

No. W-23025/1/1999-Adm.I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya  
Shram Shakti Bhawan, Rafi Marg, New Delhi - 110001  
Telephone No. 23719806; Fax No. 23718730  
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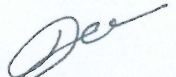
Dated: 26.12.2016

**CIRCULAR**

**Subject:- Filling up one post of Protocol Assistant in the Ministry of Labour & Employment - reg.**

Applications in the prescribed pro-forma, as per Annexure-A are invited from eligible officials of the level of Section Officer and Assistant Section Officer for appointing the Protocol Officer in this Ministry. The duties and responsibilities of the post of Protocol Officer are detailed in Annexure -B.

2. It is requested that the applications from the eligible and willing officers may be forwarded to the undersigned within a period of 15 days from the date of issue of this circular along with their willingness to discharge the duties of Protocol Officer for the protocol work related to the Ministry, without any financial liability, in addition to their own usual duties. The Protocol Officer will be entitled to reimbursement of residential telephone expenses upto prescribed ceiling and will also be provided official vehicle on need basis.
3. Applications received incomplete or after the due date will not be entertained.

  
(A.K. Thakur)

Under Secretary to the Government of India

Copy to:

1. All Divisions of Ministry of Labour & Employment.
2. Hindi Unit (MS), Ministry of Labour & Employment. They are requested to provide Hindi version of this circular.
3. ✓ Director (NIC) with the request to upload this circular on the website of this Ministry and also "on line Notice Board" / What's New

PROFORMA

1. Post applied for :
2. Name and address in Block letters :
3. Designation :
4. Date of Birth :
5. Educational Qualifications :
6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post?
7. Details of employment, in chronological order (enclose a separate sheet duly authenticated by your signature, if the space below is insufficient) :

Ministry/ Department	Scale of Pay and Basic Pay	Nature of Post held	From	To	Duties

8. Total emoluments per month drawn.
9. Additional information including any experience in the field of protocol duties
10. Remarks, if any

Signature of the Candidate  
Address:

Service particulars given by the applicant are verified with reference to service records and found to be correct.

Signature with Seal of the Controlling Authority

## Duty Charter of Protocol Officer of Ministry of Labour & Employment

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1. Receiving / Seeing off Hon'ble Ministers, Secretary, Additional Secretary and other Senior Officers at Airport / Railway Station etc. on their domestic tours.
2. Receiving / Seeing off Hon'ble Ministers, Secretary, Additional Secretary and other Senior Officers at the Airport on their arrival / departure from foreign tours
3. Co-ordination with the concerned Passport Officer / MEA for issue of Passport and Visa.
4. Co-ordination with the Airlines, both for the onward and return journey, including checking the correct timings of departure / arrival, apprising the Hon'ble Ministers and Officers concerned and arranging the transport as appropriate.
5. Other miscellaneous functions in connection with the visit of eminent personalities / guests from the ILO, multilateral organizations and other countries, like arrangements for Lunch / Dinner, arrangements of gifts, bouquets, etc.