

No. V.IV/575/21/2016
 Government of India
 Ministry of External Affairs
 CPV Division

Patiala House Annexe,
 Tilak Marg, New Delhi-110001,
 Dated: 01.11.2016

VACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services / Central Secretariat Service in the Ministries / Departments of the Government of India, on deputation basis:-

Post	Number of Posts & Name of Passport Office	Scale of Pay	Eligibility
Deputy Passport Officer (DPO)	3 (Three): 1 Post – Passport Office, Bangalore 1 Post- Kozhikode, 1 Post- Passport Office, Madurai	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs. 6,600/- (Pre-revised)	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. 15,600-39,100) 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 Indian 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.
Assistant Passport Officer (APO)	3 (Three): 1 Post – CPO Hqr (CPV Division, New Delhi). 1 Post – Passport Office, Srinagar 1 Post – Passport Office, Vijayawada. (Pre-revised)	Pay Band 3, Rs. 15,600-39,100 + Grade Pay Rs.5,400/- (Pre-revised)	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 two years' service in the Grade rendered after appointment thereto on a

OFFICE OF THE SECRETARY
 No. 2104/Sy/Passport/16
 Received on: 10 NOV 2016
 Despatched on: 11 NOV 2016

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			<p>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</p> <p>(iii) with three year's 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 (Pre-revised) or equivalent in the parent cadre or Department; and</p> <p>(b)possessing the following educational qualifications and experience:</p> <p>(i) Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities;</p> <p>(ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.</p>
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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 Government shall ordinarily not to exceed three years.

Note 3: 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 rendered 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 grade with a common 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

2 The selected officers will be on deputation for a period of **three years** initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply. The DPO/APO can be posted any of the PSK falling under the jurisdiction of respective Passport Offices.

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**)

