

No. V.IV/575/07/2026  
Government of India  
Ministry of External Affairs  
PSP Division

Patiala House Annexe,  
Tilak Marg, New Delhi-110001,  
Dated: 16.04.2026

VACANCY CIRCULAR

The Central Passport Organization, a subordinate office of the Ministry of External Affairs intends to fill the following posts in Passport Offices at stations indicated below amongst officers of the **Central Government** on deputation basis:-

Post	Number of Posts & Name of Passport Office	Level in the Pay matrix	Eligibility
Deputy Passport Officer	2 (Two): (i) Kota (ii) Shimla	Pay Level-11 (67700-208700)	(a) (i) holding analogous posts on regular basis in the parent cadre or department; or (ii) with five years service in Level-10 of the pay matrix or equivalent rendered after appointment thereto on a regular basis in the parent cadre or department; and  (b) possessing the following educational qualifications and experience :  (i) Bachelor's degree from a recognized University or Institute;  (ii) Five years experience in Passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work, in a Central or State Government office.

**Note 1 :** The Departmental Officers in the feeder category who are in direct line of promotion shall not be eligible for consideration for appointment on deputation and similarly, deputationists shall not be eligible for consideration for appointment by promotion.

**Note 2 :** 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**. The maximum age limit for appointment by deputation shall not be exceeding **fifty six years** as on the closing date of receipt of applications.

2. The usual deputation terms will apply. During the period of deputation, the Officer may be transferred to any other Passport Office depending upon functional requirements.

3. All Ministries/ Departments of Government of India are requested to circulate the above posts amongst the officers of Central Government including officers of All India Services, working with them and forward the application (in prescribed proforma **Annexure A**) of eligible and interested officers, **along with attested copies of APARs of last five years duly attested by Under Secretary and above officer** and certificates to the effect that they are clear from **Vigilance angle, Integrity Certificate and Major/Minor Penalty of last ten years(Annexure B)** to the undersigned within **45 days** from the date of issue of the vacancy circular, at the below mentioned address:-

**Ms. Neha Swati,  
Administrative Officer (PSP-IV),  
Room No. 30 ABC, 2<sup>nd</sup> Floor, PSP Division,  
Ministry of External Affairs,  
Patiala House Annexe, Tilak Marg, New Delhi-110001  
Email id:- aosp4@mea.gov.in**

  
**(Rishi Angra)  
OSD (PSP-IV)  
Ph- 011-2338 9646**

To,

1. **All Ministries/ Department of Government of India**
2. **Chief Secretaries to the State Governments / Union Territories.**

Copy to:-

1. Sr. PPS to Secretary (CPV & OIA) / PS to JS (PSP) & CPO, MEA, New Delhi.
2. PA to JS (XPD), Ministry of External Affairs, Shastri Bhawan, New Delhi - **with the request to upload this circular on the MEA's website.**
3. PA Director (PSP), Ministry of External Affairs, PSP Division, New Delhi - **with the request to upload this circular on the Passport Seva website.**
4. Under Secretary (CS-I Division), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- **with the request to direct the concerned to upload the advertisement on DoPT website.**
5. The Passport Offices concerned.
6. SO (PSP-Cadre), PSP Division, New Delhi.

**BIO-DATA PROFORMA**

Recent  
Passport Size  
Photograph

Name of the Post applied for: \_\_\_\_\_

Name of the Station(s) applied for: \_\_\_\_\_

1	Full Name & Designation (Batch)	
2	Office Address (in Block letters)	
3	Date of Birth (In Christian era) Age (as on closing date)	
4	(i) Date of entry into service	
	(ii) Date of retirement under Central/State Govt. Rules	
5	Educational qualifications	
6	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same).	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular:</b>		<b>Qualifications / Experience possessed by the Officer:</b>
<b>Essential:</b>		<b>Essential:</b>
A) Qualification:		A) Qualification <b>(Self attested Copy to be attached) :</b>
B) Experience:		B) Experience :
<b>Desirable:</b>		<b>Desirable:</b>
A) Qualification :		A) Qualification :
B) Experience :		B) Experience :
7	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

**8.** Details of Employment, in chronological order (Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient):

Office/ Institution	Post held on <b>regular basis</b>	From	To	*Pay Band/ Pay Matrix and Grade Pay/Pay Scale/ Level of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

**\*Important:** Pay-Band Pay Matrix and Grade Pay/Level granted under ACP/MACP are personal to the officer and, therefore, should not be mentioned. Only Pay Band/ Pay Matrix and Grade Pay/ Level / Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band / Pay Matrix and Grade Pay/ Level where such benefits have been drawn by the Candidate, may be indicated as below:

Office/Institutions	Basic Pay, Pay Band/ Pay Matrix and Grade Pay/ Pay Level drawn under ACP/MACP Scheme	From	To

<b>9</b>	Nature of present employment i.e. Ad hoc or Temporary or Quasi-permanent or Permanent	
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<b>10</b>	In case the present employment is held on deputation/contract basis, please state :-
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a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office / organization to which the applicant belong	d) Name of the post and pay of the post held in substantive capacity in the parent organization.

**10.1 Note:** In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and integrity certificate.

**10.2 Note:** Information under Column 10 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organization.

11	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details:	
12	<p><b>Additional details about present employment:</b></p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>(a) Central Government.  (b) State Government  (c) Autonomous Organization  (d) Government Undertaking  (e) University  (f) Others</p>	
13	Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.	
14	Total emoluments per month now drawn :	
Basic Pay in the Pay Matrix		Pay Level
15 A)	<p><b>Additional information</b>, if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) work experience over and above prescribed in the vacancy circular/ Advertisement)  <b>(Note: Enclose a separate sheet, if the space is insufficient)</b></p>	
15 B)	<p><b>Achievements:</b>  The candidates are requested to indicate information with regard to;  (i) Research publications and reports and special projects.  (ii) Awards/ Scholarships/ Official Appreciation.  (iii)Affiliation with the professional bodies/ institutions/ societies and;  (iv) Patents registered in own name or achieved for the organization  (v) Any research/innovative measure involving official recognition.  (vi) Any other information.  <b>(Note: Enclose a separate sheet if the space is insufficient)</b></p>	

16	Whether belongs to SC/ST	
17	Languages Known	

I have carefully gone through the vacancy circular and I am well aware that the information furnished in the Bio Data duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

Date :-

(Signature of the Candidate)

Address: \_\_\_\_\_

Contact No \_\_\_\_\_

Email id: \_\_\_\_\_

Concerned Office Contact No \_\_\_\_\_

Concerned Office Email Id: \_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**
- i. There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_.
  - ii. His/Her integrity is certified.
  - iii. His/Her CR/APAR Dossiers (photocopies of the ACRs/APARs for **the last 5 years duly** attested by an officer not below the rank of an Under Secretary of the Govt. of India) are enclosed.
  - iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned  
(Employer/Cadre Controlling Authority with Seal)