No.CDR.II/801/1/2009 Ministry of External Affairs (CPV Division)

Patiala House Annexe Tilak Marg, New Delhi

1st July, 2016

CIRCULAR

As per Recruitment Rules 2011 for the post of Passport Officer, Deputy Passport Officer and Assistant Passport Officer, the method of recruitment on Deputation in Column 11 is "the officers of Central Government including officers of All India Services". This Division proposes to amend the method of recruitment on Deputation in Column 11 of Recruitment Rules for these posts as "Officers under the Central Government including officers of All India Service and Officers under the State Governments/Union Territories.

2. In compliance with DoPT's Office Memorandum No.AB-14017/61/2008-Estt(RR) dated 13.10.2015, comments from all the Central Passport Organization officials/officers, if any, are invited to the proposed amendment within 30 days from the date of issue of this circular. The comments may be furnished via e-mail at socpvcadre@mea.gov.in

(Anil Kumar Dhasmana) DPO (PVA & Cadre)

Copy to :

- PO(XLM), MEA, Shastri Bhawan, with the request to upload the circular alongwith draft recruitment rules on Ministry's website.
- (ii) Principal Consultant and Head Technical, PMU with the request to upload the circular alongwith draft recruitment rules on PSP portal.

Government of India Ministry of External Affairs

Dated 2016

G.S.R. – In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Ministry of External Affairs, Central Passport Organization (Group 'A' Posts) Recruitment Rules, 2011, except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of the Passport Officer, Deputy Passport Officer and Assistant Passport Officer (Group 'A' posts) in the Central Passport Organisation of the Ministry of External Affairs, namely :-

1. **Short title and commencement**.- (1) These rules may be called the Ministry of External Affairs, Central Passport Organisation (Group 'A') Posts, Recruitment Rules, 2016.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Application**. – These rules shall apply to the posts mentioned in column (1) of the Schedule annexed to these rules

3. Number of posts, classification and pay band and grade pay or pay scale.- The number of the said posts, their classification and the pay band and grade pay or pay scale attached thereto shall be as specified in columns (2) to 4 of the aforesaid Schedule.

4. **Method of recruitment, age limit and other qualifications, etc.** – The method of recruitment, age limit, qualifications and other matters relating to the abovesaid posts shall be as specified in columns (5) to (13) of the said Schedule.

5. Disqualification. - No person,-

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(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. **Power to relax.-** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, and in consultation with the Union Public Service Commission relax any of the provisions of these rules in respect of any class or category of persons.

Saving. - Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special category of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of Post	Number of Posts	Classification		Pay Band and Grade Pay or Pay Scale	Whether selection or non- selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
(1)	(2)	(3)		(4)	(5)	(6)	(7)
1. Passport Officer	17* (2016) * Subject to variation depending on workload	General Central Service G 'A' Gazett Non- Ministeria	ed, I	Pay Band-3 Rs.15600 -39100 and Grade pay of Rs. 7600	Selection post	Not- applicable	Not applicable
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees			Period of probation, if any			Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	
(8)			(9)			(10)	
Not applicable			Nil				per cent by failing which by
						Thirty po deputation	er cent by
			In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made				
			 Promotion: Deputy Passport Officer (Pay Band-3 Rs. 15600-39100 and Grade pay Rs. 6600 of the Central Passport Organization with five years' regular service in the Grade. Note 1 : Where juniors who have completed their the part of t				
			qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or				

eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.

Note 2 : For the purpose of computing minimum qualifying service for promotion, 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.

Deputation:

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Officers under the Central Government including Officers of All India Services and Officers under the State Government/Union Territories :

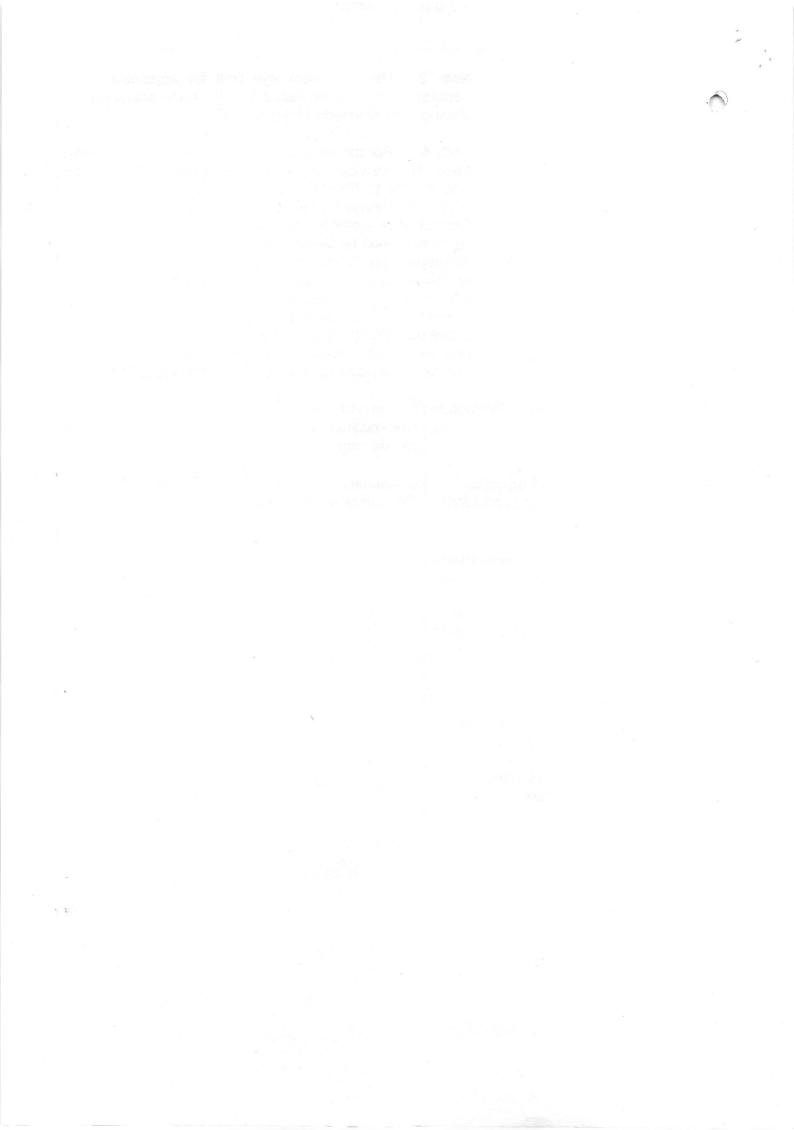
(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 *Rs.15600-39100 and Grade pay of Rs. 6600* or equivalent in the parent cadre or Department; and

- (b) possessing the following educational qualifications and experience :
- 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.

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 exceed three years.



	deputatio	. The maximum age limit for appointment ion shall not be exceeding fifty six years as on t date of receipt of applications.
	officer p which th Central extended correspo on the re where th revised grade pa only for	For the purpose of appointment on deputati the service rendered on a regular basis by prior to the 1st January, 2006 or the date fro the revised pay structure based on the Six Pay Commission recommendations has be ed, shall be deemed to be service rendered in t onding grade pay or pay scale extended bas recommendations of the Pay Commission exce there has been merger of more than one pu scale of pay into one grade which a comm bay or pay scale, and where this benefit will extended the post for which that grade pay or pay scale mal replacement grade without any upgradation
If a Departmental Prom Committee exists, what is composition	its (Circumstances in which Union Public Servi Commission is to be consulted in maki recruitment
(12)		(13)
 Group 'A' Departmental Promotion Committee for considering promotion consisting of – 1. Chairman or Member, Union F Service Commission - Chair 	tion) (Public	Consultation with Union Public Servi Commission not necessary.
 Additional Secretary In-charge Consular Passport and Visa Divis the Ministry of External Affairs Member 		
3. Joint Secretary (Passport Seva Project) , Passport, Visa) and Chi Passport Officer - Member		

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Deputy Passport Officer	71* (2016) (*Subject to variation dependent	General Central Service Group 'A' Gazetted,	Pay Band-3 Rs.15600- 39100 and Grade pay of Rs.6600	Selection post	Not applicable	Not applicable
	on workload)	Ministerial				
	(8)	1	(9)			(10)
Not applicable			Nil		Seventy per cent by promotion failing which by deputation, Thirty per cent by deputation	
					(11)	
			Passport Org in the Grade. Note 1 : W qualifying or promotion, t provided they eligibility serv have succes promotion to	yanization v here junior eligibility se heir senior y are not sh vice by more vice or two sfully comp the next nave alread	vith five yea s who have ervice are be s would als ort of the rec e than half of years, whic leted their p higher grad	0) of the Central rs' regular service e completed their ing considered for so be considered quisite qualifying or f such qualifying or hever is less, and robation period for e along with their such qualifying or
			Note 2 : For the purpose of computing minimum qualifying service for promotion, 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.			
				der the Co All India Se	rvices and	ernment including Officers under the es :
					gous posts or departme or	on regular basis iı nt;

(ii) with five years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-3 (Rs.15600-39100) and grade pay of Rs. 5400 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.
- (ii) one year experience in Passport or Consular or Emigration or Administration or Finance or Accounts 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.

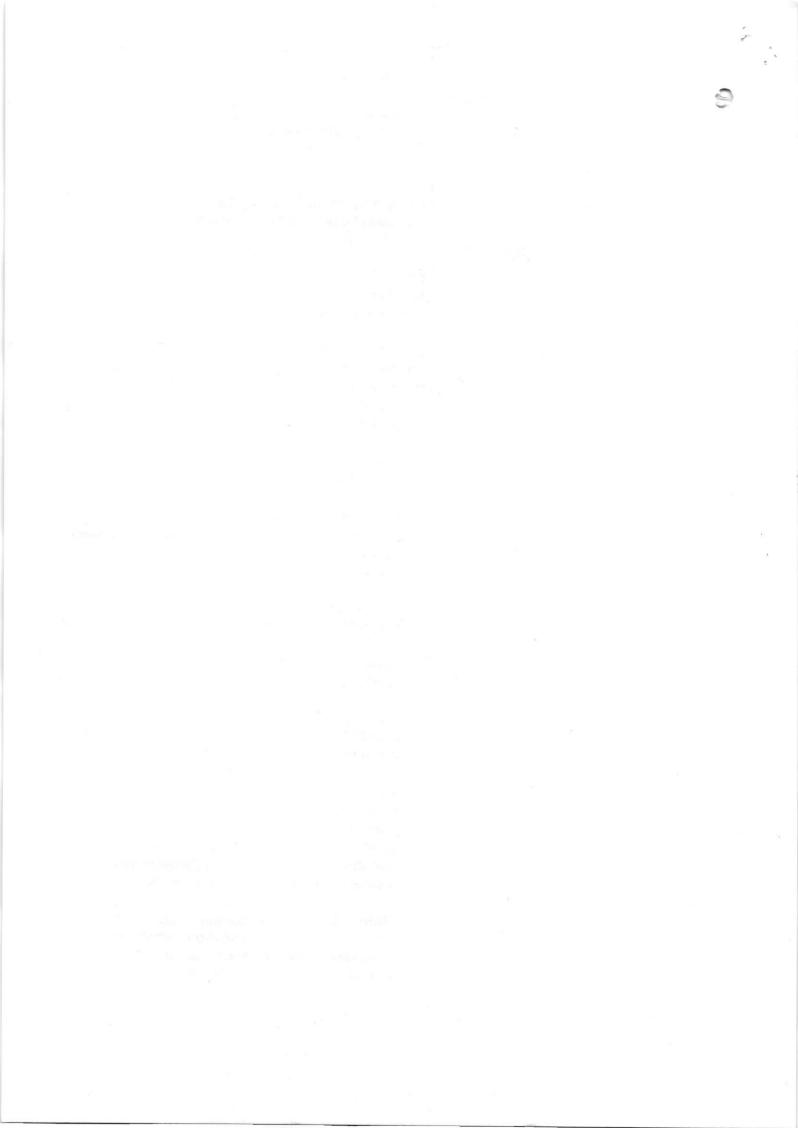
Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

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.

: For the purpose of appointment on Note 4 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 Pav Commission the Sixth Central on recommendations has been extended, shall be to be service rendered in the deemed 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.

0	(12) Group 'A' Departmental Promotion Committee (for considering promotion) consisting	(13) Consultation with Union Public Service Commission not necessary
	of :-	
	1. Additional Secretary In-charge of Consular Passport and Visa Division in the Ministry of External Affairs - Chairman	
	2. Joint Secretary (Passport Seva Project) and Chief Passport	
	Officer, Ministry of External Affairs - Member	
	3. Three Joint Secretaries in theMinistry of External AffairsMembers	

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3 . Assistant Passport Officer	135* (2016) (*Subject to variation dependent on	General Central Service Group 'A' Gazetted, Non-	Pay Band-3 Rs.15600 -39100 and grade	Selection post	Not applicable	Not applicable
	workload).	Ministerial	pay Rs. 5400)			
	(8)	(9)		(10)	
Not applicable		Two years for Promotees		Seventy-five per cent by promotion. Twenty-five per cent by deputation. (11)		
			Rs.9300-34 the Central regular se Passport combined Passport ((Pay Band- Rs.4600). Note 1 : W qualifying considered also be cor the requisi more than service or t successfull promotion juniors wl qualifying/e Note 2 : F qualifying rendered of the 1st Jar revised pa	800 and G Passport O rvice in the Granting O regular se Granting Of -2, Rs.9300 /here juniors or eligibi for promo- naidered pro- to a regular to the next he ho have eligibility ser- or the purpo- service for on a regular nuary 2006	rade pay of rganization w he Grade Officer with rvice in the ficer and S -34800 and who have co swho have co ality service ovided they al g or eligibility whichever is le d their probat already con vice. Dise of compu- r promotion, basis by an or the date f based on the	e grades of uperintendent Grade Pay of ompleted their are being eniors would re not short of ty service by g or eligibility ess, and have tion period fo alongwith thei npleted such uting minimum the service officer prior to rom which the



Deputation :

Officers under the Central Government including Officers of All India Services and Officers under the State Government/Union Territories :

(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.9300-34800 and Grade pay of Rs. 4800 or equivalent in the parent Cadre or Department; or

(ii) with three years' service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs.9300-34800) and Grade pay of Rs. 4600 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;

(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 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 (s) for which that grade pay or pay scale is the normal replacement grade without any upgradation.

(12)	(13)
Group 'A' Departmental Promotion Committee (for considering promotion) consisting of :-	
1. Chairman or Member, Union Public Service Commission - Chairman	
2. Additional Secretary In-charge of Consular Passport and Visa Division in the Ministry of External Affairs - Member	
 Joint Secretary (Passport Seva Project) and Chief Passport Officer, Ministry of External Affairs - Member 	
4. Two Joint Secretaries in the Ministry of External Affairs - Member	
	No.CDR.II/801/01/2009

(Arun Kumar Chatterjee) Joint Secretary (CPV) & Chief Passport Officer