

CDR-II/560/14/2016
Government of India
Ministry of External Affairs
(PSP Division)

Patiala House Annexe,
Tilak Marg, New Delhi
Dated 21st December, 2018

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.

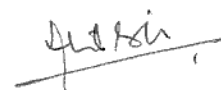
4. Scheme & Syllabus having details for Limited Departmental Competitive Examination shall be as under :

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.



Part – IV – Service Rules & RTI Acts: Question will be based on Office Procedure, CCS (Conduct Rules) 1964, CCS (Leave) Rules 1972, TA Rules, CCS (Pension) Rules 1972, National Pension System, CCS (GPF) Rules 1960, FR-Part – I, Recruitment Rules, MACP Scheme, LTC Rules, Revised Pay Rules, 2016 & RTI Act 2005 etc.

Part – V – Question will be based on GFRs-2017, Delegation of Financial Power 1978, Latest Delegation of Financial Powers of Passport Officers, DDO Manual (Issued by O/o Controller General of Accounts), Receipt & Payment Rules -1982 (issued by O/o Controller General of Accounts).

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

Date of Exam	Part	Subject	Maximum Questions	Maximum Marks	Total Duration	Remarks
To be intimat ed by Ed.CIL	I.	General English	30	120	3 Hours	Each Question shall carry four (4) marks
	II.	General Studies	30	120		
	III.	Passport Manual, Passport Act & Rules	60	240		
	IV.	Service Rules including RTI Act	30	120		
	V.	GFR -2017, Delegation of Financial Powers – 1978, Latest Delegation of Financial Power of Passport Officers, DDO Manual, Receipt & Payment Rules – 1982.	30	120		
		Sub Total	180	720		
	VI.	APAR for last five years (2012-13, 2013-14, 2014-15, 2015-16, 2016-17)	-	80		
		Total	-	800		


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, PVA & Cadre)

To All Passport Offices

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