

## No. V.IV/575/28/2017 Government of India Ministry of External Affairs CPV Division

Patiala House Annexe, Tilak Marg, New Delhi-110001, Dated: 18.09.2017

## VACANCY CIRCULAR

Office at stations indicated below from amongst officers under the Central Government including officers of All India Services / Central Secretariat Services in the Ministries / Departments of the Government of India, on deputation basis:-

Post Number of Posts & Name of Passport Office    Passport Office	: (			5/		
Passport Office (PO)  I Post Passport Office, Jaipur.  Pay Band-3, Rs. 15,600 including officers of All India Services:  (Pre-revised)  Pay Band-3, (Rs. 15,600-39,100) and Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and Universities recognized degrees of foreign Universities recognized in the Parent cadre or Department for Emitted and Control of Universities recognized degrees of foreign Universities recognized in the Parent cadre or Department for Emitted and Control of Universities recognized degrees of foreign Universities recognized degrees of foreign Universities recognized foreign Universities recognized degrees of foreign Universities recognized foreign Un	Pos	st	Number of Posts	P. C. 1 07		
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Jaipur.  Grade Pay Rs. 7,600/- (Pre-revised)  Grade Pay Rs. 7,600/- (Fre-revised)  Grade Pay Rs. 7,600/- (Fre-revised)  Grade Pay Rs. 7,600/- (Fre-revised)  Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and (b) Possessing the following educational qualification and experience: (i) Bachelor's degree from a recognized Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  J Post Passport Office Amritsar  J Post Passport Office Bareilly  J Post Passport Office Bareilly  J Post Passport Office Grade Pay Rs. 6,600/- (Pre-revised)  Fost Passport Office Hyderalad  J Post Passport Office Hyderalad  Post Passport Office Hyde				1 Hc 15 C	00-	including officers of All Lentral Government
Grade Pay Rs. 7,600/- (Pre-revised)    Grade Pay Rs. 7,600/- (Pre-revised)   Grade Pay Rs. 7,600/- (Pre-revised)   Grade Pay Rs. 6,600 (Pre-revised) 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 Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and (b) Possessing the following educational qualification and experience: (ii) Bachelor's degree from a recognized Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.   Post Passport Office Amritsar   Post Passport Office Amritsar   Post Passport Office Grade Pay of Rs. 6,600/-   Post Passport Offic		7	Post - Passport Office	39,100	+	morading officers of All India Services:
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(Pre-revised)  (Ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600) (Pre-revised) or equivalent in the Parent cadre or Department; and University in India or Association of Indian Universities; (Ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Pay Band 3, Rs. 15,600-39,100 india or Association of Indian Universities; (Ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Pay Band 3, Rs. 15,600-39,100 indices or Accounts or Vigilance work.  Pay Band 3, Rs. 15,600-1, (II) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Officer  Ahmedabad 1 Post Passport Office Bareilly  Post Passport Office  Jalandhar 1 Post Passport Office  Lalandhar 1 Post Passport Office Chennai 1 Post Passport Office University in India or Accounts or Vigilance work.  (II) With five years' service in the Grade rendered after appointment thereto on a regular basis in the parent cadre or department; or rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and the Parent cadre or Department the Parent cadre or Department; and the Parent cadre or Department the Parent cad	Score and	1		7 600/-	13.	a) (1) holding analogous Posts on regular basis
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Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and  (b) Possessing the following educational qualification and experience:  (i) Bachelor's degree from a recognized University in India or Association of Indian Universities:  (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Post Passport Office, Ahmedabad  1 Post Passport Office, Ameritsar  1 Post Passport Office, Bareilly  1 Post Passport Office Bareilly  1 Post Passport Office General Pay Band 3, Officers under the Central Government including officers of All India Services:  (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Rs. 15,600-39,100  (iii) Mith five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400  (Pre-revised) or equivalent in the Parent cadre or Department; and  (b) possessing the following educational qualification and experience:  (ii) Bachelor's degree from a recognized University in India or Accounts or Vigilance work.  (iii) With five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400  (Pre-revised) or equivalent in the Parent cadre or Department; and  (b) possessing the following educational qualification and experience:		1	er .			The appointment thereto on a magnitude of the contract of the
Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and  (b) Possessing the following educational qualification and experience:  (i) Bachelor's degree from a recognized Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Passport Office Ahmedabad  Post Passport Office Amritsar  Post Passport Office Barcilly  Post Passport Office Barcilly  Post Passport Office Barcilly  Post Passport Office Hydrabad  Post Passport Office Hydrabad  Post Passport Office Occupation of Indian Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.  Officers under the Central Government including officers of All India Services:  (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 Band-3 (Rs. 15,600-3),100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and  (b) possessing the following educational qualification and experience:  (ii) Bachelor's degree from a recognized University in India or Association of Indian Universities; (iii) One systems or Emigration or Administration or Finance or Accounts or Vigilance work.  Officers under the Central Government including officers of All India Services:  (ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 5,400 (Pre-revised) or equivalent in the Parent cadre or Department; and  (b) possessing the following educational qualification and experience:  (i) Bachelor's degree from a recognized University in India or Association of the parent cadre or Department; and	4-16 2	j	<b>8</b>		15	" 147 Dallo-1 IRC 15 600 20 1000 11
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(APO)  1 Post – Passport  Office,  Guwahati	Grade Pay Rs5,400/ (Pre-revised)	(a) (i) holding analogous Posts on regular basis in the parent cadre or department; or
		(ii) with two years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2(Rs.9300-34,800 and Grade Pay of Rs. 4800 (Pre-revised) or equivalent in the parent cadre or Department; or
		(iii) with three years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-2(Rs. 9300-34800 and Grade Pay of Rs. 4600 (Prerevised) or equivalent in the parent cadre or Department; and
		(b)possessing the following educational qualifications and experience: (i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;
ofe 1: The Departmental Officers in the fe	F	ii) One year experience in passport or Consular or Emigration or Administration or Vigilance work.

Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will 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 organization or department of the Central Covernment shall ordinarily not to exceed three years.

Note 3z The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service conducted in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one which it accommon grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation

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- 2 The selected officers will be on deputation for a period of three years initially which can be curtain or extended further, depending upon the requirement, and with the consent of the officer and approval of lending department. The asual deputation terms will apply. The DPO/APO can be posted any of PSK/PSLK/POPSK falling under the jurisdiction of respective Passport Office. 3.
- All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/ State Government, working with them and forward the application (in prescribed pro forma Annexure A) of cligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by 17th October, 2017.

(Mohammad Naseem) Deputy Passport Officer (PVA & Cadre) Ph. No. 011-23388648

To.

1. All Ministries/ Department of Government of India

All Chief Secretaries to the State Governments.

## 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

3. Director(PSP), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website

- + 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. Spokesman, JCM, MEA, New Delhi.
- 8. ()/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.

## ANNEXURE – A CURRICULAM VITAE PROFORMA

Affix Passport Size Photograph

		Photograp
I. Na	me (in Block letters)	
Des	signation (Batch)	
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2 Appl	lied for the post of	
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(i) Flace	e (Name of Station/s in order)	(1)
		(1) (2)
3. Date of Birth (in Christian era)		(3)
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(i) Age	e as on 17.10.2017	
[closi	ng date of circular]	
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4. Date of State O	retirement under Central/ Sovernment Rules	
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8. Details of service, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient

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9. Contact details: (A) Present Add:-	
(i) Tel. No. (ii) Mob. No. (iii) E-mail-  (B) Office Add(with office name):-  (i) Tel. No. (ii) Mob. No. (iii) E-mail-  10. In case the present post is held on deputation / contract basis, please state (a) Name of Office / Organization and address (with Tel. No.)	
<ul> <li>(b) The date of initial appointment</li> <li>(c) Period of appointment on deputation</li> <li>(d) Name of the parent office / organization</li> <li>to which you belong</li> </ul>	**************************************
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 $Contd, \dots \}$ 

I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Dated  It is certified that Shri/Ms  angle and in case of selection, he/she will be relieved.	Signature of the candidate Address	
angle and in case of selection, he/she will be relieved.	s clear from vigilance	
(Signature of Head of Office / Cadre Control	olling with Seal)	