


CENTRAL RAILWAY		HEADQUARTERS OFFICE PERSONNEL DEPARTMENT CSMT MUMBAI
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No. P/CR/HQ/EP/210/9/Protocol

Date: 25.04.2024.

AGM, SDGM, PCE, PCCM, PCEE, PCME, PCMD, PCPO, PCOM, PCSTE, PCMM, PFA, PFA (C), CCO, CSO, CAO(C), CPRO, DGM, CCM (PS), CCM (PM), CCM (FS), Central Railway. DRM BB, BSL, NGP, SUR, PA, Chairman/RRC
 CSTE(C), CEE(C), Dy. CE(C) PNVL, Dy. CE(C)DR, Dy. CE(C)GC, Dy. CE(C)JNJ, CWM(S&T) BY, CWM PR, CWM MTN, CWM/ACL/BSL, CWM MMR, Sr.DPO BB, BSL, NGP, SUR, PA, Dy.CPO MTN, Dy.CPO PR W/shop, Dy.FA&CAO/DC-AC/WB, Dy.FA&CAO(C)DR, Dy.FA&CAO/B&B, Dy.FA&CAO/T, Dy.FA&CAO/S, Dy.FA&CAO/W, Dy.FA&CAO/F, Dy. Sr. S&AO, P. Audit/CSMT, Sr.DFM BB, BSL, NGP, SUR, PA, Sr.AFA(C)NGP, Sr.AFA(C)PA, WAO PR, MTN, BSL, WAAO MMR, NKRD, SO PL Unit KYN, KWV, AQ Dy.CMM BSL, PR, MTN, CRD, P/CETI/THK, Director IRICEN/PA, IREEN/NKRD, MD/KRCL, Belapur, IRTES/BB, MRVC/CCG, GM/IRCON, Chairman RRB, Sr. EDPM, P/ZRTI/BSL, PO/RCT

Sub:- Selection for 01 Ex-cadre post of Chief Protocol Inspector, ML-7 in GM's office, Central Railway, CSMT.

It has been decided to fill up One Ex-Cadre post of Chief Protocol Inspector, ML-7 in GM's office, Central Railway, CSMT by holding Selection.

The vacancies are as under:-

UR	SC	ST
01	Nil	Nil

1. Service Conditions:- Serving Gr. 'C' employees from any Department of Central Railway working on regular basis in Level-7 or in One Grade below of the post for which Selection is under process i.e. Employee working in Substantive GP-4200/-, ML-6 regularly with Two years service and Employee should have minimum 5 years of experience in Protocol Posts.

Note:- Important -A Certificate duly signed by Controlling Officer should be attached mentioning date of holding the Protocol Posts as experience. If 5 years experience certificate not attached with application, the candidate will not be eligible to appear in the selection.

2. Other Conditions:-

- The employee should be below 50 years of age on the closing date of notification.
- Selected employee will not be allowed to decline the post.
- There will be no further avenue of promotion for the selected employees in the Ex-cadre post.
- The tenure for the post will be 3 years and can be further extended for 2 years with GM's parent cadre. Department and he/she personal sanction. On completion of tenure he/she will be repatriated to Lien of the selected employee will be maintained in his/ her parent Department and he/she may be repatriated to his/her parent Department without assigning

any reason.

e. There will be a mandatory 'cooling off' period of 2 years to become eligible for applying for the ex-cadre post of Chief Protocol Inspector, Level-7. The cut off date for counting completion of 2 years will be date of notification, i.e. The present incumbents of ex-cadre posts and those who have worked against ex-cadre posts may submit their applications only if they are eligible to submit the same as per this Railways policy circulated vide letter No.CR-HQ0PERS (PUPM)/ 4/2023/ 310136 dated 07-03-2024.

3. Selection Procedure:-

Selection will consist of viva-voce and perusal of last 3 years APARs and service records of those who fulfill eligibility criteria. The panel will be prepared based on merit position being General Selection. No Supplementary viva-voce will be held being General Selection.

4. Job Profile:-

To assist Secretary to GM, in liaison with various Agencies i.e. Construction, MTP, MUTP, MRVC, RVNL, MMRDA, CIDCO etc., and also to co-ordinate with officials of State Government/ Central Government with regard to various works on hand, including new lines, gauge conversion and doubling works.

I. To do various protocol duties as assigned from time to time and as detailed in duty list.

5. DUTIES:-

- A. To assist Secretary to GM/AS(P) in respect of all protocol requirements.
- B. To assist Secy. to GM/AS(P) in liaisoning, coordinating the works involving various agencies i.e. Construction, MTP, MUTP, MRVC, RVNL, CIDCO etc., and also to co-ordinate with officials of State Government/ Central Government with regard to various works on hand, including new lines, gauge conversion and doubling works.
- C. To receive MR, MOSR, CRB, Members of Railway Board, Members of Parliamentary Committee, Foreign Delegations, General Managers of other Zonal Railways visiting Mumbai and to help them in the clearance of their baggage from customs in case arrives from abroad.
- D. To arrange hotel accommodation for the VIPs and also transport as and when required.
- E. To keep in close touch with Protocol Authority of respective department in regarding movement of all the VIPs, officials of the Board etc.
- F. To keep in close touch with the Regional Tourist Office in Mumbai, Local Tourist Agents, Customs Officials, Passport Officials, Foreign Consulates etc.
- G. To keep in close touch with the Protocol Departments of State Government in connection the visits by Ministers attached to Railway Ministry, the Chairman Rly. Board etc.
- H. To arrange reservation of tickets (of all modes of transport) of all VIPs and other Top Ranking Officials for their journey as and when required.
- I. To arrange for and to supervise transport arrangements for the VIPs visiting to the city as and when required.

J. To keep in close touch with the Airlines, Rail and Shipping Authorities regarding the arrival and departure timings of Flights, Trains Ships etc..

K. To arrange Passport and Visas of Railway officials going abroad on duty as and when required.

L. To accompany VIPs and other officials to Airlines, Docks, Railway Stations to see off or to assist them in whatever manner the situation demands.

M. To attend the correspondence pertaining to all the above matters.

N. To perform other duties and responsibilities as assigned for time to time by Secy. to GM.

6. **Tenure of Post** – Maximum 03 years, can be further extended for 2 years with GM's personal sanction.

As the selection for Chief Protocol Inspector, is conducted as per General Selection procedure, hence no Supplementary viva voce will be held. Further, this being general selection & voluntary in nature, the benefit of reckoning of 30% pay element for the purpose of fixation of pay of running staff on their promotion/appointment to the post of Chief Protocol Inspector will not be admissible .

This notification be given wide publicity. It has been decided to call applications online from the eligible candidates and scrutiny of Service Particulars will also be done electronically at each level i.e. division/workshop/Unit and Headquarter.

The employees may be advised to take utmost care while filling up the proforma since incomplete/wrongly filled proforma will be rejected and no representations in this regard will be entertained.

The tentative schedule will be as under :-

Sr.No.	Subject	Scheduled date
1)	Date to open PRONNATI window	26.04.2024
2)	Last date to apply by the employee	17.05.2024
3)	Last date to forward the application by respective depots to their Bill preparing Unit.	21.05.2024
4)	Last date to forward the application after verification by Bill preparing Unit to HQ's office, Central Railway	24.05.2024
5)	Date of issue of Eligibility list.	29.05.2024
6)	Tentative date of Viva Voce	03.06.2024

MODE OF APPLICATION

A: For staff of Open Line, Construction Unit and Workshop)

I. HOW TO APPLY

The eligible staff should submit their application through **ONLINE MODE** only for which following steps should be followed.

1. Visit the Railnet site 10.31.3.3/pronnati link and then Click onto **PRONNATI**.
2. Go through the **NOTIFICATION**.
3. Click on **REGISTER**. Select Exam Code: **Personnel/Admn/Ex cadre Selection/Chief**

Protocol Inspector,ML-7/2024

4. Fill up **PF No as User ID**, Your Mobile no and Registered Email and **Submit**.
5. You will get a default **Password** generated and display as 12345, immediately on another screen will show for change of password.
6. Now go to **Home Page** and select **APPLY/LOGIN**
7. Again use your **PF No. as User ID** and **Password** which you have received on computer screen (i.e. 12345).
8. Fill up the Application form with utmost care and after completing all the fields, click on **Submit** tab. (Before login it should be conformed that it is clicked on Submit tap)
9. Take a print out and keep it for your record.

This will complete the submission of application for the candidate.

II HOW TO FORWARD APPLICATION.

For login, each **division/workshop/ Construction UnitIncharge** will obtain User ID and password from **APO(Admn.)**. After login **division/workshop/Construction Unit Incharge** can view the details of applicants working under his control. To forward the application, just Click on **FORWARD** of each of the application. On Last date of submission of application by the candidate, respective **division/workshop/ Construction UnitIncharge** can get a summary of the applications which he has forwarded. He should take a print and keep it for the record with the signature of the Establishment Incharge.

III HOW TO VERIFY THE APPLICATIONS

For login, Office Superintendent of the divisional personnel Deptt./Workshop/ Construction unit with whom Service Registers are maintained will obtain User ID and password from **APO(Admn)**. After login, OS can **View** as well as **Edit** the details of all applicants whose Service Registers are maintained in that office. After verifying Service Particulars of each employee from Service Record, OS can change it in Edit application, if any deviation. He should put **sign ✓ in the box** if he made any change in the particulars filled by the applicant and same remarks should add in the remarks column. After verification to forward the application just Click on **FORWARD BUTTON** of each of the application.

IV HOW TO VALIDATE THE APPLICATIONS

For login, APO/Head of the Construction Unit with whom Service Registers are maintained will obtain User ID and password **from APO(Admn)**. After login APO/Head of the Construction can view all applications whose Service Registers are maintained in that office and verified by his Office Superintendent. As per the Eligibility conditions for the selection for the post APO/Head of the Construction Unit will valid or invalid the application by clicking on the **Valid/Invalid**. Then all the applications will be automatically forwarded to Headquarter for further scrutiny. On Last date of submission of application in Headquarter, Divisional Personnel Deptt./Workshop/Construction unit can get a summary of the applications he has forwarded. He should take a print and keep it for his record.

For any queries regarding login/forwarding/Editing/Validating application please contact on **Mobile No. 8828311667 Ch. S&WI(Admn)/ 8452910659, Sr. Clerk (Admn)**.

After receipt of applications through online mode of all the volunteers, appearing for the selection, will be further scrutinized at Headquarters' level, Central Railway and the list of eligible volunteers will be published later. The final eligibility list will also be notified on RAILNET site 10.31.3.3/pronnati on 29.05.2024

B: For staff working in any other Railway/Non Railway Organisation on Deputation

The staff working in any other Railway/Non Railway Organisation on Deputation should also follow the above steps as in A. One copy of the print out of the application should be verified by the concerned Bill preparing Unit i.e where SR is maintained and same should be sent to APO(Admn), Central Railway, CSMT by Ordinary dak or per bearer so as to reach on or before 24.05.2024 and one copy should be forwarded to the division or workshop where the lien is maintained on Central Railway. Division/workshop is advised to forward the applications received from the employees working in any other Railway/Non Railway Organisation on Deputation by confirming lien maintained on that division/workshop on or before 24.05.2024.

The Tentative date of viva-voce is 03.06.2024. This may be treated as advance notice for preparation for viva-voce test. In case of delay in issue of eligibility list or postponement of date of viva-voce test, no separate time will be given.

It is requested to give wide publicity to the notification by circulating the same to the Units under your jurisdiction.

English version of notification is available on Railnet site 10.31.3.3 (Go to Personnel then Notification for recruitment).

Digitally Signed by Manohar

Mali

Date: 25-04-2024 16:01:49

Reason: Approved

Manohar K. Mali

Asstt. Personnel Officer

/- PCPO

DA:- As above

Copy to:- PCPO, CPO(A) CPO(G)

Dy. CPO (HRD) Dy CPO (Gaz). (Const) (NG) (IT), Chairman RRC

SPO (RP)

APO(Gaz) (E&M) (Bills), (T&C) (RRC/WB) (Const. (Stores/Med). (IR Wel) PS to PCPO, Sr. Translator (Rajbhasha). Chief OS OS (Ruling) (Gaz). (Pension), (Comml). (Optg.) (RP), (HRP) (Compasionale Cell) (Pass), (Billsy, Labour), (SBF) (Wei), (Engg), (Mech), (Elect), (SAT), (Med) (Stores) Ch.LA (Court) (RRC WB), (Sports). Genl Secy to NRMU CRMS. SC-ST OBC Association

