

F.No-21/4/2015-CS.I (P)
Government of India
Ministry of personnel, Public Grievances & Pension
Department of Personnel & Training


Lok Nayak Bhawan, New Delhi
Dated 17th June 2016

Office Memorandum

Subject:- Filling up of posts of Deputy Passport Officer (DPO), Assistant Passport Officer(APO) & Passport Officer (PO) in Passport Offices under Ministry Of External Affairs (CPV Division) on deputation basis-reg.

Two vacancy circulars both having No.- V.IV/575/8/2016 dated 15.06.2016 received from Ministry of External Affairs (CPV Division) on the subject cited above are circulated for information of all CSS officers.

2. It may be noted that Cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.


(Raju Saraswat)

Under Secretary to the Government of India
Tel:-24629412

To

All Ministries/Departments (through Website of DOP&T)

No. V.IV/575/8/2016
Ministry of External Affairs
CPV Division

Patiala House Annexe,
Tilak Marg, New Delhi-110001,
Dated: 15.06.2016

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services/ Central Secretariat Service in the Ministries/ Departments of the Government of India , on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Deputy Passport Officer (DPO)	6 (Six): 1 Post- Passport Office, Chennai 1 Post- Passport Office, Hyderabad 1 Post- Passport Office, Jalandhar 1 Post- Passport Office, Lucknow, 1 Post- Passport Office, Mumbai, 1 Post- Passport Office, Trivandrum	Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/-.	Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 or equivalent in the Parent cadre or Department; and (b) possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.
Assistant Passport Officer (APO)	3 (Three): 1 Post- Passport Office, Jammu 1 Post- Passport Office, Srinagar 1 Post- Passport Office, Visakhapatnam	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 5,400/-.	Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with two years' service in the Grade

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Ms. Sonam

		<p>rendered after appointment thereto on a regular basis in posts in the Pay Band-2(Rs.9300-34,800 and Grade Pay of Rs. 4800 or equivalent in the parent cadre or Department; or</p> <p>(iii) with three year's service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2(Rs. 9300-34800 and Grade Pay of Rs. 4600 or equivalent in the parent cadre or Department; and</p> <p>(b)possessing the following educational qualifications and experience:</p> <p>(i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;</p> <p>(ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.</p>
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Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding **fifty six** years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

2 The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The DPO/APO can be posted any of the PSK falling under the jurisdiction of respective Passport Offices.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma **Annexure A**)

of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by 15th July, 2016.

(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

1. All Ministries/ Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (AD)]
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi **with the request to upload the circular on the MEA's website**
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi **with the request to upload the circular on the Passport Seva website**
4. ✓ Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi **with the request to upload the circular on DoPT's website for wider circulation**
5. All Passport Offices
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad
7. Spokesman, JCM, MEA, New Delhi
8. PS to JS (PSP) & CPO, CPV Division, MEA, New Delhi

ANNEXURE A
CURRICULAM VITAE PROFORMA

1. Name (in Block letters)
2. Applied for the post of
- (i) Place (Name of Station/s in order) (1).....
(2).....
(3).....
3. Date of Birth (in Christian era)
- (i) Age as on 15.07.2016
[closing date of circular]
4. Date of retirement under Central/
State Government Rules
5. Educational Qualifications
6. Whether belongs to SC/ST
7. Educational qualifications and experienced possessed

		Qualification/ Experience possessed by the officers
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	

Contd.....2

8. Details of service, in chronological order.
Enclose a separate sheet, duly authenticated
by your signature, if the space is insufficient ...

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. Contact details:

(A) Present Add:-

.....
.....
.....

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

(B) Office Add(with office name):-

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

10. In case the present post is held
on deputation / contract basis, please state

(a) Name of Office / Organization
and address (with Tel. No.)

.....
.....
.....

(b) The date of initial appointment

.....

(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization
to which you belong

.....

Contd....3

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....

.....

.....

.....

Dated.....

.....

It is certified that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....

(Signature of Head of Office with Seal)

No. V.IV/575/8/2016
Ministry of External Affairs
CPV Division

Patiala House Annexe,
Tilak Marg, New Delhi-110001,
Dated: 15.06.2016

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services/ Central Secretariat Service in the Ministries/ Departments of the Government of India , on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Passport Officer (PO)	1 Post- Passport Office, Kolkata	Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 7,600/-	Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 6,600 or equivalent in the Parent cadre or Department; and (b) Possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.

Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Ms Sonam


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2. The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by **15 July, 2016**.


(Anil Kumar Dhasmana)
DPO(PVA)
011-23386936

To,

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[closing date of circular]
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5. Educational Qualifications
6. Whether belongs to SC/ST
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		Qualification/ Experience possessed by the officers
Essential	(1)	
	(2)	
	(3)	
Desired	(1)	

Contd.....2

8. Details of service, in chronological order.
Enclose a separate sheet, duly authenticated
by your signature, if the space is insufficient ...

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1.						
2.						
3.						

9. Contact details:

(A) Present Add:-

.....
.....
.....

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

(B) Office Add(with office name):-

(i) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail-

.....

10. In case the present post is held
on deputation / contract basis, please state

(a) Name of Office / Organization
and address (with Tel. No.)

.....
.....
.....

(b) The date of initial appointment

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(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization
to which you belong

.....

Contd....3

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address.....

.....

.....

.....

Dated.....

.....

It is certified that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

.....
(Signature of Head of Office with Seal)