

Government of Jammu and Kashmir

Resident Commission

5, Prithviraj Road, New Delhi; 110011
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Applications are invited from eligible candidates for hiring the services of two Protocol Officers as per the following details:

1.	Nature of engagement	Contractual
2.	Period of Contract	One Year
3.	Salary	Last pay drawn minus pension and commuted portion of pension
4.	Eligibility	Retired CISF personnel

2. The application form alongwith the detailed Terms and Conditions, Eligibility Criteria and Functions & Duties for the above posts is available on the official website (www.rc.jk.gov.in) and /or the same can be collected from this office during working hours upto 10 days of the publication of this notice

3. The duly completed application form shall be submitted within 15 days from the date of publication of this notice and shall be accompanied with self attested copies of the following certificates/documents:-

- i. Academic Qualification.
- ii. Date of Birth Certificate.
- iii. Aadhar Card.
- iv. Character Certificate.
- v. Experience Certificate, if any.

4. The engagement shall be purely temporary and on need basis. The Resident Commission reserves the right to reject any application without assigning any reason thereof.

5. Incomplete application (not supported with documents) shall be outrightly rejected without any notice to the applicant.

6. Selection shall be made on the basis of merit and performance at the Interview to be conducted by this office on 27.01.2021.

7. No TA/DA shall be admissible for the Interview.


29/12/2020
Under Secretary
Resident Commission

Application form for hiring of Protocol officer on Contract basis in Resident Commission, J&K Government, 5-Prithvi Raj Road, New Delhi.

Self attested
photograph

Application for the post of				
Name in full (Block letters)				
PPO No. (Enclose copy)				
Date of Birth				
Date of superannuation from Govt. service & last post held				
Whether Medically Fit (Documentary proof to be attached)				
Office address at the time of retirement				
Mailing Address				
Permanent Address				
Email Address/Telephone No.				
Education Qualification (copy(s) of relevant degree course)				
Degree/Diploma	College/University/Institute	Year of passing	of	Division/Class
Work Experience				
Organization/Institute/Post held	Period (From---- To)	PB/GP/Pay Matrix	Experience	

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from Vigilance angle at the time of my retirement. I have read this document and am ready to accept all the Terms and Conditions for writing as a Protocol Officer.

Place:

Name & Signature

Date:

Subject: Hiring of two Protocol Officers on contract basis for performing Protocol duties at Delhi Airport.

Terms and Conditions

1. The contract shall be valid initially for a period of one year or till regular incumbents are posted, whichever is earlier. However the same may be extended as per the requirement of this office.
2. Working hours shall normally be from 09:00 AM to 5:30 PM during working days including Saturday and Sunday with half an hour lunch break in between. However, in case of exigencies, they may be required to sit late, work in odd hours and may be called on Gazetted holidays as well, whenever required.
3. The contract is purely temporary and can be terminated at any time by giving 15 days notice without assigning any reason thereof. The decision of the Principal Resident Commissioner shall be final in all such respects.
4. The consolidated remuneration shall be last pay drawn less pension as is being done for other officials retired from the Government. No other allowance is admissible.
5. The incumbents shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance System (BAS) or any other method of attendance system existing in the department. Attendance registered by them shall be taken as a conclusive proof on the basis of which their remuneration shall be paid.
6. The incumbents shall be eligible for 08 days leave during the period of one year. However unavailed leave cannot be carried forward, in case of any extension beyond a period of one year.
7. The vehicle shall be provided strictly for official purpose.
8. The incumbents shall not be entitled to any other benefit or allowances.
9. Reimbursement of telephone/mobile bill shall be done as per the existing norms.
10. The incumbents shall maintain full secrecy in respect of the official work assigned to them and shall not divulge any information to any third party.
11. This contract shall not confer any rights to the incumbents for any future employment in any manner.

Eligibility Criteria

1. The incumbents must be retired CISF personnel and must have attended to duties related to airport security for at least two years.
2. Must have a degree from a recognized university or equivalent.
3. Must have the experience of at least two years in protocol service under the Central/State Government/Union Territories/Semi Government Organisations/Statutory bodies/Universities/Public Sector Undertakings/Autonomous Bodies etc.
4. Shall be well acquainted with the functioning of Central Government/State Government Ministries/Departments.
5. Shall possess excellent knowledge of Hindi as well as English language and possess good communication skills both written and spoken.
6. Shall have polite and confident behavior and exhibit a high level of initiative, objectivity, integrity and commitment.
7. Proficient with internet usage and good problem solving skills.
8. Independent and self motivated.

Functions and Duties

1. To organize reception on arrival/departure of VVIPs/VIPs at Delhi Airport.
2. Protocol Officers shall see off/receive VVIPs/VIPs while going and returning from tour within the country. Pre-departure/pre-arrival formalities in respect of domestic/foreign tours of VVIPs/VIPs shall be looked after by the Protocol Officers, which includes blocking of seats of their choice, collection of boarding card, luggage clearance etc.
3. Booking of ceremonial lounge/VIP lounge at Delhi Airport and plan foreign and domestic visits, ceremonies and special events.
4. Identify security risks and create safety plans.
5. Arrangement of Airport Entry passes and creation of suitable seating arrangements.
6. Prevent etiquette breaches or any cultural blunders.
7. Liaisoning with various Government agencies/Passport office/MEA/Foreign Mission/Airlines/Hostels/Hotels etc.
8. Delivery of important official correspondence through airlines as and when required.
9. Any other relevant job assigned from time to time by this office.