

**No. A12031/2/2019 - Lokpal  
Government of India  
Secretariat of Lokpal**

**Chankyapuri, New Delhi  
Dated 19<sup>th</sup> August, 2019**

**Advertisement for Protocol Officer (contractual)**

Application in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible retired officials (Section Officer/Assistant Section Officer/ Assistant Level) for filling up of the post of a Protocol Officer (contractual) in the office of Lokpal, New Delhi, as per details given below:

1.	Name of the Post	<b>Protocol Officer (contractual) in Office of Lokpal New Delhi</b>
2.	Period of Consultancy	Initially for 6 (six) months.  The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3.	Nature of Duties	The selected Protocol Officer (contractual) will be required to work as Protocol Officer in the office of Lokpal and assist the office of Lokpal as required.
4.	Job Location	The Ashok, Chankyapuri, New Delhi or any other places in the Office/Secretariat of Lokpal at Delhi/New Delhi.
5.	Qualifications/Essential Criteria	<ul style="list-style-type: none"><li>• Applicant should be retired Section Officer/ Assistant Section Officer level officers (or equivalent) in Government of India/ Supreme Court with good health and the age limit is 64 years.</li><li>• Applicant must be have good command on Hindi as well as English (both speaking and writing)</li><li>• Application must also be computer savvy</li></ul>
6.	Described Criteria	Minimum 3 (Three) years previous experience of working as Protocol Officer in the Government of India.
7.	Number of Post	1 or 2 (subject to discretion to office of Lokpal).
8.	Remuneration & Entitlements	<ul style="list-style-type: none"><li>• The monthly remuneration is equal to last pay drawn as regular employee minus pension as per extant rule of Government of India. No other allowance such as</li></ul>

		<p>HRA, TA etc will be paid.</p> <ul style="list-style-type: none"> <li>• The employment will be strictly contractual, and will not confer any other benefits to the selected candidates.</li> <li>• Those selected are required to enter into a contract with the Lokpal in a prescribed format w.e.f. from the actual date of appointment as Consultant.</li> </ul>
9.	How to apply	<ul style="list-style-type: none"> <li>• Interested applicants may submit application indicating their interest in working for the Office of Lokpal at Annexure- I.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labeled "<b>Application for the Post of <u>Protocol Officer (contractual)</u> in Office of Lokpal</b>" and addressed to: <p style="text-align: center;"> <b>Under Secretary, Lokpal</b>  <b>Oudh Corridor</b>  <b>The Ashok Hotel</b>  <b>Chankyapuri, New Delhi 110021</b>  <b>Email : <a href="mailto:lokpal.us@gov.in">lokpal.us@gov.in</a></b> </p> </li> </ul> <ul style="list-style-type: none"> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• References from past employers may be included.</li> <li>• The application should include the contract details of the candidate, including residential address, email ID and land line and mobile numbers.</li> <li>• Office of Lokpal will review the applications, and will short list candidates if considered suitable. <b>The short- listed candidates will be called for an interview in the Lokpal.</b></li> <li>• The date, time and venue of the interview will be conveyed in the Interview call Letter.</li> <li>• Candidates will have to make their own arrangements to reach the place of interview.</li> <li>• No TA/DA will be payable by the Lokpal to attend the interview.</li> <li>• The final selection will be based on their performance at the interview.</li> <li>• The decision of the Lokpal on selection of candidates will be final.</li> </ul>

The last date for receiving applications is **5<sup>th</sup> September 2019**. Application received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

**APPLICATION PROFORMA FOR THE POST OF PROTOCOL OFFICER  
(CONTRACTUAL) IN OFFICE OF LOKPAL, NEW DELHI**

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications :
5. Mobile No. :
6. Email ID :
7. Details of employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of Duties performed

8. Details of course/training programmes attended, if any:
9. Language known :
10. Details of previous experience as protocol officer:
11. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.
12. Remarks, if any :

(Signature of candidate)

Address:

Date: