

Modern Coach Factory, Rae Bareli

Office of the
General Manager (P)

NOTIFICATION

Sub: Filling up the 01 Ex-cadre Group "B" post of protocol officer in level 8 in pay matrix of 7th CPC.

In terms of Railway Board letter No. E(GP)2007/2/50 dated 29.03.2022, it is proposed to fill up 01 Ex-cadre Group "B" post of protocol Officer in level 8 in pay matrix from amongst the officials, possessing the following service conditions, educational qualification and experience.

2. No. of vacancy: 01 (One)
3. Eligibility Condition:
 - (a) Officials preferably holding analogous posts on regular basis, failing which;
 - (i) From amongst Group 'C' employees with atleast 2 years regular service in level 7 of the pay matrix, Or
 - (ii) From amongst group 'C' employees with atleast 6 years' regular service in level 6 of the pay matrix
 - (b) The desirable educational qualification and preferable work experience for manning 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.
 - (c) Other desirable requirements;
 - (i) The applicant should be fluent (in both speaking and writing) in Hindi and English language.
 - (ii) The applicant should have aptitude for liason duties.
 - (iii) The candidates should preferably have a reasonable period at New Delhi and should be well conversant with the geography of New Delhi/ Delhi and various offices such as Railway Board /Northern Railway, Airports and other offices /places etc. in and around Delhi/New Delhi etc.
 - (iv) The applicant should have a pleasing personality and should have good communication and networking skills and organizational ability.
 - (v) Medical fitness as per IRMM-I, Chapter-V.
 - (vi) Since, post of protocol Officer is an Ex-Cadre post the employee selection against such post may be reverted to this parent cadre any time if his work is not found satisfactory.
4. The ex-cadre Group "B" post of Protocol Officer shall be filled up on the basis of Viva-Voce and assessment of APARS. The factors to be taken into account in the proposed selection will be as under:-

SN	Factor	Max. Marks	Qualifying Marks
1.	Viva-Voce	25	15
2.	Assessment of APAR	25	15

5. The interview will mainly comprise of assessment of personality and knowledge about Indian Railways and the setup of various organizations under central and State Government, There PSUs Protocol matters and others allied matters which are expected to be in the knowledge of a person aspiring to become a protocol officer in Railway.

6. The tenure of ex-cadre Group "B" post of Protocol Officer shall normally not exceed four years. The lien of the selected incumbent will continue to be maintained in their respective Non-Gazetted/Gazetted Cadre. Further they will earn regular promotions in their respective cadres as per the Rules etc governing the said posts. After completion of 04 years incumbent will be repatriated to his parent cadre.

7. In case a group 'C' employee is selected to the ex cadre Group 'B' post of Protocol Officer he should be repatriated to his parent cadre at least one year before the date of his retirement on superannuation, irrespective of his tenure. Also, his settlement dues on retirement will be made accordingly as per the lien held by him on his respective non-Gazetted parent cadre.

8. This notification pertains to the filling up of the post of Protocol Officer, Group 'B' (Ex-cadre). The selected candidate will be repatriated to his parent cadre as stated in Paragraphs 6 and 7 above, and will not have any claim for protection of pay or status in the parent cadre arising from the selection to the post of Protocol Officer. The administration reserves the right to repatriate the selected candidate at any time, without assigning any reason, in case of administrative exigencies.

9. This notification may also be notified to the staff who are working outside of MCF but having lien in this unit. The controlling officers and the establishment officers concerned will please ensure this notification will be circulated amongst such staff.

10. The staff willing to be considered for the selection may apply in the Proforma enclosed as Annexure-I.

11. The application on the Proforma (Annexure-I) duly filled in all respect should be submitted through their respective controlling officers, so as to reach this office by 14.06.2025. Application received after the last will not be considered.

Note : Date of Viva-Voce will be informed in due course.

Please acknowledge the receipt of this notification.

Encl: As above.

No. MCF-RBL0PERS(Gaz.)/23/2024

Dated .05.2025

ANIL
KUMAR
YADAV

Digitally signed
by ANIL KUMAR
YADAV
Date: 2025.05.23
16:14:23 +05'30'

(Dr. A. K. Yadav)
Sr. Personnel Officer/Gaz.
For General Manager (P)

Copy to:

1. Secy to GM | For kind information to GM.
2. All HODs of MCF/RBL. | For kind information and necessary action please.
3. PS to PCPO: For uploading on the website of MCF/RBL.
4. APO/Staff: For information of those candidates who are on deputation etc retaining their lien in MCF.
5. All Notice Boards.

**PROFORMA OF WILLINGNESS FOR APPEARING IN THE SELECTION OF GROUP ‘B’
POST OF PROTOCOL OFFICER IN LEVEL-08 IN PAY MATRIX OF 7th CPC AT MCF/RBL.**

To,

General Manager (P),
MCF, Raebareli.

Sub: Application for the Group ‘B’ post of protocol officer (Ex-cadre) in level-08 in
pay matrix of 7th CPC.

Ref: Staff Notice No. MCF-RBL0PERS(Gaz.)/23/2024 Dated 23.05.2025.

Sir,

I Designation station..... am
willing to participate in the above selection.

2. My details/information for Group ‘B’ Selection are given below:-

S. N.	Particular	Filled by Candidate
1.	Name (In block letter)	
2.	Present designation	
3.	Date of Birth	
4.	Date of Appointment	
5.	Date of Retirement	
6.	Present level in pay matrix	
7.	Holding analogous post on regular basis w.e.f.	
8.	Date of appointment in Level-7	
9.	Date of appointment in Level-6	
10.	Qualification	
11.	Experience, if any	

I have carefully gone through the notification and I declare that the above information/details given by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Signature of Employee

Place:

Date:

Forwarded to the GM (P) office for further necessary action.

Signature of controlling officer
Designation with official seal