

621- (621) (62)



BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)

CORPORATE OFFICE
PERSONNEL - I SECTION
4th Floor, Bharat Sanchar Bhawan, H. C. Mathur Lane, Janpath, New Delhi-110001

No. 400-240/2014/ Pers-I

Dated:- 12-12-2014

To,
All Heads of Telecom Circles /
Metro Districts / Maintenance Regions /
Projects / Stores / BRBRAITT / ALTTC
All other Administrative Units and BSNL HQ,
Bharat Sanchar Nigam Limited.

Subject:-Volunteers for posting in BSNL CO as Protocol Officer - calling for option regarding Sir,

I am directed to refer to the subject noted above and say that applications from SDE/DM/ DE/AGM working in BSNL are called for posting as Protocol Officer in BSNL CO. New Delhi. The key duties and responsibilities of Protocol Officer are as under:-

1. To do protocol duties for CMD/Board of Directors and as and when required by Hon. Minister/ Secretary/ Member of Telecom Commission.
2. Arrangement and coordination for official meetings held in BSNL Corporate Office and outside like HOCC, Board meetings, MOU negotiation meetings and other official meetings.
3. Miscellaneous works as and when assigned by CMD/Board of Directors and from DoT.

The volunteers may furnish their willingness in the enclosed Proforma at Annexure 'A' through proper channel before 31-12-2014 to the undersigned. Volunteers are advised to also send advance copies of their applications at e-mail address adgpl@gmail.com. The applicant if got selected has to join immediately when ordered so. The officers, whose name, appear in ODI/Agreed list or are facing vigilance/ disciplinary case need not apply.

Encl: As Above

J. Srinivasan
(J. Srinivasan) 12/12/14

Astt. General Manager(Pers.I)

ENDT NO TSA/11-2/misc/2012/PT dtd at Chennai the 12-12-2014

copy to:
All Heads of SSA's/Units of TN circle, For circulation
and necessary action pl.

AV
12/12/14

W. Srinivasan 16/12/2014
Asst General Manager (Staff)
FOR COM, BSNL, TN Circle,
CHENNAI - 6

ANNEXURE 'A'

Application for the Post of Protocol Officer in BSNL CO, New Delhi

1. Name of the officer:
2. Designation:
3. Name of Circle/Unit and station of posting:
4. Staff no:
5. HR No:
6. Date of Birth:
7. Educational Qualification:
8. Date of Joining in the present circle/unit as
9. Details of Experience if any with regard to PR/Liaisoning /holding official functions etc:
10. Any other details candidate may like to give.

Dated at _____

Signature