Subject: Conducting of Limited Departmental Competitive Examination (LDCE) for the
post of Assistant Superintendent (erstwhile Assistant) in Pay Matrix Level 6
from Senior Passport Assistant in Pay Matrix Level 4 in Central Passport
Organization, Ministry of External Affairs.

The Ministry is in the process of conducting a Limited Departmental Competitive
Examination (LDCE) from the post of Senior Passport Assistants (erstwhile Upper Division
Clerk) to Assistant Superintendent (erstwhile Assistant) for the employees of Central
Passport Organization. The LDCE to be held would be for around 30 posts which may
increase / decrease subject to promotion of Assistant Superintendent to the Grade of
Superintendent. The vacancies for reserved category would be available as per rules.
While the exact date of examination would be intimated 30 days in advance. The Centre
of exam would be Delhi and the exact location in Delhi would be intimated at the time
communicating the final date of exam. The Centre for exam and its complete address
would also be mentioned on the admit card of the candidate.

2. As per Ministry of External Affairs, Central Passport Organisation (CPO),
Assistant (Group – ‘B’ Posts) Recruitment Rules – 2013, 25% of the vacancies in the
grade of Assistant Superintendent (erstwhile Assistant) (in level 6 - Rs. 35400/- of the pay
matrix) (pre-revised Grade Pay of Rs. 4200) from Senior Passport Assistants (erstwhile
UDC) in Level – 4 - Rs. 25500/- of the pay matrix (pre-revised Grade Pay of Rs. 2400)
are to be filled by holding a Limited Departmental Competitive Examination (LDCE) with 5
years of regular service in the grade and possessing a Bachelor’s degree from a
recognized university, or Association of Indian Universities recognized degrees of foreign
Universities.

3. The cut off date determining eligibility for LDCE is the 1st day of January of 2019
i.e. the year in which the examination is being held. Therefore, SPAs who will be
completing five years of regular service as on 01.01.2019 are eligible to appear in the
LDCE.

4. Scheme & Syllabus having details for Limited Departmental Competitive
Examination shall be as under:

Part – A : Computer based (Multiple Choice Question) carrying maximum of 720 marks:

Part - I – General English: Questions in this component will be designed to test the
candidates’s understanding and knowledge of English Language and will be based on
spot the error, fill in the blanks, synonyms, antonyms, Spellings / detecting misspelled
words, idioms & phrases, one word substitution, improvement of sentences, active /
passive voice of verbs, conversion into direct / indirect narration, shuffling of sentence
parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

Part – II - General Studies: Questions in this component will be aimed at testing the
candidates general awareness of the environment around him / her and its application to
society. Questions will also be designed to test knowledge of current events and of such
matters of every day observations and experience in their scientific aspect as may be
expected of any educated person. The test will also include questions relating to India and
its neighbouring countries especially pertaining History, Culture, Geography, Economic
Scene, General Policy & Constitution of India, Current Affairs.

Part – III – Passport Act & Rules : Question will be based on rules regarding issue of
Passports / Policy / Court Cases etc.


5. The scheme of the Computer Based examination and syllabus is proposed as under:

<table>
<thead>
<tr>
<th>Date of Exam</th>
<th>Part</th>
<th>Subject</th>
<th>Maximum Questions</th>
<th>Maximum Marks</th>
<th>Total Duration</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I.</td>
<td>General English</td>
<td>30</td>
<td>120</td>
<td>3 Hours</td>
<td>Each Question shall carry four (4) marks</td>
</tr>
<tr>
<td></td>
<td>II.</td>
<td>General Studies</td>
<td>30</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>III.</td>
<td>Passport Manual,</td>
<td>60</td>
<td>240</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Passport Act &amp; Rules</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IV.</td>
<td>Service Rules including RTI Act</td>
<td>30</td>
<td>120</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sub Total</td>
<td>180</td>
<td>720</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>VI.</td>
<td>APAR for last five years</td>
<td></td>
<td>-</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td>-</td>
<td>800</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** The paper will consist of Objective Type – Multiple Choice Question only. The question will be set both in English & Hindi for Part II, III, IV & V. Each Question shall carry four (4) marks. The minimum qualifying marks shall be 288 (i.e. - 40%) out of maximum 720 marks. There will negative marking for each wrong answer, thus 1 (one) mark (@ 25%) shall be deducted for each wrong answer.

**Part – B:** APARs of last 5 years shall also carry 80 marks @ 16 marks for each APAR. The Outstanding APAR shall carry 16 marks where as Very Good, Good and Average APAR would carry 12, 08 and 0 (Zero) mark, respectively. This will be taken into account only for those candidates who qualify in the Computer Based Examination i.e. candidates obtaining minimum 288 marks. The APARs marks will be added in total marks obtained in the examination and thereafter a merit list shall be prepared based on Computer Based Examination and marks obtained in APARs.

6. Since, the Limited Departmental Competitive Exam is optional, no TA/ DA will be admissible for appearing in the Examination. Kindly inform all concerned officials in your office and circulate a copy of this amongst them.

7. An acknowledgment copy bearing signatures of all eligible candidates in your office may please be sent to the undersigned.

8. This issues with the approval of Competent Authority.

(Sahib Singh)
DPO (PVE, FVA & Cadre)

To All Passport Offices

Copy to: OSD (PSP) for uploading on PSP portal.