

**Government of India
Ministry of External Affairs
Administration Division**

South Block, New Delhi
July 21, 2016

Vacancy Circular

Applications in the prescribed proforma (as per annexure) are invited from eligible Indian Foreign Service Officers for filling up of post of Passport Officer, Passport Office, Delhi on deputation basis as per details given below:

1.	Name of the Post	:	Passport Officer Delhi.
2.	No. of Posts	:	1
3.	Pay Band and Grade Pay	:	Deputy Secretary : Pay Band 3 [15,600-39,100] plus Grade Pay: Rs 7600
4.	Period of Deputation	:	Initially for 3 years; could be extended based on functional requirements.
5.	Job Location	:	Passport Office, New Delhi
6.	Eligibility/ Essential Criteria	:	a). Officers holding analogous posts on regular basis or with five years service in the Grade rendered after appointment therto on a regular basis in posts in Pay Band -3 (Rs. 15600- Rs. 39100) and Grade Pay Rs. 6600 or equivalent.
7.	How to apply	:	Completed application should be sent in the prescribed proforma to Joint Secretary (Administration), Room No. 149 C, South Block, Ministry of External Affairs, New Delhi
8.	Pay & Allowances	:	Deputation Allowance would be admissible as per Rules

2. The maximum age limit for appointment by deputation shall not exceed fifty six years as on the closing date of receipt of applications.

3. The last date for receiving applications is August 10, 2016. Applications received after the closing date or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.


(Sibi George)

Joint Secretary (Administration)

Ph: 23014114

To:

XP Division (for uploading the circular on MEA website);

Annexure

**APPLICATION PROFORMA FOR THE POST OF
PASSPORT OFFICER IN THE
MINISTRY OF EXTERNAL AFFAIRS
(ON DEPUTATION)**

Paste your
passport size
photo here

1 Name & Designation:

1. Date of Birth:

2. Gender

3. Educational Qualifications:

4. Mobile No.:

5. Email ID:

6. Service/ Batch:

7. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

Department/ Institution/ Organisation	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

8. Details of current deployment:

9. Basic Pay, Pay Scale & Grade Pay:

10. Details of courses/ training programmes attended, if any:

11. Details of publication, if any:

12. Languages known:

13. Details of previous ex cadre deputation, if any:

14. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be

15. Remarks

(Signature of candidate)

Address:

Date: