

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

New Delhi, the 11th July 2025

CIRCULAR

Subject: Filling up of the 102 posts of Section Officer or equivalent on deputation basis in 34 Regional Passport Offices (RPOs), Ministry of External Affairs.

Applications in the prescribed pro-forma (as per Annexure-I of the Circular) are invited for appointment of **102 Officers of the rank/designation of Section Officers or equivalent (in Level 8 or Level 10) on deputation basis in 34 Regional Passport Offices (RPOs) with 03 Officers each**, as per the details given below:

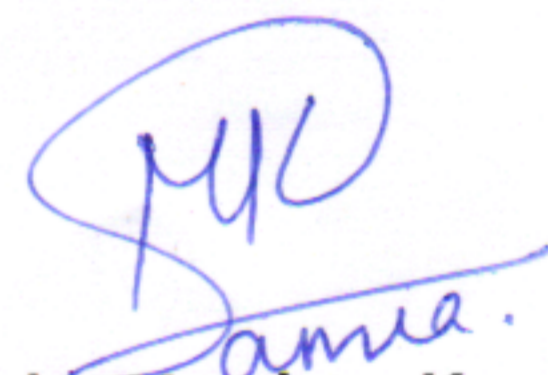
1.	Name of the post with Pay Level	:	Section Officer or of equivalent rank/designation – Level 8 or 10 of the Pay Matrix.
2.	Period of Deputation	:	Initially for two years ; could be extended as per extant rules prescribed by DoP&T on the subject.
3.	Age Limit	:	The maximum age limit for appointment on deputation shall not exceed 56 years as on 01.03.2025.
4.	Job Description	:	To work in any of the 34 Regional Passport Offices across India.
5.	Eligibility/Essential Criteria	:	Officers working in Central Secretariat Service (CSS), Armed Forces Headquarters (AFHQ), Ministry of External Affairs (MEA), Railway Board Secretariat Service (RBSS) and Ministry of Statistics & Programme Implementation holding analogous posts in Level 8 or Level 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 (PSP-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/HOD

			<p>b) Cadre Clearance 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 duly signed & stamped forwarding Letter from the parent department.</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 31.08.2025**. 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 as mentioned in the table above. While forwarding the applications, it is the responsibility of the eligible applicant only to verify and certify the correctness of the particulars furnished. 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 34 Passport Offices are enclosed as **Annexure-II**.



(Major Mandeep Kaur)
Under Secretary (PSP- IV)
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).
4. Armed Forces Headquarters (AFHQ) to circulate the vacancy circular. Email: js.cao-mod@nic.in
5. Ministry of External Affairs (MEA) to circulate the vacancy circular. Email: socadre@mea.gov.in
6. Railway Board Secretariat Service (RBSS) to circulate the vacancy circular. Email: secyrb@rb.railnet.gov.in
7. Ministry of Statistics & Programme Implementation to circulate the vacancy circular. Email: js-mospi@nic.in

**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.

Ministry/ Department/ Institution/ Organization	Post/ Designation held	From	To	Basic Pay with Level and Cell in the Pay Matrix	Nature of duties performed

9. Details of current employment;
10. Present Basic Pay, Pay Scale & Grade Pay (Level & Cell):

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 34 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)

Details of 34 Regional Passport Offices, under Ministry of External Affairs

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