

2. 1. : Hindi Translator
 2. : 15* (2004)
 *(Subject to variation depending on workload).
 3. : General Central Services Group 'C', Non-Gazetted, Ministerial
 4. : Rs. 5,000-150-8,000
 5. : Selection
 6. : No
 7. : 25 years |
 (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by the Central Government).

Note : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul and Spiti Districts and Pangi Sub-division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshdweep).

In respect of posts, the appointments to which are made through Employment Exchange, the crucial date for determining the age limit shall, in each case, be the last date upto which the Employment Exchanges are asked to submit the names.

8. : Master's Degree of a recognised University in English or Hindi with Hindi or English as a compulsory and elective subject at Degree level; or
 Bachelor's Degree of a recognised University with Hindi and English as main subjects (which includes the term compulsory and elective).
 9. : The Educational qualification laid down for direct recruits will also apply in the case of promotees.
 10. : Nil
 11. : By promotion, failing which by deputation/absorption or by direct recruitment.
 12. : Promotion :
 Upper Division Clerks (Hindi) of the cadre of the Central Passport Organisation with five years of regular service in their grade and possessing educational qualification prescribed in column (8) for direct recruits.
 Deputation or Absorption : Officers of the Central Government :
 (a)(i) holding analogous posts in the parent cadre or Department; or
 (ii) with five years regular service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000-100-6000 or equivalent in the parent cadre or Department; and
 (b) possessing educational qualifications laid down in column (8) for direct recruits.
 13. : Group 'C' Departmental Promotion Committee (for confirmation) :
 (a) Director in the Consular, Passport and Visa Division—Chairman
 (b) One Deputy Secretary in charge of the administration of the Central Passport Organisation—Member
 (c) Two Deputy Secretaries in the Ministry of External Affairs—Members
 (d) One Passport Officer or Deputy Passport Officer of the cadre of the Central Passport Organisation.—Member
 14. : Not applicable.

3. 1. : Upper Division Clerk (Hindi)
 2. : 4* (2004)
 *(Subject to variation depending on workload).
 3. : General Central Services, Group 'C', Non-Gazetted, Ministerial
 4. : Rs. 4000-100-6000
 5. : Selection

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- 6. : No
- 7. : Not applicable
- 8. : Not applicable
- 9. : Not applicable
- 10. : Nil
- 11. : By Limited Departmental Competitive Examination, failing which by Deputation.
- 12. : Limited Departmental Competitive Examination :

Lower Division Clerks of the Central Passport Organisation with eight years service in the grade after appointment thereto on a regular basis and possessing Bachelor's Degree of a recognised university with Hindi and English as compulsory/elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject.

Note : In the case of persons holding the post of Lower Division Clerk on regular basis on the date of commencement of the Ministry of External Affairs, Central Passport Organisation (Group 'C' post) Recruitment Rules, 2004, the eligibility service for promotion to the posts of Upper Division Clerk (Hindi) shall be five years regular service in the feeder grade.

Deputation : Officers of the Central Government :

- (a)(i) holding analogous posts on regular basis; or
- (ii) with eight years regular service in the grade of Lower Division Clerk or equivalent; and
- (b) possessing Bachelor's Degree of a recognised University with Hindi and English as compulsory or elective subject or either of the two as medium of examination and the other as a compulsory or elective subject.

(The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government, shall ordinarily not exceed three years.)

- 13. : Not applicable.
 - 14. : Not applicable.
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