Dated: 27/06/07

THE SECRETARY TO THE GOVT. OF INDIA,
MINISTRY OF EXTERNAL AFFAIRS,
NEW DELHI

(Attention: SHRI R.K. PURI, DEPUTY SECRETARY)

Subject: AMENDMENT TO THE RECRUITMENT RULES FOR THE POSTS OF PASSPORT OFFICER, DEPUTY PASSPORT OFFICER AND ASSISTANT PASSPORT OFFICER IN THE CENTRAL PASSPORT ORGANISATION, MINISTRY OF EXTERNAL AFFAIRS

Sir,

I am directed to refer to your letter no. F V-IV/801/1/2006 dated 03/05/2007 on the above subject and to forward herewith revised recruitment rules on the prescribed proforma for the above post(s) as approved by the Union Public Service Commission.

These rules may please be notified within ten weeks as required under the Ministry of Home Affairs (Department of Personnel & Administrative Reforms) O.M. No. AB. 14017/12/87-Estt. (RR), dated 18.3.88 and a copy of the Gazette Notification forwarded for the information of the Commission at an early date. While furnishing a copy of the Gazette Notification, reference No. of the Commission may be indicated.

If any change(s) take(s) place in the designation of the post(s) the same may be incorporated in the notification but specific intimation in this behalf may be sent to this office for noting the change in our records. If, however, any change in the scale of pay, number of post(s), qualification etc. takes place, a reference may please be made to this office for obtaining the Commission's approval to amend, if need be, the approved rules.

Yours faithfully,

(R.S. RAGHAVAN)
UNDER SECRETARY
UNION PUBLIC SERVICE COMMISSION
TELE NO. 23386985
| OFFICER | DATE OF BIRTH | QUALIFYING SERVICE | ELIGIBILITY SERVICE | POST | CLASSIFICATION | SCALE | POST | POST | POST | POST | POST | POST | POST | POST | POST | POST | POST | POST |
|---------|---------------|--------------------|---------------------|------|----------------|-------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| 1. CHAIRMAN | 1990-01-01 | 01-01-2000 | 01-01-2000 | OFF | CHAIRMAN | 8500 | 8000 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 |
| 2. JOINT SECRETARY | 1990-01-01 | 01-01-2000 | 01-01-2000 | OFF | CHAIRMAN | 8500 | 8000 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 | 8500 |

NOTE 1: WHERE JUNIORS WHO HAVE COMPLETED THEIR QUALIFYING/ELIGIBILITY SERVICE ARE BEING CONSIDERED FOR PROMOTION, THEIR SENIORS WOULD ALSO BE CONSIDERED PROVIDED THEY ARE NOT SHORT OF ADMINISTRATION AND/OR THE REQUISITE QUALIFYING/ELIGIBILITY SERVICE BY MORE THAN HALF OF SUCH QUALIFYING/ELIGIBILITY SERVICE TO BE RENDERED AFTER APPOINTMENT THERETO IN A REGULAR BASIS IN POSTS IN THE SCALE OF PAY OF Rs. 6500-16500 OR EQUIVALENT IN THE PARENT CADER/DEPARTMENT ON A REGULAR BASIS.

NOTE 2: THE ELIGIBILITY SERVICE SHALL CONTINUE TO BE EVIDENT FOR PERSONS HOLDING THE FEWER POSTS ON REGULAR BASIS ON THE DATE OF NOTIFICATION OF THE REVISED RULES.

NOTE 3: THE ELIGIBILITY SERVICE SHALL CONTINUE TO BE EVIDENT FOR PERSONS HOLDING THE FEWER POSTS ON REGULAR BASIS ON THE DATE OF NOTIFICATION OF THE REVISED RULES.

NOTE 4: JOINT SECRETARY (CFT) AND CHIEF PASSPORT OFFICERS.
M. WITH EIGHT YEARS' SERVICE IN THE GRADE.

5) EXPERIENCE ON REGULAR BASIS IN POSTS IN THE SCALE OF PAY OF Rs, 5500-9000 OR EQUIVALENT IN THE PARENT CADRE/DEPARTMENT:

6) POSSESSING THE FOLLOWING EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

7) BACHELOR'S DEGREE FROM A RECOGNISED UNIVERSITY OR EQUIVALENT.

8) THESE YEARS EXPERIENCE IN PASSPORT/CONSULAR ADMINISTRATION/VISAS.

9) THE OFFICERS IN THE PARENT CATEGORY WHO ARE IN THE DIRECT LINE OF PROMOTION WILL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT ON DEPUTATION, SIMILARLY DEPUTATIONIST SHALL NOT BE ELIGIBLE FOR CONSIDERATION FOR APPOINTMENT ON DEPUTATION.

10) PERIOD OF DEPUTATION INCLUDING PERIOD OF DEPUTATION IN ANOTHER EX-CASE POST HELD IMMEDIATELY PRECEDING THIS APPOINTMENT IN THE SAME OR SOME OTHER ORGANISATION/DEPARTMENT OF THE CENTRAL GOVT. SHALL ORDINARILY NOT EXCEED THREE YEARS.

11) THE MAXIMUM AGE LIMIT FOR APPOINTMENT BY DEPUTATION SHALL BE NOT EXCEEDING 55 YEARS AS ON THE CLOSING DATE OF THE RECEIPT OF APPLICATIONS.
<table>
<thead>
<tr>
<th>POST</th>
<th>CLASSIFICATION</th>
<th>SCALE</th>
<th>WHETHER</th>
<th>WHETHER</th>
<th>WHEN</th>
<th>PERIOD</th>
<th>RETURN OF RENUM.</th>
<th>BENEFIT</th>
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<th>EDUCATIONAL &amp; OTHER</th>
<th>FOR DIRECT RECRUTS.</th>
<th>IF ANY</th>
<th>ADDITIONAL</th>
<th>RECRUTS WILL</th>
<th>APPLY IN THE CASE OF PROMOTION</th>
<th>OF PROBATION</th>
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<tbody>
<tr>
<td>DEPUTY PASSPORT OFFICER</td>
<td>275</td>
<td>GAZETTED</td>
<td>1500-1500</td>
<td>70.0%</td>
<td>PROMOTION</td>
<td>FILING VACANCY</td>
<td>ASSISTANT PASSPORT OFFICER</td>
<td>600-1150</td>
<td>OF THE VACANCIES TO BE FILLED BY</td>
<td>VARIOUS METHODS.</td>
<td>BY DEPUTATION / PROMOTION / ABORTION TO BE MADE.</td>
<td>IF A DPC EXISTS WHAT IS ITS COMPOSITION</td>
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NOTE: WHERE JUNIORS WHO HAVE COMPLETED THEIR QUALIFICATION/ELIGIBILITY SERVICE ARE CONSIDERED FOR PROMOTION, THEIR SENIORS WOULD ALSO BE CONSIDERED PROVIDED THAT THEY ARE NOT JUNIORS OF AFFAIRS MINISTRY. THIS SERVICE OR TWO YEARS, WHICHER IS LESS, AND HAVE COMPLETED THEIR SUCCESSFULLY COMPLETED THEIR RECRUTS PERIOD FOR MINISTRY OF EXTERNAL AFFAIRS: MEMBERS OF THE JUNIORS WHO HAVE ALREADY COMPLETED SUCH QUALIFICATION/ELIGIBILITY SERVICES.

OFFICERS UNDER THE CENTRAL GOVERNMENT:

(a) (i) HOLDING ANALOGOUS POSTS ON REGULAR BASIS IN THE PARENT DEPARTMENT: OK

(b) WITH FIVE YEARS' SERVICE IN THE DEPARTMENTне ACHIEVED AFTER APPOINTMENT THEREIN ON A REGULAR BASIS IN POSTS IN THE SCALE OF PAY OF 600-1150 OR EQUIVALENT IN THE PARENT DEPARTMENT: AND

(b) POSSESSING THE FOLLOWING EDUCATIONAL QUALIFICATIONS AND EXPERIENCE:

(i) BACHELOR'S DEGREE FROM A RECOGNISED UNIVERSITY OR EQUIVALENT.
<table>
<thead>
<tr>
<th>Name of Post</th>
<th>No Classification of Post</th>
<th>Scale of Pay</th>
<th>Whether on Selection basis</th>
<th>Selection of Pay</th>
<th>Whether on Normal promotion basis</th>
<th>Whether on Direct recruitment</th>
<th>Period of service in post</th>
<th>Method of promotion</th>
<th>Whether on Promotion on appointment or by absorption</th>
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**Notes:**
- Employees in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation.
- Similarly, deputationist shall not be eligible for consideration for appointment on promotion.
- Period of deputation excluding period of deputation in another cadre post will be reckoned as an element of the service in the cadre post in which the employee is serving.
- Employees in the feeder category who are in the direct line of promotion will not be eligible for appointment by deputation.
- The maximum age limit for appointment by deputation will be 55 years as on the closing date of the receipt of applications.
<table>
<thead>
<tr>
<th>MAN OF POST</th>
<th>NO. CLASSIFICATION</th>
<th>POST</th>
<th>SCALE</th>
<th>UPON</th>
<th>SELECTED</th>
<th>TYPE OF POST</th>
<th>QUALIFICATION</th>
<th>EDUCATIONAL A OTHER</th>
<th>BENEFIT LIMIT OF ADDITION</th>
<th>DIRECT RECRUITS.</th>
<th>PERIOD OF FAVOUR</th>
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<th>METHOD OF RECRUITS</th>
<th>PROMOTION</th>
<th>DEPUTATION</th>
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<tbody>
<tr>
<td>PASSPORT OFFICER</td>
<td>15</td>
<td>GCS GROUP A</td>
<td>12000-175</td>
<td>SELECTION N.A</td>
<td>N.A</td>
<td>NA</td>
<td>NA</td>
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<td>PROMOTION</td>
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*120%* GROUP A FOR CONSULTATION CONSIDERING PROMOTION WITH UPSC NOT NECESSARY.

**SUBJECT TO VARIATION**

DEPENDENT ON WEEKLY.

ENTRY UNDER COLUMN 11:

THE SUITABILITY OF THE REGULAR HOLDER OF THE POST OF PASSPORT OFFICER (GRADE 1) SINCE REDESIGNATED AS PASSPORT OFFICER IN THE PRE-REVISED SCALE OF RS.3000-5000 PRIOR TO UPGRADE TO THE POST IN THE SCALE OF RS.12000-15200 (REVISED) WILL BE INITIALLY ASSESSED BY THE COMMISSION FOR APPOINTMENT TO THE UPGRADED POST. IF ASSESSED SUITABLE HE SHALL BE DEEMED TO HAVE BEEN APPOINTED TO THE POST AT THE INITIAL CONSTITUTION. IF ASSESSED "NOT SUITABLE" FOR APPOINTMENT TO THE UPGRADED SCALE OF PAY HE SHALL CONTINUE TO BE IN THE REVISED SCALE OF RS.10000-15200 AND HIS CASE WOULD BE REVIEWED EVERY YEAR.

**NOTE:** WHERE JUNIORS WHO HAVE COMPLETED THEIR QUALIFYING/ELIGIBILITY SERVICE ARE BEING CONSIDERED FOR PROMOTION, THEIR SENIORS WOULD ADMINISTRATION.

ALSO BE CONSIDERED PROVIDED THAT NOT SHORT OF MINISTRY OF EXTERNAL AFFAIRS: MEMBERS.

OFFICERS UNDER THE CENTRAL GOVERNMENT INCLUDING OFFICERS OF ALL INDIA SERVICES:

1. CHAIRMAN/MEMBER.
2. ADDITIONAL SECRETARY CHANCE OF MINISTRY OF EXTERNAL AFFAIRS: MEMBERS.
3. JOINT SECRETARY (CPE) AND CHIEF PASSPORT OFFICER:

**GROUP A** UPSC FOR CONSULTATION CONSIDERING PROMOTION WITH UPSC NOT NECESSARY.

**BACHelor'S DEGREE FROM A RECOGNIZED INSTITUTE.**
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<th>NAME OF POST OF POSTION</th>
<th>NO. OF POST</th>
<th>CLASSIFICATION OF POST</th>
<th>SCALE</th>
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<th>EDUCATIONAL &amp; OTHER QUALIFICATION REQD.</th>
<th>WHETHER A PRESENT VACANCY IF ANY (DIRECT RECRUITMENT)</th>
<th>METHOD OF RECRUITMENT</th>
<th>IN CASE OF RECRUITMENT BY PROMOTION/DEPUTATION/ABSORPTION GRADUES FROM WHICH PROMOTION/DEPUTATION/ABSORPTION TO BE MADE</th>
<th>WHETHER DIRECT RECRUITMENT OR BY PROMOTION OR BY DEPUTATION/ABSORPTION OF THE VACANCIES TO BE FILLED BY VARIOUS METHODS</th>
<th>POST, INTER-COMMISSIONAL</th>
<th>POSITION</th>
<th>WITHIN CENTRAL GOVT.</th>
<th>CIRCUMSTANCES IN WHICH U.P.S.C. TO BE CONSIDERED IN MAKING RECRUITMENT</th>
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<td>UNIVERSITY OR EQUIVALENT.</td>
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<td>(1) THREE YEARS EXPERIENCE IN PASSPORT/CONSULAR/EMIGRATION/ADMINISTRATION/VIGILANCE WORK.</td>
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