

CDR-II/560/01/2024
Government of India
Ministry of External Affairs
(PSP Division)

Patiala House Annexe,
Tilak Marg, New Delhi.

Date: 07th June, 2024

Subject: Conducting of Limited Departmental Competitive Examination (LDCE)-2024 for the post of Assistant Superintendent in Pay Matrix Level 6 from Senior Passport Assistant in Pay Matrix Level 4 in Central Passport Organization (CPO).

The Ministry is in process of conducting a Limited Departmental Competitive Examination (LDCE) from the post of Senior Passport Assistant to Assistant Superintendent for the employees of CPO. The LDCE to be held for the year 2024 would be for 59 (UR-37, SC-15, ST-07) vacancies including 02 for PwBD (1-VH,1-HH). While the exact date of examination would be intimated later, the Centre of Exam would be Delhi only. The Centre for examination with its complete address would be mentioned on the admit card of the candidate.

2. Eligibility:

As per Recruitment Rules of Assistant Superintendent, a Senior Passport Assistant of the Central Passport Organization with **five 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 is eligible to appear in the Limited Departmental Competitive Examination in the Grade of Assistant Superintendent.

3. The cut off date determining eligibility for the LDCE is the **1st day of April 2024 (01.04.2024)** i.e. the year in which the examination is being held. Therefore, Senior Passport Assistants who have completed five years of regular service (and are graduate) as on 01.04.2024 are eligible to appear in the LDCE.

4. The scheme of the computer based examination shall be as under:

Date of Exam	Part (A & B)	Subject	Maximum Questions	Maximum Marks	Total Duration	Remarks
To be intimated later	I.	General English	30	120	3 Hours	Each question shall carry four 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	30	120		

		Delegation of Financial Power of Passport Officers, DDO Manual, Receipt & Payment Rules 1983 [Replaced in 2022 by Central Government Account (Receipts and Payments) Rules, 2022]				
		Sub Total	180	720		
	VI.	APAR for last five years (2017-18, 2018-19, 2019-20, 2020-21 2021-22)	-	80		
		Total		800		

Note: The paper will consist of Objective Type-Multiple choice Questions only. The questions 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 216 (i.e. 30%) for unreserved category and 180 (i.e. 25%) for SC and ST Categories, out of Maximum of 720 marks. There will be negative marking @25% for each wrong answer, thus 1 (One) mark Shall be deducted for each wrong answer.

5. The Syllabus for LDCE examination shall be as under:

Part-A: Computer Based (Multiple Choice Question) Examination carrying maximum of 720.

Part-I-General English: Question in this component will be designed to test the candidate'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 neighboring countries especially pertaining History, Culture, Geography, Economic Science, 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 Powers 1978, Latest Delegation of Financial Powers of Passport Officers, DDO Manual (issued by O/o Controller General of Accounts), Receipt & Payment Rules 1983 [Replaced in 2022 by Central Government Account (Receipts and Payments) Rules, 2022] (issued by O/o Controller General of Accounts).

Part-B: APARs of last 5 years shall also carry 80 marks @16 marks for each APAR. The Outstanding APAR shall carry 16 marks whereas Very Good, Good and Average APAR would carry 12, 08 and 0 (Zero) marks, respectively. This will be taken into account only for those candidates who qualify in the Computer Based examination i.e. candidates obtaining minimum 30% and 25% marks for unreserved and SC, ST Categories respectively. The marks of APAR 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 LDCE 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. This issues with the approval of Competent Authority.

Yours faithfully,



(Vipin Tomar)
Section Officer (PSP-Cadre)

To
All Passport Offices

Copy to : OSD (PSP) for uploading on the PSP Portal.

CDR-II/560/01/2024
Government of India
Ministry of External Affairs
(PSP Division)

Patiala House Annexe,
Tilak Marg, New Delhi.

Dated 07th June, 2024

Subject : Conducting Limited Departmental Competitive Examination (LDCE) - 2024

This is for conducting a Limited Departmental Competitive Examination (LDCE) from the post of Senior Passport Assistant to Assistant Superintendent the employees of Central Passport Organization for the year 2024.

2. All Passport Officers are requested to forward the duly filled forms of all interested and eligible SPAs who wish to appear for the proposed LDCE, in the enclosed proforma after checking their eligibility (Five years of regular service as SPA) and educational qualification (Graduation). Filled in application forms (along with a photocopy) should reach Room no. 26, Cadre cell, PSP Division, Ministry of External Affairs, Patiala House Annexe, Tilak Marg, New Delhi 110001 **latest by 28.06.2024 through speed post**. Applications received after 28.06.2024 will not be considered by the Ministry. In case there is no candidate from your office, a "NIL" report may please be sent through email at sopspcadre@mea.gov.in.
3. The centre of the examination would be Delhi. The date of the examination would be intimated later.
4. The LDCE is optional and, therefore, no TA/DA will be admissible for appearing in the Examination.
5. This issues with the approval of JS (PSP) & CPO.

Yours faithfully,



(Vipin Tomar)

Section Officer (PSP-Cadre)

To

All Passport Offices

Copy to : OSD (PSP) for uploading on the PSP Portal.

CDR-II/560/01/2024
Government of India
Ministry of External Affairs
(PSP Division)

Application Form

Attach Passport size
photo

Signature of the Applicant:

[Signature Box]

Sl. No.	Personal Particulars	Details
1.	Name of the Applicant (in Capital Letters)	
2.	Designation	
3.	Date of Birth	
4.	Qualification	
5.	At Present Grade Since	
6.	Present place of posting (RPO)	
7.	Category (GEN/ SC/ ST/ OBC) (Also mention disability, if any)	
8.	Mobile No. & working e-mail of the Applicant	

Signature and seal of the Passport Officer

CDR-II/560/01/2024
Government of India
Ministry of External Affairs
(PSP Division)

**Material of syllabus for Limited Departmental Competitive Examination (LDCE)
- 2024**

The syllabus of LDC Examination of Part – I, II, III, IV & V for circulation to eligible candidates of all passport offices of Central Passport Organization, is as under:

- (i) **Part I – General English** – As mentioned in the notification dated 07.06.2024 of this Ministry.
- (ii) **Part II– General Studies** - As mentioned in the notification dated 07.06.2024 of this Ministry.
- (iii) **Part III** – Passport Manual, Passport Act & Rules
- (ii) **Part IV** - Service Rules & RTI Acts : for the following
 - (a) Office Procedure of latest edition: 16th Edition-2022
<https://labour.gov.in/central-secretariat-manual-office-procedure-csmop>
 - (b) CCS (Conduct Rules) 1964:
https://dopt.gov.in/sites/default/files/CCS_Conduct_Rules_1964_Updated_27Feb15_0.pdf
 - (c) CCS (Leave Rules) 1972 : [Updated on 18.10.23]
<https://dopt.gov.in/acts/central-civil-services-leave-rules-0>
or
<https://documents.doptcirculares.nic.in/D2/D02est/latest%20consolidated%20ruleMsnzh.pdf>
 - (d) TA Rules : Swamy's latest edition may be referred to.
 - (e) CCS (Pension) Rules 1972: Updated rules In 2021:
<https://pensionersportal.gov.in/Document/CCS-Pension-Rules%202021-English.pdf>
or
<https://documents.doptcirculares.nic.in/D3/D03ppw/CCS-Pension-Rules%202021-EnglishiPqOH.pdf>
 - (f) National Pension System / New Pension Scheme: Swamy's latest edition may be referred to.
 - (g) CCS (GPF) Rules 1960:
https://pensionersportal.gov.in/pension/rules_new/GPF_Rules_1960_230913.pdf
 - (h) FR Part I General Rules: Swamy's latest edition may be referred to.
 - (i) Recruitment Rules: Copies in respect of different categories of posts are enclosed.
 - (j) MACP Scheme: (DoPT OM No. DOPT-1669022409144 dated 21.11.2022)
<https://doptcirculares.nic.in/OM/ViewOM.aspx?id=277&headid=4>

(k) LTC Rules : [DoPT OM no. DOPT-1714455840135 dated 30.04.2024]
<https://doptcirculars.nic.in/OM/ViewOM.aspx?id=479&headid=8>

(l) Revised Pay Rules 2016:
https://doe.gov.in/files/pay_related_matters_documents/7thCPC_revisedpayrules25072016_2.pdf

(m) RTI Act, 2005:
[https://rti.gov.in/RTI%20Act,%202005%20\(Amended\)-English%20Version.pdf](https://rti.gov.in/RTI%20Act,%202005%20(Amended)-English%20Version.pdf)

(iii) Part V -

(a) GFR – 2017:
https://doe.gov.in/files/circulars_document/Compilation_of_amendments_in_GFR_2017_English_upto_31_12_2023_Final.pdf

(b) Delegation of Financial Power 1978 : Swamy's latest edition may be referred to.

(c) Latest Delegation of Financial Power of Passport Offices is enclosed.

(d) DDO Manual : <http://www.cga.nic.in/Book/Published/6.aspx>

(e) Receipt & Payment Rules 1983 : [Replaced in 2022 by Central Government Account (Receipts and Payments) Rules, 2022] -
<http://cga.nic.in/Book/Published/list.aspx>
