

**No. A-11013/01/2022-Ad.I**  
**भारत सरकार / GOVERNMENT OF INDIA**  
**मंत्रिमंडल सचिवालय / CABINET SECRETARIAT**  
**राष्ट्रपति भवन / RASHTRAPATI BHAVAN**

\*\*\*\*

New Delhi, the <sup>4th</sup> 16 March, 2023

**CIRCULAR**

**Subject: Filling up of one (01) post of Protocol Officer (Group 'B', Non-Gazetted, Non-Ministerial, Pay Level-7) in Cabinet Secretariat on deputation/absorption basis-reg.**

It is proposed to fill up one (01) post of Protocol Officer (Group 'B', Non-Gazetted, Non-Ministerial) in Cabinet Secretariat in Level-7 of Pay Matrix (7<sup>th</sup> CPC Scale) on deputation/absorption basis. The eligibility conditions for appointment to the post are given in Annexure-I.

2. The service of person appointed on deputation will be governed by the terms and conditions laid down in DoP&T's O.M. No. 2/29/91-Estt.(Pay II) dated 05.01.1994, 6/8/2009-Estt.(Pay-II) dated 17.06.2010 and 2/11/2007-Estt.(Pay-II) dated 24.11.2017.

3. It is requested that the applications of eligible and willing officers who can be relieved, if selected, may be forwarded in the prescribed proforma as in Annexure-II along with the following documents, to the Director (Administration), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi-110004 latest by 28.04.2023:-

- (i) Photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above.
- (ii) Vigilance/administrative clearance certificate.
- (iii) Statement showing major/minor penalties, if any, imposed during the last 10 years.
- (iv) Cadre clearance.

4. Applications received otherwise than through proper channel and/or without the above mentioned documents and/or after the due date shall not be entertained. The applications not accompanied by supporting certificates/documents in support of experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection. Further, the candidates who apply for the post shall not be allowed to withdraw their candidature subsequently.

Encl: as above

*Saumitra Sahar*

**(Saumitra Sahar)**

Under Secretary to the Government of India

Tel: 23014224

1. All Ministries/Departments of Government of India. It is requested that the vacancy may please be given wide publicity in their attached and subordinate offices under their administrative control.
2. All Sections in Cabinet Secretariat including NACWC / DPG / DBT / Office of Secretary (Security) / VCC.
3. TD(NIC)- with the request to post the Circular on the website of Cabinet Secretariat and also on Intranet.
4. Hindi Section – for Hindi Version.

**Annexure-I**

1.	Name of the post	:	Protocol Officer
2.	Number of posts	:	01 (one)
3.	Classification	:	General Central Service, Group 'B', Non-Gazetted, Non-Ministerial
4.	Pay Scale of the post	:	Level-7 of Pay Matrix (7th CPC Scale)
5.	Method of recruitment	:	By deputation/absorption
6.	Period of deputation	:	Ordinarily not exceeding 03 years
7.	Eligibility	:	<p><u>Officers under the Central Government, including Central Armed Police Forces and Armed Forces:</u></p> <p>(a) (i) Holding analogous post on regular basis in the parent cadre or department : or (ii) With five years of regular service in the grade rendered after appointment thereto on regular basis in Level-6 (Rs.35,400-1,12,400) of pay matrix or equivalent in the parent cadre or department ;</p> <p>and</p> <p>(b) possessing the following educational qualifications and experience:</p> <p>Essential: (i) Bachelors Degree in any discipline from a recognised University or Institute; (ii) Three years of protocol experience attached with an officer of the rank of Joint Secretary or above of the Government of India.</p> <p><b>Note 1:</b> The period of deputation including the period of deputation 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 exceed three years.</p> <p><b>Note 2:</b> The Maximum age-limit for appointment by deputation shall be not exceeding fifty six years as on the closing date of receipt of applications.</p>

**PROFORMA**

Application for the post of Protocol Officer

1. Name of the Applicant :  
(in Block Letters)
2. Address :  
(Office) :  
(Residence) :  
Telephone No. (Office) :  
(Residence) :
3. Father's / Husband's name :
4. Date of Birth :  
and Age as on closing date of application :
5. Date of Entry in Govt. Service :
6. Date of retirement under Central Govt. Rule :
7. Educational/Professional Qualifications :
8. Present Post held :  
(a) Scale of Pay :  
(b) Present Pay :
9. Date of regular appointment to the post :
10. Post held (whether ad-hoc/regular/deputation) :  
in case the present employment is held on deputation basis, please state-  
(a) The date of initial appointment :  
(b) Period of appointment on deputation :  
(c) Name of the parent office :  
(d) Name of the post and pay of the post held in :  
substantive capacity in the parent organisation
11. Brief service particulars and experience :

Period		Post held on regular basis	Scale of Pay	Organisation and station served	Brief description of duties
From	To				

12. Please state clearly whether in the light of Entries made by you above, you meet the requirement of the post? :
13. Additional information, if any which you would like to maintain in support of your suitability for the post :
14. Whether belongs to SC/ST/OBC/PH :
15. Additional information, if any :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished above will be assessed by the Selection Committee at the time of selection for the post. The information/details provided 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 candidate)  
Address \_\_\_\_\_

Date \_\_\_\_\_

Certification by the Employer/ Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possess educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt./Ms.\_\_\_\_\_.
- (ii) His/ Her integrity is certified.
- (iii) Photocopies of his/ her ACRs for the last 5 years, duly attested by an officer of the rank of Under Secretary of the Govt. of India or above, are enclosed.
- (iv) No major/minor penalty has been imposed on him/her during the last 10 years **OR** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Date:

Signature of sponsoring Authority  
(with office seal)