

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 Junior Hindi Translator (Group 'B' non-gazette) and Senior Passport Assistant (Hindi), (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, 2004, in so far as they relate to the post of Hindi Translator, Upper Division Clerk (Hindi) Recruitment Rules 2004 – except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules for recruitment to the posts of Junior Hindi Translator (Group 'B' non-gazetted) and Senior Passport Assistant (Hindi) (Group 'C' non-Gazetted) in the Central Passport Organisation of the Ministry of External Affairs, namely “

1. Short title and commencement. – (i) These rules may be called the Ministry of External Affairs, Central Passport Organization posts of Junior Hindi Translator (Group 'B' non-Gazetted) and Senior Passport Assistant (Hindi) (Group 'C' non-Gazetted) Recruitment Rules, 2017.

(ii) 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 above said posts shall be as specified in columns (5) to (14) of the said schedule.

4. Posting.- The person appointed to the post of Junior Translator 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, 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 to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, Ex-servicemen 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	Age limit for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)
Junior Hindi Translator	23* (2017) * Subject to variation depending on workload	General Central Service Group 'B' Non-Gazetted Ministerial	Level-6	Not applicable	30 years (Relaxable up-to 5 years in accordance with the instructions or orders issued by the Central Government. Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman Nicobar Islands or Lakshadweep.

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes.Period of probation, if any
(7)	(8)
Master's degree of a recognized University in Hindi with English as a compulsory or	Not applicable

OR
Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR
Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

OR
Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;

OR
Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND
Recognised Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

Note 1 : Qualifications are relaxable at the discretion of the Staff Selection Commission/Competent authority in the case of candidates otherwise well qualified.

Note 2 : The qualification(s) regarding experience is relaxable at the discretion of the SSC/Competent Authority in the case of candidates belonging to Schedule Castes or Schedules Tribes if at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the 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
(9)	(10)	(11)

2 years	<p>By promotion, failing which by deputation/absorption or by direct recruitment</p> <p>Note "Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for duration of lone year or more may be filled on deputation basis from officers of Central Government.</p> <p>(a) holding analogous posts on regular basis in the parent cadre/department; and (b) Possession the qualifications and experience prescribed for direct recruits under col.7".</p>	Senior Passport Assistant (Hindi) of the cadre of the Central Passport Organization with 10 years of regular service in their grade and possessing educational qualification prescribed in column 7 for direct recruitment
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If 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>Group 'B' Departmental Promotion Committee (for confirmation):</p> <ol style="list-style-type: none"> 1. Joint Secretary and Chief Passport Officer in-charge of Central Passport Organization - Chairman 2. Deputy Secretary in-charge of Administration of the Central Passport Organization – Member 3. Deputy Secretary/ Under Secretary, from Ministry of External Affairs - Member 4. Assistant Passport Officer of the Central Passport Organization – Member 	Consultation with Union Public Service Commission not necessary

Name of Post	Number of posts	Classification	Level in Pay Matrix	Whether selection or non-selection post	Age limit for direct recruitment
(1)	(2)	(3)	(4)	(5)	(6)
Senior Passport Assistant (Hindi)	04* (2017) * Subject to variation depending on workload	General Central Service Group 'C' Non-Gazetted Ministerial	Level-4	Selection	Not applicable

Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotes. Period of probation, if any
(7)	(8)
Not applicable	Not applicable

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and the 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
(9)	(10)	(11)
Nil	By deputation	Deputation: Officers of the Central Government (a)(i) holding analogous posts on regular basis; or (ii) with eight years regular service in the grade of Junior Assistant or equivalent and (b)possessing Bachelor's Degree of a recognized University with Hindi and English as compulsory or elective subject

		<p>or either of the two as medium of examination and the other as a compulsory or elective subject.</p> <p>(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 organization/department of the Central Government shall ordinarily not exceed three years.</p>
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If 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>Group 'C' Departmental Promotion Committee (for confirmation):</p> <ol style="list-style-type: none"> 1. Director in-charge of Central Passport Organization - Chairman 2. Deputy Secretary in-charge of Administration of the Central Passport Organization – Member 3. Deputy Secretary/ Under Secretary from Ministry of External Affairs - Member 4. Assistant Passport Officer of the Central Passport Organization – Member 	<p>Consultation with Union Public Service Commission not necessary</p>