

**Ministry of External Affairs  
CPV Division  
Patiala House Annexe,  
New Delhi-110001**

No. V.IV/575/21/13

Dated: 13 August, 2013

**CIRCULAR**

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

post	Number of Posts & Stations	Scale of Pay	Eligibility
Deputy Passport Officer (DPO)	<b>Five(5): One Post each at Nagpur, Pune, Visakhapatnam, Bhubaneswar &amp; Lucknow.</b>	Pre-revised scale of Rs. 10,000-325-15,200(revised Pay Band of Rs. 15,600-39,100 + Grade Pay Rs.6,600/-).	<p>Officers under the Central Government / including officers of All India Services / State Government :</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 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>

Assistant Passport Officer (APO)	<b>One(3): One post each at Lucknow, Jammu &amp; Ghaziabad</b>	Pre-revised scale of Rs.8,000-275- 13,500(revised Pay Band of Rs. 15,600- 39,100 + Grade Pay Rs5,400/-).	<p>Officers under the central Government/ including officers of All India Services / State Government :</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 Pay Band-2 (Rs. 9,300-34,800) and grade Pay of Rs. 4,800 or equivalent in the Parent cadre or Department; or</p> <p>(iii) with three years' service in the Grade rendered after appointment thereto on regular basis in post in Pay Band-2 (Rs. 9,300-34,800) and Grade Pay of Rs. 4,600 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 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 years</b> 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(s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.</p>
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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 selected candidates will be required to work in any Passport Seva Kendra (PSK) falling under the jurisdiction of other Passport Offices as well.

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 23 September, 2013.**



(Anil Kumar)  
Deputy Passport Officer (PVA)  
13 August, 2013

To,

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

Copy to:-

1. Director (MM), Department of Personnel & Training, North Block, New Delhi.
2. The Resident Commissioner, Govt. of (all relevant states) for circulation among the interested officers of the state.
3. Director (XP) - with the request to upload this circular on the website of the MEA.
4. All RPOs/POs.
5. Ministry of External Affairs, New Delhi - Kind attention: JS (Admin).
6. Branch Secretariat at Chennai, Kolkata, Guwhati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS(PSP) & CPO, CPV Division, MEA, New Delhi.

**ANNEXTURE – A  
CURRICULAM VITAE PRO FORMA**

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. Whether Educational and other  
qualifications required for the post  
are satisfied. (If any qualification  
has been treated as equivalent to  
the one prescribed in the Rules,  
state the authority for the same)

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

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8. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post

(Yes)

(No)

9. 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.						

10. Nature of present employment, i.e., ad-hoc or Temporary or Quasi – Permanent

11. In case the present employment is held on Deputation / contract basis, please state —

(a) The date of initial appointment .....

(b) Period of appointment on deputation /contract. ....

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

12. Additional details about present employment:

Please state whether working under (indicate the Name of your employer against the relevant column) —

(a) Central Government .....

(b) State Government .....

(c) Autonomous Organization .....

(d) Government Undertaking .....

(e) Universities .....

(f) Others .....

P.T.O.

13. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade .....

14. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre - revised scale .....

15. Total emoluments per month now drawn .....

16. Additional information, if any, which you would like to mention in support of your suitability for the post. ( This among other things may provide information with regard to

(i) additional academic qualifications .....

(ii) Professional training and .....

(iii) work experience over and above prescribed in the vacancy circular /Advertisement). .....

(NOTE. - Enclose a separate sheet, if the space is insufficient).

17. Contact details:

(A) Present Add:- .....

.....

.....

(i) Tel. No. ....

(ii) Mob. No. ....

(iii) E-mail:- .....

(B) Office Add:- .....

.....

.....

P.T.O.

(i) Tel. No. ....

(ii) Fax No. ....

(iii) E-mail:- .....

(C) Employer's Add:- .....

.....

.....

(i) Tel. No. ....

(ii) Fax No. ....

(iii) E-mail:- .....

**18. Remarks:-**

( The Candidates may indicate information with regards to

(i) Research publications and reports and special projects .....

(ii) Awards / Scholarship / Official Appreciation .....

(iii) Affiliation with the Professional bodies / institutions / societies and .....

(iv) any other information. ....

(Note:- Enclose a separate sheet if the space is insufficient)

I have carefully gone through the vacancy circular / advertisement 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.....  
.....

Countersigned

.....  
(Employer with Seal)