

**No. 42018/6/2018-Estt.
Government of India
Ministry of Tribal Affairs**

Shastri Bhavan, New Delhi

Dated: 26.9.2019

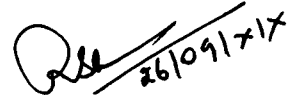
VACANCY – CIRCULAR

Subject: Engagement of Protocol Officer on contract basis for performing Protocol duties in Ministry of Tribal Affairs – reg.

It is proposed to engage one full time consultant in Ministry of Tribal Affairs for performing Protocol duties with the following terms and conditions:-

- a. Must have Degree from a recognized University or equivalent;
- b. Must have 3 years protocol service experience under the / Central/State Governments/ Union Territories/ Semi Government Organizations / Statutory bodies/ Universities / Public Sector Undertakings / Autonomous bodies
- c. Shall be well acquainted with the functioning of Central Government Ministries/ Department;
- d. Shall possess excellent knowledge of Hindi as well as English Language.
- e. The engagement shall be initially for a period of one year or whenever regular incumbent is available whichever is earlier.
- f. Working hours shall normally be from 09:00 AM to 5:30 PM during working days including half an hour lunch break in between. However, in exigencies of work, he/she may be required to sit late, work in odd hours and he/she may be called on Saturday/ Sunday and other Gazetted holidays, when required.
- g. The contract between the Department and a Consultant can be terminated at any time by either side by giving 15 days' notice without assigning any reason. The decision of the Secretary (TA) shall be the final in all respects.
- h. The consolidated consultancy fee / remuneration would be last pay drawn less pension as is being done for other officials retired from government. No other allowance is admissible. However, in the case of candidate retiring from non-pensionable establishment, fixed remuneration of Rs. 40,000 will be given.
- i. Consultants shall be compulsorily required to enroll themselves in the Aadhar based Biometric Attendance System (BAS). Attendance registered by the staff in the BAS only shall be taken as proof of their attendance in the office and on the basis of which fees/remuneration will be paid.
- j. Consultants shall be eligible for 08 days leave during the period of one year. However, unavailed leave cannot be carried forward, in case of extension beyond one year.

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 - k. Vehicle will be provided for Official purpose. Where vehicle is not provided, conveyance allowance will be paid as per government rates / actuals whichever is less.
 - l. The Consultant will not be entitled to any other benefit or allowances.
 - m. Re-imbusement of telephone bill/Mobile bill upto a maximum of Rs.1200/- per month plus taxes, if any.
 - n. The Consultant will maintain full secrecy in respect of the official work assigned to him and will not divulge any information to any 3rd party.
 - o. Engagement as Consultant in Ministry of Tribal Affairs will not give the Consultant any right for future employment in any manner.
2. The functions and duties of Protocol Officer is at **Annexeure-I**. The person who fulfill the eligibility criteria and is willing to offer his services as consultant, may submit his application in the prescribed proforma (**Annexeure-II**), to Under Secretary (Estt.), Ministry of Tribal Affairs, Room No. 400, B-wing, Shastri Bhawan, New Delhi-110001, within 21 days of publishing of this vacancy circular.


26/09/17

(Reema Sharma)

Under Secretary to the Govt of India

Ph : 011-23389881

1. All Ministries/ Departments of Government of India. It is requested that the vacancy may be given wide publicity in their Office and subordinate and attached offices, public sector undertakings, research institutions, statutory bodies, autonomous bodies and semi-Government organizations under their administrative control.
2. PPS to Secretary (TA)
3. All Divisions/Section, MoTA
4. NIC, MoTA for uploading the same on website of the Ministry

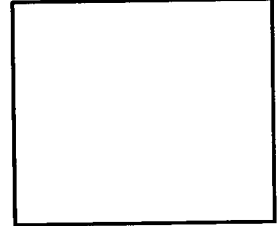
ANNEXURE-I

Functions and duties of protocol officer will be as under:-

- a. To arrange diplomatic/ official passports in respect of Ministers/ Senior Officers of the Ministry.
- b. To arrange booking of International ticketing arrange Visas from various Embassies/High Commissions in Delhi.
- c. To arrange servicing in the passports.
- d. To organize reception on arrival/departure of delegations led by Minister /Secretary.
- e. Booking of Ceremonial Lounge/VIP Lounge at the airports.
- f. Arrangement of Airport Entry passes.
- g. Arrangement of reception on the domestic airport for Minister/ Secretary.
- h. Liaison and discussions with various government agencies/ passport office/ MEA/ Foreign Missions/Airlines/Hostels/ Hotels/FAO & UN Agencies etc.
- i. Passing of Bills and making other office correspondence. Any other job assigned from time to time are also being undertaken.
- j. Protocol officer should see off/ receive Hon'ble Ministers/Secretary while going and returning from tour within the country. Pre- departure/Pre-arrival formalities in respect of domestic/foreign tour of Hon'ble Ministers/Secretary be looked after by the protocol officer, which includes blocking of seats of their choice, collection of boarding cards, luggage clearance etc.

ANNEXURE-II

Application format for engagement of Protocol Officer on Contract basis in Ministry of Tribal Affairs



Application for the Consultant Post of				
Name in full (Block letters)				
PPO No. (Enclose copy)				
Date of Birth				
Date of superannuation from Govt. service & Last post hold.				
Whether Medically Fit ?		Yes / No		
Office address at the time of retirement.				
Mailing Address				
Permanent Address				
Email Address				
Telephone/Mobile No.				
Education Qualification (copy(s) of relevant degree course):				
Course	Subject	University/Institute	Year 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 ready to accept all the terms and conditions for engagement as Consultant.

Place:

Date :

Name &Signature