

No. CDR- II /584/10/2024

भारत सरकार/Government of India

विदेश मंत्रालय/ Ministry of External Affairs
(पीएसपी प्रभाग/ (PSP Division)

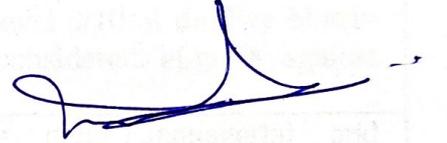
New Delhi, the 07 May, 2025.

OFFICE MEMORANDUM

**Subject : Filling up of 74 posts of Section Officer in Regional Passport Offices (RPOs),
Ministry of External Affairs (MEA) on deputation basis – reg.**

The undersigned is directed to refer to subject mentioned above and to convey that Ministry of External Affairs (MEA) has circulated 74 vacancies of Section Officers in Level 8/10 of pay matrix to fill up on deputation basis from amongst the officers of Central Secretariat Service (CSS) in 37 RPOs, MEA.

2. In view of the above, vacancy circular is forwarded herewith with a request to circulate it widely.
3. This issues with the approval of the competent authority.



**(ऋषि आंगरा/Rishi Angra)
Officer on Special Duty (PSP- IV, I&L)
PSP Division, MEA**

**Shri Rajeev Nayan,
Under Secretary (CS- I), DoPT,
Room No. 208, Lok Nayak Bhawan,
Khan Market, Delhi- 110003.
Email: rajeev.nayan@nic.in**

Copy to:

**Shri Vadali Rambabu,
Director (CS- I), DoPT,
Room No. 209, Lok Nayak Bhawan,
Khan Market, Delhi- 110003.
Email: ram.vadali@nic.in**

No. CDR- II /584/10/2024
Ministry of External Affairs
(PSP Division)

New Delhi, the 07 May, 2025.

CIRCULAR

Subject: Filling up of the 74 posts of Section Officer on deputation basis in 37 Regional Passport Offices (RPOs), Ministry of External Affairs.

Applications in the prescribed pro-forma (as per Annexure of the Circular) are invited for appointment of 74 Section Officers (**in Level 8/10**) (02 SOs for each Passport Office) on deputation basis in 37 Regional Passport Offices (RPOs) under Ministry of External Affairs as per the details given below:

1.	Name of the post with Pay Level	:	Section Officer – Level 8/10 of the Pay Matrix
2.	Period of Deputation	:	Initially for two years ; could be extended as per extant rules prescribed by DoP&T on the subject.
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on 01.03.2025.
4.	Job Description	:	To work in any of the 37 Regional Passport Offices across India.
5.	Eligibility/Essential Criteria	:	Officers working in Central Secretariat Service (CSS), holding analogous posts in Level 8/10 of the Pay Matrix on regular basis will be considered eligible against corresponding post.
6.	Desirable Criteria	:	(I) Officers should have good managerial and interpersonal skills. (ii) Officers should be able to liaise effectively with other organizations/Ministries/departments/think tanks. (iii) Officers should have good noting and drafting skills and communication abilities. (iv) Officers should have served as Section Officer in Ministries/departments/attached/subordinate offices in the Government of India. (v) Previous experience of handling issues relating to administration, policy, court cases, RTI, finance, audit, public dealing in Government of India.
7.	How to apply	:	Completed application should be sent through proper channel in the prescribed pro-forma to Section Officer (Cadre), PSP Division, MEA, Room No. 26, Patiala House, New Delhi . The duly completed application should be sent along with: a) Up-to-date copies of ACRs/APARs for the last five years duly attested on each page by a Group A Officer. b) Cadre Clearance

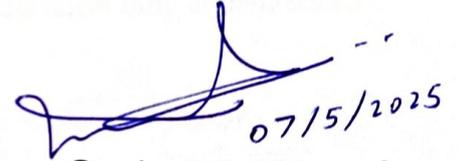


		<p>c) Vigilance Clearance</p> <p>d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any.</p> <p>e) Statement of Bio-data in the prescribed pro-forma (as per Annexure-I) in duplicate copy signed by the volunteering officer and forwarded through proper channel with due cadre clearance.</p>
8.	Pay & Allowances	: Admissible as per guidelines of Department of Personnel and Training's O.M. No. 6/8/2009-Estt. (Pay II) dated 17.06.2010 amended from time to time.
9.	Travel	: The selected officer may be required to travel within India.

Note: It would be mandatory to serve the deputation term and premature relieving would not be considered except in rare or exceptional circumstances.

2. Applications of interested and eligible officers may be forwarded **latest by 06.06.2025**. Advance copy of applications may be mailed at sopspcadre@mea.gov.in. However, only those applications will be considered which are complete in all aspects and forwarded through proper channel. While forwarding the applications, it may be verified and certified that particulars furnished by the officer are correct. It may also be confirmed that in the event of selection for appointment, the officer shall have to be relieved on immediate basis. Any queries regarding the application may be addressed to the undersigned.

3. Details of 37 Passport Offices are enclosed as Annexure-II.


07/5/2025

(ऋषि आंगरा/Rishi Angra)
Officer on Special Duty (PSP- IV, I&L)
PSP Division, MEA

Enclosure : Pro-forma

To:

1. XP Division (for uploading the circular on MEA website). Email: poxmm@meaindia.in; poxps@mea.gov.in;
2. Department of Personnel & Training to circulate the vacancy circular. Email: persinfotech@nic.in; ram.vadali@nic.in; rajeev.nayan@nic.in
3. All Ministries/Departments of the Central Government (through DoPT).

APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER IN REGIONAL PASSPORT OFFICES, MINISTRY OF EXTERNAL AFFAIRS (ON DEPUTATION)

1. Name & Designation:
2. Date of Birth:
3. Gender:
4. Educational Qualifications:
5. Mobile No.:
6. E-mail ID:
7. Service/Batch:
8. Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.

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

9. Details of current employment;

10. Basic Pay, Pay Scale & Grade Pay:

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

12. Details of publication, if any:

13. Language known:

14. Details of previous ex-cadre deputation, if any:

15. Preferences of RPOs:

S.No.	Preference of RPOs (03 stations)
1.	
2.	
3.	

The Ministry will try to post the officers to RPOs as per their preferences subject to vacancies and administrative exigency. However, the officers are liable to serve in any of the 37 RPOs i.e. the post carries All India Service Liability.

16. 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:

17. Remarks:

(Signature of candidate)

Address:

Date:

It is certified that particulars furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

Signature of the Head of Department
(with stamp)

S.No.	RPO
1	Ahmedabad
2	Amritsar
3	Bengaluru
4	Bareilly
5	Bhopal
6	Bhubaneswar
7	Chandigarh
8	Chennai
9	Cochin
10	Coimbatore
11	Dehradun
12	Delhi
13	Ghaziabad
14	Guwahati
15	Hyderabad
16	Jaipur
17	Jalandhar
18	Jammu
19	Kolkata
20	Kota
21	Kozhikode
22	Lucknow
23	Madurai
24	Mumbai
25	Nagpur
26	Panaji
27	Patna
28	Pune
29	Raipur
30	Ranchi
31	Shimla
32	Srinagar
33	Surat
34	Trichy
35	Trivandrum
36	Vijayawada
37	Vishakhapatnam