

No. V.IV/575/2/2019 Part. II  
Government of India  
Ministry of External Affairs  
PSP Division

Patiala House Annexe,  
Tilak Marg, New Delhi-110001,  
Dated: 18.12.2019



VACANCY CIRCULAR

The Central Passport Organization, a subordinate office of the Ministry of External Affairs intends to fill the following posts in Passport Offices at stations indicated below from amongst officers of the Central Government / State Government / Union Territory Administrations on deputation basis:-

Post	Number of Posts & Name of Passport Office	Level in the Pay matrix	Eligibility
Passport Officer	2 (Two) Chennai and Hyderabad.	Level-12 (78800-209200)	(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in the grade rendered after appointment thereto on a regular basis in posts in Pay Level-11 or equivalent in the parent cadre or department; and  (b) possessing the following educational qualifications and experience : (i) Bachelor's degree from a recognised University or Institute;  (ii) Ten years experience in Passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work, in a Central or State Government Office.

**Note 1 :** The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**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 organisation or department of the Central Government shall ordinarily **not to exceed four years**. The maximum age limit for appointment by deputation shall be not exceeding **fifty six years** as on the closing date of receipt of applications

Services-II Branch  
Entry No. 10433  
Date 23/01/20

**BIO-DATA PROFORMA**

Name of the Post applied for: \_\_\_\_\_

Name of the Station(s) applied for: \_\_\_\_\_

1	Name Designation (Batch) Address (in Block letters)	
2	Date of Birth (In Christian era)	
3	(i) Date of entry into service	
	(ii) Date of retirement under Central/State Govt. Rules	
4	Educational qualifications	
5	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).	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular		Qualifications / Experience possessed by the officer
<b>Essential:</b>		<b>Essential:</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
<b>Desirable:</b>		<b>Desirable:</b>
A) Qualification		A) Qualification
B) Experience		B) Experience
6	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/ Institution	Post held on regular basis	From	To	*Pay Band/ Pay Matrix and Grade Pay/Pay Scale/ Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for



**\*Important:** Pay-Band Pay Matrix and Grade Pay/Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band/ Pay Matrix and Grade Pay/ Level / Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band / Pay Matrix and Grade Pay/ Level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institutions	Basic Pay, Pay Band/ Pay Matrix and Grade Pay/ Level drawn under ACP/MACP Scheme	From	To
8	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent		
9	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 the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9 (c) &amp; d above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.</p>			

10	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:		
11	<b>Additional details about present employment:</b>  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) University (f) Others		
12	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13	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.		
14	Total emoluments per month now drawn		
	Basic Pay in the PB/ Pay Matix	Grade Pay/ Level	Total Emoluments
15	In case the applicant belongs to an Organisation which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed:		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc. (with break-up details)	Total Emoluments
16	<b>A) Additional information</b> , if any, relevant to the post you applied for 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) <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>		
16	<b>B) Achievements:</b> The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects.		

	(ii) Awards/ Scholarships/ Official Appreciation. (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition. (vi) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17	Whether belongs to SC/ST	
18	Language Known (Mother Tongue)	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date :-

(Signature of the Candidate)

Address: \_\_\_\_\_

Contact No \_\_\_\_\_

Email id: \_\_\_\_\_

Office Contact No \_\_\_\_\_

Office Email Id: \_\_\_\_\_

Date \_\_\_\_\_



Certification by the Employer/Cadre Controlling Authority

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2.

**Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (photocopies of the ACRs for **the last 5 years duly** attested by an officer of the rank of Under Secretary of the Govt. of India or above) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned  
(Employer/Cadre Controlling Authority with Seal)

[FORMAT OF VARIOUS CERTIFICATES REQUIRED TO BE ENCLOSED SEPARATELY ALONGWITH THE APPLICATION OF CANDIDATE WHO APPLIES FOR DEPUTATION ]

### INTEGRITY CERTIFICATE

After scrutinizing Annual Confidential Reports of Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of Passport Officer / Deputy Passport Officer ( \_\_\_\_\_ ) in the Central Passport Organisation on Deputation basis, it is certified that his/ her integrity is beyond doubt.

[To be signed by an Officer of the rank of  
Under Secretary or above]

Name & Office Seal:

Date:

### VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either pending or contemplated against Dr./Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of Passport Officer / Deputy Passport Officer ( \_\_\_\_\_ ) in the Central Passport Organisation on Deputation basis.

[To be signed by an Officer of the rank of  
Under Secretary or above]

Name & Office Seal:

Date:

### NO PENALTY CERTIFICATE

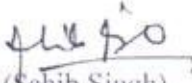
Certified that no minor / major penalty has been imposed on Dr./Shri/Smt./Ms. \_\_\_\_\_ during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed who has applied for the post of Passport Officer and Deputy Passport Officer ( \_\_\_\_\_ ) in the Central Passport Organisation on Deputation basis during the last ten years.

[To be signed by an Officer of the rank of  
Under Secretary or above]

Name & Office Seal:

Date:

2. All Ministries/Departments of Government of India / State Government / Union Territory Administrations are requested to circulate the above posts amongst the officers of Central Government / State Government / Union Territory Administrations including officers of All India Services/ State Government, working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, **along with attested copies of APARs of last five years attested by Under Secretary and above officer** and certificates to the effect that they are clear from **Vigilance angle, Integrity Certificate and Major/Minor Penalty of last ten years(Annexure B)** to the undersigned within sixty days from the date of publication of this Circular in the "Employment News".

  
(Sahib Singh)

Deputy Passport Officer (PSP-Admn & Cadre)  
Ph. No. 011-23389646

To,

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

Copy to:-

1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (Admn)].
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- **with the request to upload this circular on the MEA's website.**
3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -**with the request to upload this circular on the Passport Seva website**
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- **with the kind request to upload this circular on DoPT's website for wider circulation.**
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.