

No.21/3/2014-CS.I (D)  
Government of India  
Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)

2<sup>nd</sup> Floor, Lok Nayak Bhawan, New Delhi-110003.  
Dated the 4<sup>th</sup> July, 2014.

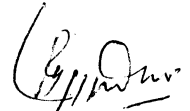
**OFFICE MEMORANDUM**

**Subject: Filling up the post of Passport officer, Deputy Passport Officer and Assistant Passport officer in Ministry of External Affairs on deputation basis – reg.**

Ministry of External Affairs (CPV) Division have invited applications for filling up of some vacancies on deputation basis. The detailed eligibility conditions and other relevant information are annexed.

2. Ministries/Departments are requested to give wide publicity to the vacancies among CSS officers and may forward duly signed applications, if any, to Shri Anil Kumar Dhasmana, DPO (PVA), Ministry of External Affairs, CPV Division, Patiala House Annexe, Tilak Marg, New Delhi-110001 latest by 30 July, 2014 under intimation to this Division.

3. Cadre clearance in respect of CSS officers at the level of Under Secretaries and above may be obtained from this Division before the application is forwarded to CPV Division of Ministry of External Affairs.



(R K Girdhar)

Under Secretary to the Government of India  
Telefax: 24629413

Deputy Secretary/Under Secretary (Administration/Estt.),  
Ministry/Department of .....  
(As per list)

(1)

(97)

No. V.IV/575/26/2014  
Ministry of External Affairs  
CPV Division

Patiala House Annexe,  
Tilak Marg, New Delhi-110001,  
Dated: 30.06.2014

**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 & Stations	Scale of Pay	Eligibility
Passport Officer (PO)	2 (Two) One Post each at Amritsar & Bhopal.	Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 7,600/-	<p>Officers under the Central Government including officers of All India Services:</p> <p>(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) Possessing the following educational qualification 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> <p>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.</p> <p>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.</p>

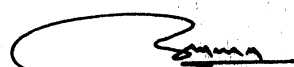
			<p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding <b>fifty six</b> years as on the closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1<sup>st</sup> 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</p>
Deputy Passport Officer (DPO)	<b>13 (Thirteen),</b> One Post each at Amritsar, Cochin, Guwahati, Hyderabad, Kozhikode, Lucknow, Mumbai, Patna, Pune, Shimla, Trivandrum and Two Posts at Bangalore.	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/-	<p>Officers under the Central Government including officers of All India Services:</p> <p>(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or</p> <p>(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</p> <p>(b) possessing the following educational qualification 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> <p>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.</p> <p>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.</p> <p>Note 3: The maximum age limit for appointment by deputation shall not be exceeding <b>fifty six</b> years as on the closing date of receipt of applications.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an</p>

			<p>officer prior to the 1<sup>st</sup> 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.</p>
<p>Assistant Passport Officer (APO)</p>	<p><b>4 (Four)</b> One post each at Guwahati, Malappuram, Patna &amp; Ranchi.</p>	<p>Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs5,400/-.</p>	<p>Officers under the Central Government including officers of All India Services:</p> <p>(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or</p> <p>(ii) with two years' service in the Grade 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> <p>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.</p> <p>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.</p> <p>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.</p> <p>Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an</p>

		officer prior to the 1 <sup>st</sup> 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
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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. 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, **latest by 30 July, 2014**.

  
(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 (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this 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. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.

*pl. circulate*

*Handy*  
*03/07*  
*4/8/14*

*4/9/2014*  
*SA Kapoor*

Reference to circular No.: V.IV/575/...../2014

ANNEXTURE – A  
CURRICULAM VITAE PRO- FORMA

Affix Passport  
Size Recent  
Photograph  
Here

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 01.02.2013 .....
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)	

P.T.O.

8. Details of Employment, 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. In case the present employment is held  
on Deputation / contract basis, please state —  
(a) Name of Employer 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

.....

10 . Contact details:

(A) Present Add:-

.....

.....

.....

(ii) Tel. No.

.....

(ii) Mob. No.

.....

(iii) E-mail:-

.....

(B) Office Add:-

.....

P.T.O.

(i) Tel. No. ....  
(ii) Fax No. ....  
(iii) E-mail:- .....

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

Date.....

Address.....  
.....

.....

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

.....  
(Signature of Employer with Seal)