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**No.CDR.II/801/5/2016**  
**Government of India**  
**Ministry of External Affairs**  
**(PSP Division)**

**Patiala House Annexe**  
**Tilak Marg, New Delhi**

July 21, 2020  
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**OFFICE MEMORANDUM**


Subject : Inviting comments from the Stakeholders on Draft Recruitment Rules of (Group 'A' posts) - Passport Officer, Deputy Passport Officer and Assistant Passport Officer in the Central Passport Organization.

The Recruitment Rules of Group 'A' Posts namely, Passport Officer, Deputy Passport Officer and Assistant Passport Officer were last notified vide GSR 532(E.) dated 7th June 2018. In the extant Recruitment Rules, Ministry expanded the category of deputation by including the officers of State/Union Territory Governments. However, it has not yielded desired results leading to difficulty in filling the posts on deputation basis especially at the level of Passport Officer and Deputy Passport Officer in the absence of non-availability of eligible officers from the feeder posts in the CPO.

2. In view of above, Ministry has decided to revise the existing notified Recruitment Rules of Group 'A' Posts of CPO with due approval of the Competent Authority. The revised Draft Recruitment Rules are attached herewith.

3. All the stakeholders including the officials/officers and Staff Associations of CPO, are requested to offer their comments, if any, on the Draft Recruitment Rules within 30 days from the date of issue the OM in terms of DoPT's O.M. No.AB-14017/61/2008-Estt.(RR) dated 13 October 2015. The comments may be furnished via e-mail at [socpvcadre@mea.gov.in](mailto:socpvcadre@mea.gov.in)

3. This issues with the approval of Competent Authority.

  
(Dipak Das)

Under Secretary (PSP.IV & Cadre)

Copy to:

1. All Passport Officers.
2. Shri Antaryami Roy, General Secretary, All India Passport Staff Association, Patna
3. Shri Prince Raushan, General Secretary, AIPEA, Delhi
4. PO(XMM), MEA, Shastri Bhawan, New Delhi with the request to upload the circular on Ministry's website.
5. OSD (PSP) with the request to upload the circular PSP portal.

Copy for information to PS to JS(AD), MEA, South Block, New Delhi.

[To be published in the Gazette of India, Extraordinary, Part II, Section 3, Sub-section (i)]

Government of India  
Ministry of External Affairs

**Draft Notification**

New Delhi, , 2020

G.S.R. (E) – 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 Organisation (Group ‘A’ Posts), Recruitment Rules, 2018, except as respects 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, 2020.

(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 Level in the Pay Matrix .-** The number of the said posts, their classification and the Pay Level in the Pay Matrix 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,-

shall be eligible for appointment to the said post:

- (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,

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, Other Backward Classes, 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 Level in the PAY MATRIX	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* (2020) * Subject to variation depending on workload	General Central Service Group 'A' Gazetted, Non-Ministerial	Level-12	Selection	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	<b>Deputation from the Indian Foreign Service-A and Indian Foreign Service-B from the Ministry of External Affairs.</b>

In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption to be made

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**Deputation :**

**Officers of the Indian Foreign Service-A and Indian Foreign Service-B from the Ministry of External Affairs.**

- (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 Level 11 (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.
  - (ii) **Five years 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.

If a <b>Departmental Promotion Committee</b> exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(12)	(13)
<p>Group 'A' <b>Selection Committee</b> for considering <b>deputation</b>) consisting of -</p> <p><b>1. Additional Secretary (Passport Seva Programme) &amp; Chief Passport Officer or Joint Secretary (Passport Seva Programme) &amp; Chief Passport Officer, Ministry of External Affairs</b> - Chairman</p> <p><b>2. Joint Secretary/Director in the Administration of Ministry of External Affairs</b> - Member</p> <p><b>3. Director in Passport Seva Project Division, Ministry of External Affairs - Member</b></p>	<p><b>Consultation with Union Public Service Commission is not necessary while appointing officers on deputation.</b></p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
2. Deputy Passport Officer	71* (2020) (*Subject to variation dependent on workload)	General Central Service Group 'A' Gazetted, Non-Ministerial	Level-11	Selection	Not applicable	Not applicable

(8)	(9)	(10)
Not applicable	Nil	<b>100% on promotion failing which by deputation from the Indian Foreign Service-A and Indian Foreign Service-B from the Ministry of External Affairs, failing which by deputation from Central</b>

		<b>Government including officers of All India Services.</b>
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(11)

**Promotion:**

Assistant Passport Officer (Level 10 in Pay Matrix) 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.

**Deputation :**

**Officers from the Indian Foreign Service-A and Indian Foreign Service-B from the Ministry of External Affairs, failing which by deputation from Central Government including officers of All India Services.**

- (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 Level 10 in Pay Matrix 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
- (ii) **three years 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.

(12)	(13)
<p>Group 'A' Departmental Promotion Committee (for considering promotion) consisting of :-</p> <p>1. <b>Additional Secretary or Secretary in-charge of Passport Seva Programme in the Ministry of External Affairs - Chairman</b></p> <p>2. <b>Additional Secretary (Passport Seva Programme) &amp; Chief Passport Officer or Joint Secretary (Passport Seva Programme) &amp; Chief Passport Officer, Ministry of External Affairs - Member</b></p> <p>3. <b>Director (Passport Seva Programme), Ministry of External Affairs - Member</b></p>	<p><b>Consultation with Union Public Service Commission is not necessary</b></p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3. Assistant Passport Officer	135* (2020) (*Subject to variation dependent on workload).	General Central Service Group 'A' Gazetted, Non-Ministerial	Level-10	Selection	Not applicable	Not applicable

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	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	Two years for Promotees	Promotion failing which by deputation

(11)
<p><b>Promotion :</b></p> <p>1. Senior Superintendent (Level 8 in Pay Matrix) of the Central Passport Organization with two years' regular service in the Grade.</p> <p><b>Note :</b> 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.</p>

**Deputation :**

**Officers from the Central Government including officers of All India Services.**

- (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 Level-8 of the Pay Matrix 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
  - (ii) Three 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.

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)
<p><b>Group 'A' Departmental Promotion Committee (for considering promotion) consisting of :-</b></p> <ol style="list-style-type: none"> <li>1. <b>Chairman or Member, Union Public Service Commission</b> - <b>Chairman</b></li>   <li>2. <b>Additional Secretary or Secretary in-charge of Passport Seva Programme in the Ministry of External Affairs</b> - <b>Member</b></li>   <li>3. <b>Additional Secretary (Passport Seva Programme) &amp; Chief Passport Officer or Joint Secretary (Passport Seva Programme) &amp; Chief Passport Officer, Ministry of External Affairs</b> - <b>Member</b></li> </ol>	<p><b>Consultation with Union Public Service Commission is not necessary while appointing officer on deputation.</b></p>

Group 'A' Departmental Promotion Committee (for considering confirmation) consisting of :-  
(14)

1. Additional Secretary (Passport Seva Programme) and Chief Passport Officer or Joint Secretary (Passport Seva Programme) and Chief Passport Officer, Ministry of External Affairs  
- Chairman
2. Director or Deputy Secretary in the PSP Division, MEA  
- Member
3. Under Secretary or Deputy Passport Officer (PSP.Admn & Cadre), Ministry of External Affairs  
- Member

(Arun Kumar Chatterjee)  
Additional Secretary (PSP) &  
Chief Passport Officer  
No.CDR.II/801/01/2020