

CDR-II/801/06/2017
Government of India
Ministry of External Affairs
(CPV Division)

Patiala House Annexe,
Tilak Marg, New Delhi

Dated, the 08th May, 2017

To,

All Passport Officers,

Subject: Framing of Recruitment Rules – 2017 for the posts of Senior Passport Assistant, Junior Passport Assistant and Office Assistant (Multi-Tasking Staff) Group 'C' functioning in Central Passport Organization under Ministry of External Affairs-reg.

Sir/Madam,

I am directed to invite attention to the DOPT's OM issued vide F. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015 to put the proposal for framing/amendment of Recruitment Rules on the website of the respective Ministries/ Department for 30 days for inviting comments of the stake-holders. Therefore, the above-mentioned RRs are uploaded on the website of this department.

2. In view of above, It is requested to all concerned who are working under Central Passport Organization, Ministry of External Affairs or any way associated with the aforesaid draft rules may kindly furnish their comments/opinion/suggestion in the matter within 30 days from the date of issue of the draft notification by e-mail at socpvcadre@mea.gov.in.



(Mohammad Naseem)
Deputy Passport Officer (PVA & Cadre)
011-23381051

Enclosure: as above

Copy to: (i) PO (XLM), MEA, Shastri Bhawan, with the request to upload the draft recruitment rules on Ministry's website.

(ii) Principal Consultant and Head Technical, PMU with the request to upload the draft recruitment rules on PSP portal.

Government of India
Ministry of External Affairs
(Consular, Passport and Visa Division)

DRAFT NOTIFICATION

New Delhi, the 8th May, 2017

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 'C' posts) Recruitment Rules, 2010, in so far as they relate to the posts of Upper Division Clerk(Hindi), Upper Division Clerk, Lower Division Clerk and Office Assistants, Ministry of External Affairs, Central Passport Organization (Group 'C' Posts) Recruitment Rules, 2010 – except as 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 Senior Passport Assistant, Junior Passport Assistant and Office Assistant (Multi Tasking Staff) (Group 'C' Posts) in the Central Passport Organization 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 Organization (Group 'C' Posts) Recruitment Rules, 2017.

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

2. Number of posts, classification and "Level" in the Pay Matrix .- The number of the said posts, their classification and "Level" in the Pay Matrix (pre-revised pay band and grade pay/ pay scale) attached thereto shall be as specified in column 2 to 4 of the Schedule annexed to these rules.

3. Method of recruitment, age limit and other qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (14) of the above said Schedule.

4. Posting.- The person appointed to the post of Senior Passport Assistant, Junior Passport Assistant and Office Assistant (MTS) (Group 'C) , as the case may be, shall be liable to serve anywhere in India.

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 posts:

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, relax any of the provisions of these rules with respect to 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, the Other Backward Classes, Ex-serviceman and other special categories 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	Level in Pay Matrix	Whether selection or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension Rules, 1972).	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Senior Passport Assistant	628* (2010) (subject to variation depending on workload)	General Central Service Group 'C' Non—Gazetted, Ministerial	"Level 4"	Selection	No	Not applicable	Not applicable	Not applicable

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	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/ absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	13	14
Nil	75 percent by promotion; 25 percent by Limited Departmental Competitive Examination	Promotion: Junior Passport Assistant in the Level-2 in Pay Matrix with eight years service in the grade rendered after appointment thereto on regular basis. Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors shall also be considered provided they are not short of the	Group 'C' Departmental Promotion Committee for promotion/ confirmation): (a) Director (Passport Seva Project) in the Consular, Passport and Visa Division - Chairman (b) One Deputy Secretary in- charge of the administration of the Central	Not applicable

		<p>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 or eligibility service.</p> <p>Limited Departmental Competitive Examination: Junior Passport Assistant with six years service in the grade rendered after appointment thereto on regular basis and possessing a Bachelor's degree of a recognized university or its equivalent.</p>	<p>Passport Organization - Member</p> <p>(c) Two Deputy Secretaries in the Ministry of External Affairs - Members</p> <p>(d) One Passport Officer or Deputy Passport Officer of the cadre of the Central Passport Organization - Member</p>	
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Name of Post	Number of posts	Classification	Level in Pay Matrix	Whether selection or non-selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension Rules, 1972).	Age limit for direct recruitment	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Junior Passport Assistant	648* (2010) (Subject to variation dependent on workload)	General Central Service Group 'C' Non—Gazetted, Ministerial	Level 2	Selection	Not applicable	Between 18 and 27 years of age (relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by the Central Government from time to time). Note :- The crucial date for determining the age limit shall be as fixed by the Staff Selection Commission.	(i) 12 th Class or equivalent qualification from a recognized Board or University. (ii) A typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word).	Not applicable

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	In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation/ absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	13	14
Two years for direct recruits	<p>85 percent by Direct Recruitment</p> <p>10 percent by Limited Departmental Competitive Examination.</p> <p>5 percent by seniority-cum-fitness</p>	<p>(i) 10% of the vacancies shall be filled by Limited Departmental Competitive Examination from amongst the Group C in the Level-1 in Pay Matrix who possess 12th Class pass or equivalent qualification and have rendered three years regular service in the Level-2 in Pay Matrix. The maximum age limit for eligibility for examination is forty five years (fifty years of age for the Scheduled Castes/Scheduled Tribes).</p> <p>Note : If more of such employees than the number of vacancies available under Clause (ii) qualified at the examination, such excess number of employees shall be considered for filling the vacancies arising in the subsequent years so that the employees qualifying at an earlier examination are considered before those who qualify at a later examination.</p> <p>(ii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Group C employees who have three years regular service in "Level 1 in the Pay Matrix"</p>	<p>Group 'C'- Departmental Promotion Committee (for confirmation/ promotion) :</p> <p>(a) Director in the PSP Division - Chairman</p> <p>(b) One Deputy Secretary in charge of the administration of the Central Passport Organization - Member</p> <p>(c) Two Deputy Secretaries in the Ministry of External Affairs - Members</p> <p>(d) One Passport Officer or Deputy Passport Officer of the cadre of the Central Passport Organization</p> <p>-Member</p>	Not applicable

Name of the post	No. of Post(s)	Classification	Pay Level in Pay Matrix	Whether Selection post or non-Selection post	Whether benefit of added years of service admissible under Rule 30 of the Central Civil Services (Pension Rules, 1972).	Age Limit for direct recruitment	Educational & other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Office Assistant	148* (2010) (Subject to variation depending on workload)	General Central Service Group 'C' Non—Gazetted, Non-Ministerial	Level 1	Not applicable	Not applicable	Between 18 and 25 years of age. Note: The crucial date for determining the age-limit shall be as advertised by Staff Selection Commission	Matriculation or equivalent pass from a recognized Board	Not applicable

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.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition?	Circumstances in which UPSC is to be consulted in making Recruitment
(10)	(11)	(12)	(13)	(14)
Two years	By direct recruitment	Not applicable	Group 'C' Departmental Confirmation Committee for considering confirmation:- (a) Director (PSP) in CPV Division in charge of Administration of the Central Passport Organization - Chairman (b) One Deputy Secretary in charge of the administration of the Central Passport Organization - 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 Organization - Member	Not applicable

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