

**No. CPV/PMU/551/30/15**

भारत सरकार / Government of India

विदेश मंत्रालय / Ministry of External Affairs

(सी .पी .वी प्रभाग / CPV Division)

नई दिल्ली, मई 26, 2015 / New Delhi, 26<sup>th</sup> May, 2015

**CIRCULAR**

**Subject: Internship with Ministry of External Affairs as 'Passport Seva Mitra'**

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The issuance of passports is the most noticeable statutory and citizen-centric service rendered by the Ministry of External Affairs (MEA). India today accounts for about 14% of global issuance and is placed third behind China and the United States. About 6 crore Indian citizens hold valid passports.

2. In the recent past, the MEA has made many quantitative and qualitative improvements in the delivery of passport services in the country through successful implementation of **Passport Seva Project (PSP)**, one of the largest citizen-centric Mission Mode Projects under the National e-Governance Plan (NeGP). The PSP is an innovative high impact e-Governance Programme aimed at delivering passport related services to the citizens of India speedily in a transparent, secure, reliable and comfortable manner within defined service levels. The Project has been executed in public-private-partnership mode and has vastly improved passport services by way of completely overhauling of passport issuance system ensuring greater reach to the citizens of India. About 2.5 crore passport related applications have been processed since the inception of PSP.

3. **The MEA offers a unique window of opportunity to young graduate students to experience e-governance, citizen centricity and service orientation by way of internship at any of the 81 Passport Seva Kendras (PSKs) and 37 Regional Passport Offices (RPOs) across the country.** The location of the PSKs/RPOs may be accessed at the Passport Portal [www.passportindia.gov.in](http://www.passportindia.gov.in).

4. The criteria for selection and modalities of internship are detailed below :--

- i. Interns would be **graduate students of any discipline.**
- ii. The intern should have good academic track-record and should preferably be from a Centre/Institution of excellence.
- iii. The duration of the internship will be for a period of **4 - 8 weeks commencing from 8<sup>th</sup> June, 2015.**
- iv. **No remuneration or stipend** will be paid to interns.
- v. The internship programme will neither be a job nor any such assurance for the job in the Ministry of External Affairs.

- vi. The selection and placement of the intern would be made by CPV Division in consultation with the concerned RPO.
- vii. In the event of any misdemeanour or undesirable activity on the part of the intern, the internship would stand terminated. Intern can choose to leave the programme, if she/he so desires, giving prior notice of one week to RPO.
- viii. The interns will be required to present a report at the end of their internship to the RPO giving feedback on the scheme and encouraged to share their experience on interaction with the public, the Govt. officials as well as SP staff and give constructive suggestions for improvements of passport system. A copy of the report should be sent by the RPO with his/her comments as regards effectiveness of internship to the Ministry.
- ix. A **Certificate** will be issued to Interns on successful completion of their internship.

5. **Those interested may apply in the enclosed Proforma latest by 31<sup>st</sup> May, 2015.**



**(Muktesh K. Pardeshi)**  
**Joint Secretary(PSP) &**  
**Chief Passport Officer**  
**26 May, 2015**

Copy to:--

1. All RPOs.
2. Director (PV & PSP), CPV Division.
3. DPO(Ops.), CPV Division.
4. Ms. Shalini Mathur, Project Director(PSP), TCS.
5. Shri Rajesh Dogra, Head-Operations (PSP), TCS



**APPLICATION FORM FOR INTERNSHIP  
as *Passport Seva Mitra***

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[Application may please be e-mailed to [SEVA@passportindia.gov.in](mailto:SEVA@passportindia.gov.in) mentioning the subject 'Passport Seva Mitra' ]

The Director (PSP),  
CPV Division,  
Ministry of External Affairs,  
Patiala House Annexe, Tilak Marg,  
NEW DELHI – 110 001.  
[E-mail : [dirpsp@mea.gov.in](mailto:dirpsp@mea.gov.in)]

Space for photo  4 x 4 cms
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1. Name (in full) :
2. Date of birth :
3. Nationality :
4. Contact Address:
5. Contact Tel. No. :
6. E-mail ID :
7. Educational qualifications (commencing from High School/Matriculation onwards) :

Sl. No.	Name of Board or University	Examination passed	Year of passing	Percent age or Grade	Subjects

8. Course being pursued at present, the university/Institute and its duration :--  
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9. Period during which internship required :
10. Place at which Internship is required\* [Please see attached list of *Passport Offices/Passport Seva Kendras*] :
11. Names and contact details of two References from the present Institute :
  - i.
  - ii.

12. Particulars of Identity Proof (Please attach a copy of Passport/Pan Card/Voter ID Card/Aadhaar) :--

I certify that the information furnished above by me is true to the best of my knowledge and belief.

Signature :

Place :

Date :

***\*Though every effort will be made to place the interns at the location preferred by them, the Ministry reserves its right for final placement.***

**STATE-WISE LIST OF PASSPORT OFFICES and PASSPORT SEVA KENDRAS (PSKs)**

S. No.	State/UT	Location of Passport Office	Location of PSKs
1.	Andhra Pradesh	Visakhapatnam	Visakhapatnam, Vijayawada, Tirupati,
2.	Assam*	Guwahati*	Guwahati
3.	Bihar	Patna	Patna
4.	Chandigarh UT**	Chandigarh	Chandigarh
5.	Chhattisgarh	Raipur	Raipur
6.	Delhi NCT***	Delhi	Herald House, Shalimar Place, Bhikaji Cama Place
7.	Goa	Panaji	Panaji
8.	Gujarat	Ahmedabad, Surat.	Ahmedabad I & II, Vadodara, Rajkot, Surat.
9.	Haryana	--	Ambala, Gurgaon.
10.	Himachal Pradesh	Shimla	Shimla
11.	Jammu & Kashmir	Jammu, Srinagar	Jammu, Srinagar
12.	Jharkhand	Ranchi	Ranchi
13.	Karnataka	Bangalore	Bangalore I & II, Hubli, Mangalore, Gulbarga
14.	Kerala	Thiruvananthapura, Cochin, Kozhikode, Malappuram.	Thiruvananthapuram, Thiruvananthapuram (Rural), Kollam, Cochin, Ernakulam Rural, Alapuzha, Kottayam, Malappuram, Thrissur, Kozhikode I & II, Kannur I & II.
15.	Madhya Pradesh	Bhopal	Bhopal
16.	Maharashtra	Mumbai, Pune, Nagpur, Thane.	Mumbai I, II & III, Pune, Nagpur, Thane, Nashik.
17.	Manipur*	-	Imphal*
18.	Meghalaya*	-	Shillong*
19.	Mizoram*	-	Aizawl*
20.	Odisha	Bhubaneswar	Bhubaneswar
21.	Punjab	Amritsar, Jalandhar.	Amritsar, Ludhiana, Jalandhar I & II, Hoshiarpur.
22.	Rajasthan	Jaipur	Jaipur, Jodhpur, Sikar.
23.	Sikkim@	-	Gangtok
24.	Tamil Nadu	Chennai, Trichy, Madurai, Coimbatore.	Chennai I, II & III, Trichy, Thanjavur, Madurai, Tirunelveli, Coimbatore.

25.	Telangana	Hyderabad	Hyderabad I, II & III , Nizamabad
26.	Uttar Pradesh	Lucknow, Bareilly, Ghaziabad.	Lucknow, Varanasi, Kanpur, Gorakhpur, Bareilly, Ghaziabad.
27.	Uttarakhand	Dehradun	Dehradun
28.	West Bengal@	Kolkata	Kolkata, Berhampore.

\* RPO Guwahati covers Arunachal Pradesh, Manipur, Mizoram, Meghalaya & Nagaland.

\*\*RPO Chandigarh covers parts of Punjab and Haryana

\*\*\*RPO Delhi covers parts of Haryana

@RPO Kolkata covers Sikkim and Tripura.

***N.B. : RPO, Mumbai has jurisdiction over Daman, Dadra & Nagar Haveli ; RPO Ahmedabad has jurisdiction over Diu ; RPO Chennai has jurisdiction over Puducherry and RPO Cochin has jurisdiction over Lakshadweep Islands. Andaman & Nicobar Admn. also acts as Passport Issuing Authority and liases with RPO Kolkata.***

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