

No.CDR-II/801/01/2025
भारत सरकार/Government of India
विदेश मंत्रालय / Ministry of External Affairs
(पीएसपी प्रभाग) / (PSP Division)

Patiala House Annexe,
Tilak Marg, New Delhi-110001.

Dated: 12th November, 2025

To,

1. All Passport Officers / Heads of Office.
2. Shri Syed Sarkar Haider Rizvi, President, All India Passport Staff Association, Lucknow.
3. Shri Ajish Sebastian, President, All India Passport Employees Association, Delhi.

Subject: Inviting comments from the Stakeholders on Draft Recruitment Rules of Assistant Superintendent (Group 'B', Non-Gazetted) in Pay Level-6 of the Pay Matrix in the Central Passport Organization (CPO) -regarding.

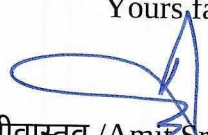
Madam / Sir,

I am directed to state that as per DoPT's O.M. No. AB-14017/6112008- Estt(RR) dated 13.10.2015, the proposal for framing /amendment of Recruitment Rules is to be uploaded on the website of the MEA for 30 days for inviting comments from the stakeholders.

2. Therefore, draft Recruitment Rules for the post of Assistant Superintendent (Group 'B', Non-Gazetted) in Pay Level-6 of the Pay Matrix in the Central Passport Organization (CPO), MEA are attached herewith for information and comments (if any) of stakeholders. The draft Recruitment Rules are also uploaded on the website of the Ministry (<https://www.mea.gov.in>) and PSP Division (<https://passportindia.gov.in>).

3. It is further requested that the comments may be furnished at sopspcadre@mea.gov.in within a period of one month from the date of issue of this letter or on uploading it on website, whichever is later.

Yours faithfully,


(अमित श्रीवास्तव /Amit Srivastava)

अवर सचिव, भारत सरकार /Under Secretary to the Government of India

Encl.: As above.

Copy to:

1. Publicity Officer (XMM), XPD Division, MEA, Shastri Bhawan, New Delhi - with the request to upload the OM on Ministry's website.
2. Director (PSP) - with the request to upload the circular on PSP website.
3. JS(AD), MEA, South Block, New Delhi - for information.

Government of India
MINISTRY OF EXTERNAL AFFAIRS

DRAFT NOTIFICATION

New Delhi, the November, 2025

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 Organisation (Group 'B' Posts), Recruitment Rules, 2014, in so far as it relates to the post of Assistant, 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 post of the Assistant 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, Assistant Superintendent (Group 'B', Non-Gazetted post) Recruitment Rules, 2025.

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

2. **Application:-** These rules shall apply to the post 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 posts, its 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 above said post shall be as specified in column (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, 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
(1)	(2)	(3)	(4)	(5)	(6)
Assistant Superintendent	428* (2025) *Subject to variation depending on workload	General Central Service, Ministerial, Non-Gazetted, Group 'B'	Level-06 (Rs.35,400 -1,12,400) in the Pay Matrix	Selection Post	Age limit shall be such as may be notified by the Government from time to time in the Rules of Combined Graduate Level Examination (CGLE)

Educational and other qualifications required for Direct Recruits

(7)

The Educational qualifications shall be such as may be notified by the Government from time to time in the Rules of Combined Graduate Level Examination (CGLE)

Whether Age and Educational Qualification 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 vacancies to be filled by various methods
(8)		(9)	(10)
Age	Educational Qualification		
Not Applicable	Not Applicable	Two Years for Direct Recruits and Promotees	50 percent by Promotion failing which by deputation 25 percent by Promotion through Limited Departmental Competitive Examination (LDCE) 25 percent by Direct Recruitment

In case of recruitment by Promotion/Deputation/Absorption, grades from which Promotion/Deputation/Absorption to be made

(11)

Promotion:

Senior Passport Assistant in Pay Level-4 of the Pay Matrix of the Central Passport Organisation with ten years regular service in the Grade and subject to successful completion of a mandatory training programme.

Standard Note:

Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall 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 of the Central Government or State Government and its attached and subordinate offices

(a) (i) holding analogous posts on regular basis in the parent Cadre or Department; or

(ii) with six years service in the Grade rendered after appointment thereto on a regular basis in post in the Pay Level-5 of the Pay Matrix in the parent Cadre or Department;

or

with ten years service in the Grade rendered after appointment thereto on a regular basis in post in the Pay Level-4 of the Pay Matrix in the parent Cadre or Department;

and

(b) possessing the following educational qualifications and experience:

(i) A Bachelor degree from a recognised University or Institute; and

(ii) Three Years experience in Passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work or Public Grievances.

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, and similarly, the deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: 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 or Department of the Central Government shall ordinarily not exceed three years.

Note 3: The maximum age limit for appointment by deputation shall be not exceeding fifty-six years as on the last date of receipt of applications.

Note 4: The deputation of officers will be initially for a period of 2 years.

Limited Departmental Competitive Examination (LDCE):

Senior Passport Assistant / Stenographer (Grade-II) in Pay Level-4 of the Pay Matrix of the Central Passport Organisation with five years regular service in the Grade and possessing a Bachelor's Degree from a recognized University or Association of India Universities recognized degrees of foreign Universities.

If Departmental Promotion Committee exists, what is its composition

(12)

Group 'B' Departmental Promotion/Confirmation Committee for considering promotion/confirmation:

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 Passport Seva Programme Division, Ministry of External Affairs (Member).
3. Under Secretary in the Passport Seva Programme Division, Ministry of External Affairs (Member).

Circumstances in which Union Public Service Commission to be consulted in making recruitment

(13)

Not Applicable

**Joint Secretary (PSP) &
Chief Passport Officer**