

**No. V.IV/575/37/2017**  
**Government of India**  
**Ministry of External Affairs**  
**CPV Division**

**Patiala House Annexe,**  
**Tilak Marg, New Delhi-110001,**  
**Dated: 04.12.2017**

**VACANCY CIRCULAR**

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

<b>Post</b>	<b>Number of Posts &amp; Name of Passport Office</b>	<b>Scale of Pay</b>	<b>Eligibility</b>
<b>Passport Officer (PO)</b>	<b>2 (Two):</b> 1 Post – Passport Office, <b>Bhopal.</b> 1 Post – Passport Office, <b>Guwahati.</b>	Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 7,600/- (Pre-revised)	Officers under the Central Government including officers of All India Services: <b>(a)</b> (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 (Pre-revised) or equivalent in the Parent cadre or Department; and <b>(b)</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.
<b>Deputy Passport Officer</b>	<b>1 (One):</b> 1 Post –Passport Office, <b>Delhi / CPV Division</b>	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (Pre-revised)	Officers under the Central Government including officers of All India Services: <b>(a)</b> (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 (Pre-revised) or equivalent in the Parent cadre or Department; and <b>(b)</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.
<b>Assistant Passport Officer (APO)</b>	<b>2 (Two):</b> 1 Post – Passport Office, Kolkata (PSLK, Agartala) 1 Post – Passport Office, Visakhapatnam	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs5,400/- (Pre-revised)	Officers under the Central Government including officers of All India Services:  <b>(a)</b> (i) holding analogous Posts on regular basis in the parent cadre or department; or  (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 (Pre-revised) or equivalent in the parent cadre or Department; or  (iii) with three years' 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 (Pre-revised) or equivalent in the parent cadre or Department; and  <b>(b)</b> possessing the following educational qualifications 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.

**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 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

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/PSLK/POPSK falling under the jurisdiction of respective Passport Office.**

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 **5<sup>th</sup> January, 2018.**



(Sahib Singh)  
Deputy Passport Officer (PVE, PVA & Cadre)  
Ph. No. 011-23073259

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.

ANNEXURE – A  
CURRICULAM VITAE PROFORMA

Affix  
Passport Size  
Photograph

1. Name (in Block letters) .....  
Designation (Batch) .....

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 05.01.2018  
[closing date of circular] .....

4. Date of retirement under Central/  
State Government Rules .....

5. Educational Qualifications .....

6. Whether belongs to SC/ST .....

7 (a). Educational qualifications and experienced possessed

Qualification/  
Experience possessed  
by the officers

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Essential (1)

(2)

(3)

Desired (1)

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(b). Language Known (Mother Tongue):- .....

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/ Level	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 / Cadre Controlling with Seal)