

NOTIFICATION

CENTRAL RAILWAY		Headquarters Office, Personnel Branch, CSMT, Mumbai-400001
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No.CR-HQ0PERS/261/2023-O/o CPOA/HQ/CR/**306891**
30.01.2024

Date:

AGM, SDGM, CAO(C), PCE, PCCM, PCEE, PCME, PCMD, PCPO, PCOM, PCSTE, PCMM, PFA, PCSO, PCSC, CPRO, DGM, DGM (OL), FA&CAO(T)

DRM BB, BSL, NGP, SUR, PA

CWM(S&T) BY, CWM PR, CWM MTN, CWM/ACL/BSL, CWM MMR, Sr.DPO BB, BSL, NGP, SUR, PA, Sr.DFM BB, BSL, NGP, SUR, PA, Chairman/RRC, RRB Dy.CMM BSL, PR, MTN, CRD, P/CETI/THK, Sr. EDPM, P/ZRTI/BSL, RCT MUMBAI, NAGPUR WAO PR, MTN, BSL, WAAO MMR, NKRD,

Director IRICEN/PA, IREEN/NKRD, MD KRCL/Belapur, GM RITES/BB, CPO MRVC CCG, GGM/IRCTC BB, DFCCIL BB, RVNL BB, AGM MMRC, GM/IRICON, PO/RCT BB, NGP

Sub: Formation of panel for selection of 01(One) post of Protocol Assistant, PML-5 (Ex-cadre) in Protocol Cell of GM's Office, CSMT, Central Railway.

It has been decided to fill up One Ex-Cadre post of Protocol Assistant, PML-5 in 7th CPC(Ex-Cadre) in Protocol Cell, CSMT Mumbai, by holding selection.

1.Service Conditions:

Gr. 'C' employees from any department of Central Railway working in PML-2, PML-3 & PML-4 with 2 years regular service.

Minimum 2 years service in substantive post is must in the feeder cadre.

(Note: Two year's service condition is essential to be completed on the date of Notification i.e. 30.01.2024)

2.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.

The procedure for filling up of the ex-cadre posts in Protocol Cell, GM's Office as Protocol Assistant etc. is as under:

- i. There is no minimum educational qualification.
- ii. Maximum age limit is 50 years.
- iii. Selection will be based only on viva-voce followed by scrutiny of Service Register/APARs.

3. Job Profile/Duties:

- a. To assist Secretary to GM/AS(P) in respect of all protocol requirements.
- b. To assist Secretary 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 Railway 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 do various protocol duties as assigned from time to time and as detailed in duty list.

4. Other Conditions:

- a. The employee should be below 50 years of age on the closing date of notification.
- b. Selected employee will not be allowed to decline the post.
- c. There will be no further avenue of promotion for the selected employee.
- d. Maximum tenure of the post will be 5 years and on completion of tenure the employee will be repatriated his/her parent cadre. Lien of the selected employee will be maintained in his/her parent department/unit and he/she may be repatriated his/her parent department/unit without assigning any reasons. The tenure of 05 years not to be exceeded.

As Protocol Assistant selection 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 Protocol Assistant will not be admissible in terms of RBE No.34/2023 dated 20.02.2023.

5. Selection Procedure:

The Selection consists of viva-voce, scrutiny of Record of Service (APARs of last 3 years). Since the selection is being conducted by calling the applications from eligible employees of different departments, the same shall be based on merit in terms of Railway Board's letter No. E(NG)I-2008/PM7/4 SLP dated 19.06.2009 (RBE No. 113/2009)

Since the post of Protocol Assistant in ML-5 is a general post, hence, no supplementary viva-voce will be held.

The tentative schedule will be as under :-

Sr.No.	Subject	Scheduled date
1)	Date of Notification	30.01.2024
2)	Date to open PRONNATI window	31.01.2024
3)	Last date to apply by the employee	29.02.2024
4)	Last date to forward the application by respective depots to their Bill preparing Unit.	08.03.2024
5)	Last date to forward the application after verification by Bill preparing Unit to HQ's office.	18.03.2024
6)	Date of issue of Eligibility list.	11.04.2024

7)	Tentative date of Viva-Voce	23.04.2024
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MODE OF APPLICATION

(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/Protocol Assistant/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 logout 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 Unit** Incharge 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 Unit Incharge** 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)**

To ensure that the eligible staff avail the opportunity for appearing for selection, wide publicity should be given. Supervisor/Incharge should bring to the notice of the staff working under them about this selection.

After receipt of applications through online mode of all the volunteers, appearing for the selection will be further scrutinized at Headquarters' level 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/PERS/ on 11.04.2024**.

Applications of the employees who are not eligible should not be forwarded to this office, However, reason for disqualifying the candidate may be advised to them through proper channel.

All POs or SR controlling authorities are hereby requested to kindly observe the following points while scrutinizing the applications:-

- i. The entry as regard to educational qualifications is mentioned in SR with valid & verified certificates available in their Personal files.
- ii. Entries as regards DAR cases are correctly entered in SR.

- III. Entry in regard to change of name, if any.
- IV. Copy of first page of SR (Where latest photograph is pasted) duly indicating the PF No. & date of appointment, may please be sent along with application.
- v. Unauthorized absence entry in SR.
- VI. Award entry in SR (i.e. Branch Officer Award, PHOD Award, DRM Award and GM Award along with copy of such awards)
- VII. **Applications not fulfilling the eligibility conditions for this selection given above may not be forwarded to this office.**

If any of the employees of the Divisions/Workshops/Units is on deputation or working against ex-cadre posts and whose lien is maintained by this Railway, their parent controlling officers should be advised to inform the employees about the selection, provided they are fulfilling the conditions.

The tentative date of Viva-voce is **23.04.2024**. This may be treated as advance notice for preparation for the Viva-voce. In case of delay in issue of eligibility list or postponement of date of Viva-voce, no extra time will be given.

Kindly acknowledge the receipt of this letter.

Digitally Signed by Manohar
Mali
Date: 30-01-2024 17:26:53
Reason: Approved

Manohar K. Mali
APO(Admin)
/-PCPO

Copy to:- DGM (G)

CPO(A), CPO(G), Dy. CPO (HRD), Dy.CPO (Gaz/St.), (Const) (NG)
(IT),

SPO (IR & WEL), (HRP) (R/Pass), (Gaz & Legal), Sr. Sports Officer, APO (RP), (Elect. & S&T), (E&M), (Bills), (RRC/WB), (Const.), (Stores/Med), PS to PCPO, Sr. Translator (Rajbhasha), Chief OS/OS (Ruling), (Gaz), (Pension), (Comml), (Optg.), (RP), (HRP), (Compassionate Cell),(Pass), (Bills), (Labour), (SBF), (Wel), (Engg), (Mech), (Elect), (S&T), (Med) (Stores), Ch.LA (Court), (RRC/WB), (Sports),

Genl Secy to NRMU, CRMS, SC-ST/OBC Association.