

No.CDR-II/801/01/2016  
भारत सरकार/Government of India  
विदेश मंत्रालय / Ministry of External Affairs  
(पीएसपी प्रभाग) / (PSP Division)

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Patiala House Annexe,  
Tilak Marg, New Delhi-110001.

Dated: 21<sup>st</sup> January, 2025

To,

1. All Passport Officers / Heads of Office.
2. Shri Syed Sarkar Haider Rizvi, President, All India Passport Staff Association, ~~Patna~~ Lucknow
3. Shri Ajish Sebastian, President, All India Passport Employees Association, Delhi.

**Subject: Inviting comments from the Stakeholders on Draft Recruitment Rules of Passport Officer (Group 'A') in Pay Level-12 of the Pay Matrix in the Central Passport Organization (CPO) -regarding.**

Madam / Sir,

I am directed to state that as per DoPT's O.M. No. AB-14017/6112008- Estt(RR) dated 13.10.2015, the proposal for framing /amendment of Recruitment Rules is to be uploaded on the website of the MEA for 30 days for inviting comments from the stakeholders.

2. Therefore, draft Recruitment Rules for the post of Passport Officer (Group 'A') in Pay Level-12 of the Pay Matrix in the Central Passport Organization (CPO), MEA are attached herewith for information and comments (if any) of stakeholders. The draft Recruitment Rules are also uploaded on the website of the Ministry (<https://www.mea.gov.in>) and PSP Division (<https://passportindia.gov.in>).

3. It is further requested that the comments may be furnished at [sopspcadre@mea.gov.in](mailto:sopspcadre@mea.gov.in) within a period of one month from the date of issue of this letter.

Yours faithfully,

  
(अमित श्रीवास्तव /Amit Srivastava)

अवर सचिव, भारत सरकार /Under Secretary to the Government of India

Encl.: As above.

Copy to:

- ✓ 1. Publicity Officer (XMM), XPD Division, MEA, Shastri Bhawan, New Delhi - with the request to upload the OM on Ministry's website.
2. Director (PSP) - with the request to upload the circular on PSP website.
3. JS(AD), MEA, South Block, New Delhi - for information.

[To be published in the Gazette of India, Part II, Section 3, Sub-Section (i)]

Government of India  
MINISTRY OF EXTERNAL AFFAIRS

**DRAFT NOTIFICATION**

New Delhi, the January, 2025

G.S.R..... - In exercise of the powers conferred by the proviso to Article 309 of the Constitution, and in supersession of the Ministry of External Affairs, Central Passport Organisation (Group 'A' Posts), Recruitment Rules, 2021, in so far as it relates to the post of Passport Officer, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of the Passport Officer (Group 'A' post) in the Central Passport Organisation of the Ministry of External Affairs, namely :-

1. **Short title and commencement:-** (1) These rules may be called the Ministry of External Affairs, Central Passport Organisation, Passport Officer (Group 'A' post) Recruitment Rules, 2025.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application:-** These rules shall apply to the post mentioned in column (1) of the Schedule annexed to these rules.

3. **Number of posts, classification and Pay Level in the Pay Matrix:-** The number of the posts, its classification and the Pay Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the aforesaid Schedule.

4. **Method of recruitment, age limit and other qualifications, etc.:-** The method of recruitment, age limit, qualifications and other matters relating to the above said post shall be as specified in column (5) to (13) of the said Schedule.

5. **Disqualification:-** No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage

and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax:-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission relax any of the provisions of these rules in respect of any class or category of persons.

7. **Saving:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

### SCHEDULE

Name of Post	Number of Posts	Classification	Pay Level in the Pay Matrix	Whether Selection or Non-Selection post	Age limit for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)
Passport Officer	17* (2025)  *Subject to variation depending on workload	General Central Service, Non-Ministerial, Gazetted, Group 'A'	Level-12 (Rs.78,800 - 2,09,200) in the Pay Matrix	Selection Post	Not Applicable

Educational and other qualifications required for Direct Recruits					
(7)					
Essential		Desirable			
Qualification	Experience	Qualification	Experience	Qualification Standard Note	Experience Standard Note
Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Whether Age and Educational Qualification prescribed for Direct Recruits will apply in the case of promotees		Period of Probation, if any	Method of Recruitment: Whether by Direct Recruitment or by Promotion or by Deputation/Absorption and percentage of vacancies to be filled by various methods	
(8)		(9)	(10)	
Age	Educational Qualification		Method	Percentage



Not Applicable	Not Applicable	Not Applicable	<i>Deputation</i>	60
			<i>Promotion failing which Deputation</i>	40

**In case of recruitment by Promotion/Deputation/Absorption, grades from which Promotion/Deputation/Absorption to be made**

(11)

**Promotion:**

Deputy Passport Officer in Pay Level-11 of the Pay Matrix of the Central Passport Organisation with five years regular service in the Grade and have successfully completed mandatory training of two weeks as may be prescribed by the Ministry of External Affairs.

**Standard Note:**

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

**Deputation:**

Officers of the Central Government:-

- (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 Pay Level-11 of the Pay Matrix or equivalent in the parent cadre or Department; and
- (b) possessing the following educational qualifications and experience :
- (i) Bachelor degree from a recognised University or Institute; and  
(ii) Nine years experience in Passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work or Public Grievances.

**Standard Note:**

The departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation, and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or Department of the Central Government shall ordinarily not exceed three years.

The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.

**If Departmental Promotion Committee exists, what is its composition**

(12)

Departmental Promotion Committee:	Departmental Confirmation Committee:
1. Chairman or Member, Union Public Service Commission (Chairman).	Not Applicable
2. Secretary or Additional Secretary in charge of Passport Seva Programme Division, Ministry of External Affairs (Member).	
3. Additional Secretary (Passport Seva Programme) and Chief Passport Officer or Joint Secretary (Passport Seva Programme) and Chief Passport Officer, Ministry of External Affairs (Member).	

**Circumstances in which Union Public Service Commission to be consulted in making recruitment**

(13)

Promotion only.

**No.CDR-II/801/01/2016**  
**(Dr. K. J. Srinivasa)**  
**Joint Secretary (PSP) &**  
**Chief Passport Officer**