No. A-12023/01/2016-E.I
Government of India
Ministry of Commerce and Industry
Department of Industrial Policy & Promotion

Udyog Bhavan, New Delhi.

VACANCY CIRCULAR

Sub:- Filling up of the post of Protocol Officer on Deputation (Including Short Term Contract) / Deputation /Re-Employment for Armed Forces Personnel basis in the Ministry of Commerce and Industry (Department of Industrial Policy and Promotion).

Services of a suitable officer are required for the post mentioned in Annexure-I. The pay of the officer selected will be regulated in accordance with the Department of Personnel and Training’s OM No.6/8/2009-Estt.(Pay II) dated 17th June, 2010.

2. Applications are invited for the post in the prescribed proforma at Annexure-II from willing officers who fulfill the eligibility conditions as mentioned in Annexure-I. Officers who volunteer for the post will not be permitted to withdraw their names later.

3. As the requirement is urgent, it is requested that the application(s) (in duplicate) in the Annexure-II along with the complete and up-to-date ACR/APAR dossier(attested copy of each page) for last 05 years, Integrity Certificate, Major /Minor penalty statement during the last 10 years of the officer(s) who could be spared in the event of selection, may be sent to this Department through proper channel within 60 days from the date of publication of this circular in Employment News. Applications received after the due date or without the Confidential/Annual Performance Appraisal Reports, Integrity Certificate or Major/Minor penalty statement during the last 10 years or otherwise found incomplete will not be considered. While forwarding the application(s) it may be verified and certified that the particulars furnished by the officer(s) in his/their application(s) is/are correct and that no disciplinary case is pending or contemplated against the officer(s).

(L.K. Sharma)
Under Secretary to the Govt. of India.
Tel. No. 2306 2096

To
1. All Ministries/Departments of the Govt. of India.
2. The DAVP, Ministry of Information and Broadcasting, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003- with the request to get the post advertised in the ‘Employment News’. It is requested that the advertisement may kindly be published immediately in the Employment News. The cost of publication of above advertisement will be borne by this Department.
3. The Director General, Director General of Resettlement, M/o Defence, West Block IV, R.K. Puram, New Delhi-110066.
5. All Sections in the Department of Indl. Policy & Promotion.
9. Department of Public Enterprises, CGO Complex, Lodhi Road, New Delhi.
11. E.H Section, (5 copies).
1. Name of the post: Protocol Officer
2. Classification: General Central Service, Group ‘B’ Gazetted, Non-Ministerial
3. Pay Band and Grade Pay/Pay Scale: Pay Band-2(Rs.9300-34800/-) + Grade Pay Rs.4600/-.
4. Number of posts: One
5. Eligibility: 

Deputation (Including Short Term Contract)
Officers under the Central Government or State Governments or Union Territories or Public Sector Undertaking or Recognised Research Institutions or Universities or Semi Government or Statutory or Autonomous organisations.

(A) holding analogous posts on regular basis in the parent cadre or department;

or

(II) with five years’ service in the grade rendered after appointment thereto on regular basis in post in pay band-2, Rs.9300-34800 plus grade pay of Rs.4200/- or equivalent in the parent cadre or department; and

(B) Possessing the following educational qualifications and experience:-

(i) Bachelor Degree of a recognised University;

(ii) Two years’ experience of Protocol or public relations work.

(Period of deputation(ISTC) including period of deputation(ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government, shall ordinarily not to exceed three years. The maximum age limit for appointment by Deputation(ISTC) shall not be exceeding 56 years as on the closing date of the receipt of applications).

Deputation or Re-Employment (For Armed Force personnel):
Armed Forces personnel in the rank of Naib Subedar or Equivalent in Indian Army, Navy and Air Force, who are due to retire or to be transferred to Reserve within a period of one year and having the experience and qualification prescribed for deputationists shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. (Re-employment up to the age of superannuation with reference to civil posts).

6. Terms and Condition of Deputation (Including Short Term Contract) / Deputation /Re-Employment for Armed Forces Personnel shall be governed /regulated according to the applicable normal terms and conditions for Deputation (Including Short Term Contract) / Deputation /Re-Employment for Armed Forces Personnel issued by the Government of India from time to time. Officers who volunteer for the post will not be permitted to withdraw their name later on.

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PROFORMA
(Enclose separate sheet, duly authenticated by your signature, wherever required)

1. Name : 
2. Date of Birth : 
3. Date of retirement under Central/State Govt. rules : 
4. Date of retirement from service (in case of deputation or re-employment for Armed Force personnel) : 
5. Educational Qualifications and Special Qualifications, if any : 
6. Period and details of experience of Protocol or public relation work. : 
7. Whether qualifications/experience required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same). : 
8. Please state clearly whether in the light of entries made by you above you meet the requirement of the post. : 
9. Details of employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

<table>
<thead>
<tr>
<th>Office/Deptt./Instt./Orgn.</th>
<th>Post Held</th>
<th>From</th>
<th>To</th>
<th>Whether regular/ ad-hoc/deputation</th>
<th>Pay band, Grade Pay and Basic Pay</th>
<th>Nature of duties.</th>
</tr>
</thead>
</table>

10. Nature of present employment i.e., whether ad-hoc or temporary or quasi-permanent or permanent. : 
11. Date of return from the last ex-cadre post, if any : 
12. Whether belong to SC/ST : 
13. Any other relevant information the applicant desires to furnish : 

Cont...
13. Present Residential Address : 

**DECLARATION**

I do hereby declare that the particulars furnished by me above are correct to the best of my knowledge and belief.

Signature of the Candidate
Name in Full: 
Tel.No. 

Date: ___________________ Deptt./Office and Section. ___________________

**TO BE CERTIFIED BY THE CADRE CONTROLLING AUTHORITY/EMPLOYER**

Certified that the particulars furnished by the officer are correct as per the records held in this office and no disciplinary/vigilance case is pending/contemplated against the officer. Certified that the candidate is eligible for the post as per conditions mentioned in the circular/advertisement.

No. ____________________

Signature, Name and Seal of the
Employer/Cadre Controlling Authority

Dated: ____________________