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 :

(i) 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,-

(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.

7. **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 Group 'A' Gazetted, Non-Ministerial	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	Seventy per cent by promotion failing which by deputation. Thirty per cent by deputation.
	In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made	
	11	
	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 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 :** **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 : (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 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 which 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.
If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(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 3. Joint Secretary (Passport Seva Project) , Passport, Visa) and Chief Passport Officer - Member 4. Two Joint Secretaries in the Ministry of External Affairs - Members	Consultation with Union Public Service Commission not necessary.

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Deputy Passport Officer	71* (2016) (*Subject to variation dependent on workload)	General Central Service Group 'A' Gazetted, Non-Ministerial	Pay Band-3 Rs.15600-39100 and Grade pay of Rs.6600	Selection post	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Nil	Seventy per cent by promotion failing which by deputation, Thirty per cent by deputation

(11)
Promotion: Assistant Passport Officer (Pay Band-3 Rs. 15600-39100 and Grade pay of Rs. 5400) of the Central Passport Organization with five years' regular service in the Grade. **Note 1** : Where juniors who have completed their 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** : **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 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. **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.

(12)	(13)
Group 'A' Departmental Promotion Committee (for considering promotion) consisting 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 the Ministry of External Affairs - Members	Consultation with Union Public Service Commission not necessary

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Assistant Passport Officer	135* (2016) (*Subject to variation dependent on workload).	General Central Service Group 'A' Gazetted, Non-Ministerial	Pay Band-3 Rs.15600 -39100 and grade pay Rs. 5400)	Selection post	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Two years for Promotees	Seventy-five per cent by promotion. Twenty-five per cent by deputation.

	(11)
	Promotion : 1. Passport Granting Officer in Pay Band-2, Rs.9300-34800 and Grade pay of Rs. 4800) of the Central Passport Organization with two years' regular service in the Grade failing which Passport Granting Officer with four years' combined regular service in the grades of Passport Granting Officer and Superintendent (Pay Band-2, Rs.9300-34800 and Grade Pay of Rs.4600). **Note 1** : Where juniors who have completed their 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 alongwith their juniors who have already completed such qualifying/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 : **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 3. 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	Consultation with Union Public Service Commission necessary for filling up of post.

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