

F. No. PNE/578/5/25
GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS
REGIONAL PASSPORT OFFICE, PUNE

Dated:03.10.2025

VACANCY CIRCULAR

Subject: Engagement of Young Professional (01 posts) on contract basis in Regional Passport Office, Pune

Regional Passport Office, Pune invites applications from eligible interested individuals for engagement of Young Professionals (01 posts), purely on contract basis as per the details mentioned below:

S. No.	Name of the Post	Particulars
a.	Young Professional (01 post)	Essential Qualifications: At least Graduate or equivalent from a recognized University Experience: Experience of 1 year or above in Government will be given preference. Scope of duties: Young Professional shall perform the duties assigned by the Passport Officer/Head of Office which may include but not restricted to work related to administration, accounts, legal and social media.

Terms and conditions of engagement:

a.	Name of Post	Young Professional
b.	Number of Vacancy	01(one)
c.	Period of Engagement	Initially, Young Professionals will be engaged for a period of 1 year. After the period of 1 year, if the performance of the Young Professionals is found satisfactory based on his Annual Performance, the same can be extended up to maximum tenure of 3 years with the approval of the competent authority in the Ministry of External Affairs.
d.	Nature of Engagement	The appointment of Young Professionals will be of temporary nature and the Ministry can cancel the appointment at any time without providing any reason for it.

e.	Place of Posting	Regional Passport Office, Pune, Passport Bhawan, Sr. No. 5/2/2, Baner-Pashan Link Road, Baner, Pune – 411045 or any other offices under its jurisdiction.
f.	Age Limit	Below 40 years as on the date of Advertisement.
g.	Monthly Remuneration	Graduate – 50,000/- Post Graduate – 60,000/-
h.	Allowance	No other allowances will be admissible to the Young Professional.
i.	Leave	The Young Professionals shall be entitled for 08 days of Casual Leave in a calendar year on pro-rata basis and 02 Restricted Holidays. Apart from this, women Young Professionals may be eligible for maternity leave as per provisions contained in the Maternity Benefit Act 1961 read with Maternity Benefit (Amendment) Act, 2017.
j.	Termination of Contract	The Ministry can terminate the contract at any time without prior notice and without providing any reasons for it. However, in the normal course it will provide one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving three months' notice to the Ministry.
k.	Confidentiality Clause	The Young Professionals would be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professionals shall not, except with the previous sanction of the Ministry/Passport Office or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by the Ministry/Passport Office.
m.	Conflict of Interest	The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Young Professional are not found satisfactory or found in conflict with the interest of the Ministry/Government of India, his/her services will be liable for discontinuation without assigning any reason.
n.	Working hours	As per the guidelines of the Regional Passport Office, Pune. However, the Young Professional may sometimes have to work beyond office hours in public interest.

o.	TA/DA	<p>The Young Professionals may require to undertake domestic tours as part of their official duties in the Ministry/Passport Office subject to the approval of the competent authority and they will be allowed following TA/DA: -</p> <table border="1"> <thead> <tr> <th>Position</th><th>Mode of Journey</th><th>Reimbursement of Hotel, Taxi and Food Bills</th></tr> </thead> <tbody> <tr> <td>Young Professionals</td><td>Air in Economy class or by Rail in AC Two Tier</td><td>Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city and food bills not exceeding Rs. 800/- per day shall be allowed.</td></tr> </tbody> </table>	Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills	Young Professionals	Air in Economy class or by Rail in AC Two Tier	Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city and food bills not exceeding Rs. 800/- per day shall be allowed.
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2. Interested candidate may apply through mail at rpo.pune@mea.gov.in or send application by post in enclosed proforma as Annexure-I addressed to the Regional Passport Officer, Regional Passport Office, Pune, Passport Bhawan, Sr. No. 5/2/2, Baner-Pashan Link Road, Baner, Pune - 411045.

3. The candidate should have adequate proficiency in handling social media and have good command over Hindi, Marathi and English language. His/ Her media skills should preferably include Photography/Videography skills, Editing, Uploading, monitoring social media, adequate computer skills, prior experience is preferred.

4. The Regional Passport Office, Pune reserves the right to accept or reject the applications without assigning any reasons.

5. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. Passport office shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID/she/he should create one before applying for the advertisement post.

6. The last date for receipt of application is 21 days from the date of publication of the advertisement.

7. This issues with the approval of the Competent Authority.


 (Dr. Vinodkumar D. Gaikwad)
 Regional Passport Officer
 Regional Passport Office, Pune