



SOUTHERN RAILWAY

Headquarters Office,
Personnel Department,
Chennai – 600003.

No: P(G)532/XVI/Protocol Officer

Dated 21.03.2024

DGM Co-ordination & Secretary to GM for kind information of GM,
PS-I to AGM for kind information of AGM
SDGM & CVO, DGM/G, ADGM
PFA, PCOM, PCCM, PCME, PCEE, PCE
PCSTE, PCMD, CPRO, PCSC, PCSO, PCMM/PER, CSTE/Proj./MAS,
CAO/CN/MS, CAO/CN/ERS, CPM/RE/MS, CE/MTP/R/MS, CSTE/CN/MAS,
DRM/MAS, PGT, TPJ, MDU, TVC, SA,
DRM/P/MAS, PGT, TPJ, MDU, TVC, SA,
CWMS/GOC, LW/PER, CW/PER, S&T/PTJ
CEWE/PER, MD/RH/PER, Dy.CMM/GOC, GSD/PER, MSD/PER, S&AO/MMC,
Principal/MDZTI/TPJ, MDDTI/PTJ, Dy.CE/EWS/AJJ, Dy.CPO/CN/MS,
Dy. GM/Rajbhasha/HQ, LO/MMC/MAS, Sr.MPS/RPM, SMM/SSD/PTJ,
Dy.CPO/C&LW, SPO/CN & RE/MS, WPO/GOC,
APO/TM/RPM, EWS/AJJ, APO/CW&LW/PER, S&T/PTJ,
APO/Stores/PER, EWS/AJJ, Electrical Workshop/PER
Additional Registrar/RCT/MAS, ERS, Chairman/RRB/MAS, TVC,
Chairman/RRC/S. Rly, No.5, Dr.P.V.Cherien Crescent Road, Chennai-105.
The General Manager/ RITES, Anna Salai, Chennai-600 006.
Managing Director /IRCON, No.13, PalikaBhavan, R.K. Puram, New Delhi – 66.
Director/IRCTC, 6-A, The Rain Tree Place, No.9, Mac Nicholas Road, Chennai
The Managing Director, KRCL and CRIS.

Sub: Notification for filling up the Group 'B' post of Protocol Officer
(Ex-Cadre) in Level-8 in the General Cadre/Southern Railway– Reg.

Ref: Board's letter No.E(GP)2007/2/50 dt.29.03.2022 (RBE No.36/22)
Circulated as PBC No.56/22 dt.04.04.2022.

As per the procedure advised by Railway Board vide reference cited above, applications are hereby invited to fill up the 02 (Two) Group 'B' posts of Protocol Officer (Ex-Cadre) in Level- 8 of VII CPC in General Cadre of Southern Railway. Applications have to be submitted online as provided herein.

The vacancies notified are:- 02

Registration of application online – Date of Opening	22.03.2024 @ 10:00 hrs.
Registration of application online – Date of Closing	08.04.2024 @ 23:59 hrs.
Last date for forwarding the online applications received by Personnel Officers (concerned) to Headquarters	16.04.2024 @ 17:00 hrs.

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1. Posting Locations:

The selected candidates will be posted at HQ/SR under the administrative control of GM/Southern Railway.

2. Eligibility Criteria:

- a) From officials preferably holding analogous post (Group 'B'–Gazetted) on regular basis, **failing which**,
 - (i) from amongst Group 'C' employees with atleast 2 (two) years' regular service in Level-7 of the Pay Matrix.
 - or
 - (ii) from amongst Group 'C' employees with at least 6 (six) years' regular service in Level-6 of the Pay Matrix
- b) The desirable Educational Qualification and preferable work experience for manning of the post is given as under:
 - (i) Holding Bachelor's Degree of a recognized University, **and**
 - (ii) Having two years' experience of Protocol or Public Relations work.

3. Procedure for filling up:

The Ex-cadre Group 'B' posts of Protocol Officer will be filled up on the basis of Viva-Voce and on assessment of APARs.

4. Tenure:

The tenure on the Ex-cadre Group 'B' posts of Protocol Officer shall normally **Not Exceed Four Years.**

5. General Conditions:

- (i) The lien of the selected incumbents will continue to be maintained in their respective Gazetted / Non-Gazetted cadre.
- (ii) The Officers / Employees, after their posting as Protocol Officer (Ex- cadre), will continue to earn regular promotions in their respective cadre including to Group-B posts, as per the Recruitment Rules & Administrative instructions, etc., governing the said posts.
- (iii) In case, a Group 'C' employee is selected for the Ex-cadre Group 'B' post of Protocol Officer, he/she will be repatriated to his/her parent cadre at least one year before the date of his/her retirement on superannuation, irrespective of the tenure.
- (iv) The settlement dues on retirement will be arranged at the parent unit where their lien is being maintained.
- (v) The selected incumbent, while working as Protocol Officer, if applies for voluntary retirement (VR), the incumbent will be repatriated back to his parent cadre and the request for VR will be processed thereafter.

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- (vi) Selected candidate should not seek for extension of the tenure period under any circumstances.
- (vii) Selected candidate is liable for repatriation from the Ex-cadre Group 'B' post of Protocol Officer at any point of time on administrative grounds.

6. How to apply:

- (i) Detailed instructions for filling up the online application is available in the web portal and also enclosed herewith as **Annexure -I**. Volunteers should apply for the post **ONLINE** by visiting the official website www.srhqpb.in
- (ii) Volunteers are advised to carefully read the entire instructions and information available on the official websites of **sr.railnet.gov.in** and **srhqpb.in** before filling up the application online.
- (iii) The applications received will be treated as "Invalid/Ineligible" on the following grounds:
 - (a) **Unsigned application.**
 - (b) **Application without affixing latest photograph.**
 - (c) **Application without verification and certification by Supervisory /Controlling official.**
 - (d) **Any other reason involving violation of extent instructions, as deemed fit.**
- (iv) Applicants must note that, if any information furnished by him/her is false or misleading, the application/candidature is liable for rejection and action will be initiated under D&AR rules.

7. Instructions to the forwarding Cadre Controlling Officials:

The respective cadre dealer / controlling Personnel Officers should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, each online application has to be certified regarding the eligibility and forwarded online with remarks, if any.

In addition, an excel file containing all the relevant details of all applications should also be downloaded from the portal. The downloaded excel data file should also be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column. The same has to be uploaded in the portal and also forwarded in e-office to the undersigned as e-receipt **on or before 17.00 hrs of 16.04.2024.**

It may be strictly ensured that only the applications which are found eligible to be forwarded to Headquarters.

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The relevant data in Excel Sheet received without such certification will be summarily rejected and the responsibility will be fixed for such incorrect or incomplete certification.

If applicants are undergoing penalty of reduction to lower grade etc. or under suspension or any departmental proceedings have been initiated for major penalty or any RPUP cases are pending, the particulars of such employees should also be advised with full details to Dy.CPO/Gaz/HQ in a sealed cover.

It is the responsibility of the Personnel Officer of Division/Unit concerned to certify the correctness of the eligibility of candidates as per the conditions laid down in the notification.

8. The applicants shall be in contact with their Headquarters office at frequent intervals for any updates. For inquiries, they may contact the following Railway phone numbers.

APO/Gaz. : 22533 Ch. OS/Gaz : 22710

9. Keeping ready the updated SRs and APARs:

The original updated SRs and APARs for the last five years of all the applicants who have applied (along with the acknowledgement of the employee for having received the copies of APAR for each year) may be kept ready by the Controlling Officer concerned for immediate transmission to this office whenever called for.

10. Wide publicity may be given to this notification.

11. Please acknowledge the receipt of this letter with date without fail.

12. The last date for applying through online by employee is 08.04.2024 at 23:59 hrs.

Encl.: Annexure-I


(M. SUNITHA)

Assistant Personnel Officer/Gaz
for General Manager

INSTRUCTIONS FOR ONLINE APPLICATIONLink for applying online -www.srhqpb.in**Instructions to Candidates: -**

- i) The willing employees will have to click on the link. The link will lead to the application format in which the candidate needs to fill up the required particulars.
- ii) The application format has to be filled up carefully and after the employee is satisfied that all the particulars have been correctly filled up, he/she should register. Once registered, the employee will not be able to make any change in the application.
- iii) After registration, a unique application number will be allotted to the employee and the employee should download and take a print of the filled in application from the portal in PDF format.
- iv) In the print out, latest photograph of the employee should be affixed in the space provided and his/her signature should be affixed in the space provided.
- v) In the above application, the photograph should be attested by the controlling supervisor / official and the application should be forwarded by the controlling supervisor/official affixing signature duly mentioning the name, designation along with the seal of the forwarding supervisor / official.
- vi) The application complete in all respect duly forwarded by the Controlling supervisor / official, Education Qualification certificate from recognised university (UG/PG etc.) & any other relevant documents, should be scanned as a single PDF and uploaded in the portal after obtaining Competent Authority's approval.**
- vii) Employee can thereafter login either by using "IPAS number & date of birth" or "Application number & date of birth" for uploading above scanned copies by using the "Upload the application" option in the portal.
- viii) Employee can also download acknowledgement for the submission of his/her application. The employee may use the unique application number to check the status of his application/instructions later on.
- ix) For any assistance with regard to the above, the under mentioned Helpline Number may be contacted during office hours:

Name	Designation	Helpline Number
Shri D. Sugumar	S&WI	90031 60639

Instructions to Personnel Department Officer:-

- (i) The access to the online application at the stage of scrutiny and further forwarding will be restricted to the officials granted user rights at the level of Dealer(s), Personnel Officer/ Divisional Officer etc.
- (ii) The user rights and passwords already provided may be utilized.
- (iii) The respective cadre dealer / controlling Personnel Officer should verify the correctness of the particulars of each application with the Service Register and other available relevant records. After due verification, **each online** application has to be certified and forwarded online with remarks, if any. In addition an excel file containing all the relevant details of all application should also be downloaded. The downloaded excel data file also has to be verified and corrections, if any, has to be carried out duly indicating the same in the remarks column without fail. The same has to be uploaded in the website along with the covering letter, the same should be forwarded in e-office to the undersigned as e-receipt on or before **17:00 hrs of 16.04.2024**.
- (iv) The Personnel Officer concerned should reject the ineligible application duly specifying the reason for rejections.
- (v) Divisions and units may set up **suitable helpline and give wide publicity** to the same along with details including mobile number of the person who can be contacted for any assistance.

