

No.CDR-II /575/02/2025  
Ministry of External Affairs  
(PSP Division)

New Delhi, the 6<sup>th</sup> Jan 2026

**CIRCULAR**

**Subject: Appointment of Section Officer or equivalent on deputation basis in 27 Regional Passport Offices (RPOs) under the Ministry of External Affairs.**

Applications in the prescribed pro-forma (as per Annexure of the Circular) are invited for appointment of 81 Section Officers or equivalent (**in Level 8/10**) (03 SOs for each Passport Office) on deputation basis in 27 Regional Passport Offices (RPOs) under Ministry of External Affairs as per the details given below:

1.	Name of the post with Pay Level	:	<b>Section Officer or equivalent</b> – Level 8/10 of the Pay Matrix
2.	Period of Deputation	:	Initially for <b>two years</b> ; extendable as per extant rules
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on 01.01.2026
4.	Job Description	:	To work in any of the 27 Regional Passport Offices across India. Please see Annexure II for details.
5.	Eligibility/Essential Criteria	:	Officers working in any Ministry/Department/Offices of Central Government and 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 <b>Section Officer (Cadre), PSP Division, MEA, Room No. 26, Patiala House, New Delhi</b> . 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 c) Vigilance Clearance  d) Details of minor/major penalty imposed on the officer by the Competent Authority for the last 10 years, if any.

			e) Statement of Bio-data in the prescribed pro-forma (as per <b>Annexure-I</b> ) in duplicate copy signed by the volunteering officer and forwarded through proper channel with due cadre clearance.
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 15.02.2026**. Advance copy of applications may be mailed at [sopspcadre@mea.gov.in](mailto: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.



(अमित श्रीवास्तव/Amit Srivastava)  
विशेष कर्तव्य अधिकारी/OSD (PSP- Cadre)  
PSP Division, MEA

**Enclosure : Pro-forma**

To:

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

**APPLICATION PROFORMA FOR THE POST OF SECTION OFFICER OR EQUIVALENT  
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 Level:

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.	

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	Chennai
8	Cochin
9	Coimbatore
10	Dehradun
11	Guwahati
12	Jalandhar
13	Kolkata
14	Kozhikode
15	Madurai
16	Mumbai
17	Nagpur
18	Panaji
19	Pune
20	Raipur
21	Shimla
22	Srinagar
23	Surat
24	Trichy
25	Trivandrum
26	Vijayawada
27	Vishakhapatnam