No. SCR/P-HQ/E-Admn/608/Protocol Inspector

दि/Date: 29/09/2023.

**PCCM**

**Sr.DPO/SC, BZA, GTL & GNT**

**DPO/Co-Ord./HYB & NED**

**Sr.DCMs/SC, HYB, BZA, GTL, GNT & NED.**

Sub: Formation of panel for the post of Protocol Inspector (ex-cadre)  
in Level-6 of 7<sup>th</sup> CPC Pay Matrix in GM/O/SC @ NDLS.

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It is proposed to form a panel for one post (unreserved) of Protocol Inspector in Level-6 of 7<sup>th</sup> CPC Pay Matrix in GM/O/SC to be stationed at New Delhi. Applications are invited from the **employees of Commercial Department** who are in Level-6 on regular basis and who have put in a minimum service of 5 years in Level-6 of 7<sup>th</sup> CPC Pay Matrix as on 29.09.2023.

**1. The duties expected of the Protocol Inspectors are:**

- 1.1. The official will be headquartered at New Delhi for performing various coordinating jobs liaisoning and protocol functions in connection with the visit of General Manager, Additional General Manager and other higher officials of South Central Railway to New Delhi.
- 1.2. To make arrangements for stay and transport of visiting officers of SCR at NDLS.
- 1.3. Close liaison & co-ordination between S.C. Railway and Railway Board & other important Railway Offices located at Delhi / New Delhi.
- 1.4. To keep in touch with Central Government Offices, PSUs, local Government Offices and travel agencies at Delhi / New Delhi.
- 1.5. To keep close liaison with and arrange vehicles in exigency from other Zones & Railway Board / Northern Railway which have vehicles for their exclusive use.
- 1.6. Supervisory role for ensuring proper availability & functioning of SCR hired accommodation at NDLS and the related correspondence with accommodation owner and also with Hyderabad Division.
- 1.7. Supervisory role for ensuring proper provision of SCR hired vehicles & related correspondence with the concerned travel agencies and also with SCR headquarters.
- 1.8. Any other functions / duties / works assigned to him from time to time by DGM (Co-ord) & Secretary to GM/SCR to carry out the same at NDLS and other Zones.

**2. Eligibility Conditions:**

- 2.1. Group 'C' Staff of Commercial Department with 5 years non fortuitous service in Pay Level-6 of 7<sup>th</sup> CPC pay matrix as on 29.09.2023.
- 2.2. The candidate should be a Graduate from any discipline from a recognized university. Necessary entry must be there in official records to this effect.

Contd..2,

*[Handwritten signature]*



- 2.3. The official should be able to read, write and speak fluently in Hindi & English.  
2.4. The candidate should have good communication skills, organization abilities and leadership qualities.

3. **Other Conditions**

- 3.1. The candidate with mother tongue as Hindi and well conversant with the places and other important offices located at Delhi/New Delhi will be given weightage.  
3.2. Previous experience in protocol job will be given weightage.  
3.3. The services of Protocol Inspector may be transferred at any time without any notice to South Central Railway in administrative exigencies and also assign protocol duties at SCR headquarters.  
3.4. It may not be possible to provide Government accommodation at New Delhi.  
3.5. The post of Protocol Inspector is an ex-cadre one with a maximum period of 4 years tenure during which the lien will be maintained in their parent cadre/seniority unit. The selected incumbent may be repatriated back even before expiry of the 4 years period without assigning any reasons which will also include non-satisfactory performance and also administrative requirement at South Central Railway.

4. **Mode of Selection:-**


**The selection will consist of written test followed by Viva-voce:-**

- a. Candidates must obtain a minimum of 60% marks in professional ability and 60% marks of the aggregate for being placed on the panel.  
b. Where both written test and viva-voce test are held to assess the professional ability of the candidates, all those who secure not less than 60% marks in the written test will be called for viva-voce test.  
c. However, in the case of SC/ST employees 50% marks in professional ability and 50% in aggregate for non safety categories and 60% marks in professional ability and 60% marks in aggregate for safety categories would be required for enabling them to be empanelled.  
d. Thus, an employee belonging to general community must get 30 marks out of 50 for professional ability and overall 60 marks out of 100, both for safety and non-safety category where as it would be sufficient for an SC/ST employee if he gets 30 marks out of 50 for professional ability with an aggregate of 51 marks out of a total of 85 marks in the case of safety categories and 25 marks out of a total of 50 marks in professional ability with an aggregate of 43 marks out of a total of 85 in the case of non-safety categories for becoming eligible to be empanelled.

[Authority: Railway Board's Lr.No.E(NG)1/2019/PM1/20, dated 19/12/2019 of Master Circular No.31]

- e. The question paper will be set in terms of Railway Board's letter No.E(NG)1/2018/PM1/4, dated 14.12.2018 (RBE No.196/2018) (SC No.212/2018) and will be 100% objective type.  
f. In terms of Railway Board's letter No.Hinidi-B1/OL-14/12 dated 14.01.1982 written test shall contain questions on Official Language policy and Rules for 10% of the total marks prescribed.  
g. There will be negative marks. i.e. 1/3 mark will be deducted for each wrong answer, in the written examination.  
h. The written examination will be on OMR sheet.

Contd..3.,

  
29/12/23



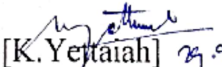
5. Syllabus for written test:-

- a. Knowledge of protocol arrangements including maintenance of Motor vehicles
- b. General Knowledge
- c. Establishment Matters
- d. Official Language Policy & Rules
- e. Gazetted organisation structure at Board & Zonal Headquarters Level of Indian Railways.
- f. Warrant of precedence on protocol, Government of India state Governments served by South Central Railway.

The staff desirous of being considered for the above post may apply in the prescribed proforma addressed to the **Senior Personnel Officer/HQ, 4<sup>th</sup> Floor, Rail Nilayam, Secunderabad through proper channel**. Application in the prescribed proforma should be sent so as to reach Sr.Personnel Officer/HQ/Railnilayam, Secunderabad on or before **30/10/2023**.

Application with incomplete particulars and applications received after due date will not be considered.

Encl: As above

  
[K. Yentiah] 29.9.2023  
SPO/HQ

for Principal Chief Personnel Officer

C/- DGM(Co-Ord.) & Secy. to GM:- for kind information please.

C/- GS/SCRES, GS/SCRMU, President/AISCTREA/SC, GS/AIOBCREA

  
for Principal Chief Personnel Officer

**PROFORMA FOR THE POST OF PROTOCOL INSPECTOR IN LEVEL-6 OF 7<sup>th</sup> CPCPAY MATRIX IN GM/O/SC @ NDLS.**

1. Name (in Block Letters) :
2. Father's Name :
3. Date of Birth :
4. Educational Qualifications (copies to be enclosed) :
5. Whether belongs to SC/ST :
6. Date of appointment to service :
7. Date of regular promotion to Pay Level-6 of 7<sup>th</sup> CPC :
8. Present post :
9. Languages fluency
- 9.1. To read : (Yes/No)
- 9.2. Write : (Yes/No)
- 9.3. To speak : (Yes/No)
10. Nativity Place @ State :
11. Length of stay at Delhi/New Delhi :
12. Working under whom :

I hereby certify that the above particulars are true to the best of my knowledge and belief.

Place:

Signature of the applicant:

Date

Designation:

The above particulars are verified and found correct.

Signature of the Controlling Officer:

Designation:

File. No.

Office:

Date:

Forwarded to the SPO/HQ/Railnilayam, Sec'bad. The particulars of the above named employee against Sl.Nos. 1 to 12 are verified with SR and found correct and also certified that there are no DAR/Vig./SPE cases against Sri. \_\_\_\_\_.

**I certify that:-**

- a. Group 'C' Staff of Commercial Department with 5 years non fortuitous service in Pay Level-6 of 7<sup>th</sup> CPC pay matrix as on 29.09.2023.
- b. Her/His educational qualifications have been entered/available in SR.
- c. He/She is not undergoing any penalty.

Signature of the Personnel Officer

Designation: