

**No. V.IV/575/20/2018**  
**Government of India**  
**Ministry of External Affairs**  
**CPV Division**

**Patiala House Annexe,**  
**Tilak Marg, New Delhi-110001,**  
**Dated: 23.08.2018**

**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:-

<b>Post</b>	<b>Number of Posts &amp; Name of Passport Office</b>	<b>Level in the Pay matrix</b>	<b>Eligibility</b>
<b>Deputy Passport Officer</b>	<b>8(Eight):</b> 1 Post –Passport Office, <b>Bangalore</b> 1 Post –Passport Office, <b>Bhopal</b> 1 Post –Passport Office, <b>Chandigarh</b> 1 Post –Passport Office, <b>Delhi</b> 1 Post –Passport Office, <b>Guwahati</b> 1 Post –Passport Office, <b>Jalandhar</b> 1 Post –Passport Office, <b>Panaji</b> 1 Post –Passport Office, <b>Pune</b>	Level-11 (67700-208700)	(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in Level-10 of the pay matrix or equivalent rendered after appointment thereto on a regular basis 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) Seven 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

2. The usual deputation terms will apply. **The DPO can be posted in any of the PSK/PSLK/POPSK falling under the jurisdiction of respective Passport Office.**

3. 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 pro forma **Annexure A**) of eligible and interested officers, along with attested copies of APARs of last five years and a certificate to the effect that they are clear from vigilance angle, to the undersigned within sixty days from the date of publication of this Circular in the "Employment News".



(Sahib Singh)

Deputy Passport Officer (PVE, PVA & Cadre)

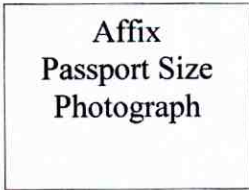
To,

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.

**ANNEXURE – A  
CURRICULAM VITAE PROFORMA**



1. Name (in Block letters) .....  
Designation (Batch) .....

2. Applied for the post of .....

(i) Place (Name of Station/s in order) (1).....  
(2).....  
(3).....

3. Date of Birth (in Christian era) .....

(i) Age as on 01.11.2018 .....

4. Date of retirement under Central/  
State Government Rules .....

5. Educational Qualifications .....

6. Whether belongs to SC/ST .....

7 (a). Educational qualifications and experienced possessed

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**Qualification/  
Experience possessed  
by the officers**

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Essential (1)

(2)

(3)

Desired (1)

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(b). Language Known (Mother Tongue):- .....

8. Details of service, in chronological order.  
Enclose a separate sheet, duly authenticated  
by your signature, if the space is insufficient ...

Office/ Institution	Post held	From	To	Grade Pay/ Level	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

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.)

.....  
.....  
.....

(b) The date of initial appointment

.....

(c) Period of appointment on deputation

.....

(d) Name of the parent office / organization  
to which you belong

.....

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.

Signature of the candidate

Address.....

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.....

.....

Dated.....

.....

It is certified that Shri/Ms.....is clear from vigilance angle and in case of selection, he/she will be relieved.

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(Signature of Head of Office / Cadre Controlling with Seal)