

**No. V.IV/551/02/2019**  
**Government of India**  
**Ministry of External Affairs**  
**(PSP Division)**

**Patiala House Annexe,**  
**Tilak Marg, New Delhi,**  
**20<sup>th</sup> September, 2023**

**VACANCY CIRCULAR**

**Subject: Advertisement for appointment of retired gazetted officers of the Central Passport Organization, Ministry of External Affairs as Consultants in Passport Office, Bhopal.**

The Central Passport Organization, a subordinate office of the Ministry of External Affairs invites applications from the retired gazetted officers, who have retired at the level of Deputy Passport Officer (DPO), Assistant Passport Officer (APO), Sr. Superintendent and Superintendent **from the Central Passport Organization** for appointment as Consultant in Passport Office, Bhopal. The details are as under:-

1.	Name of the Post	:	<b>Consultant in Central Passport Organization</b>
2.	Passport Office	:	<b>Bhopal (3)</b>
3.	Period of Consultancy	:	Initially for <b>01 (one) year</b> The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
4.	Nature of Duties	:	<ul style="list-style-type: none"><li>• The Consultant will be required to deal with administrative, establishment and public grievance matters.</li><li>• The Consultant will also be required to complete any other tasks assigned by the Passport Officer, Bhopal.</li></ul>
5.	Job Location alongwith the number of Positions	:	<b>Passport Office at Bhopal (3)</b>
6.	Qualifications/Essential Criteria	:	The Applicant should have superannuated from the Central Passport Organization at the level of Superintendent and above (pay level 7 and above) <b>Age Criteria :</b> <ul style="list-style-type: none"><li>• Age should not be more than 65 years as on last date of submission of application.</li></ul>
7.	Desirable Criteria	:	<ul style="list-style-type: none"><li>• Extensive experience of Administration, Establishment, Court cases, grievance redressal/ public dealing matters related to the Passport Offices.</li></ul>



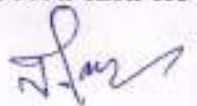
8.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the retirement (irrespective of the commutation pension availed). The amount of remuneration so fixed shall remain unchanged for the term of the contract. There will be no annual increment/ percentage increase during the contract period.</li> <li>• The consultancy fee of retired Govt. servant will be further subject to instructions from DoP&amp;T and Department of Expenditure.</li> <li>• The Consultant shall not be entitled to any benefit like Dearness Allowance, Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the government.</li> <li>• No HRA shall be admissible.</li> <li>• The appointment of Consultants would be on full-time basis and he/she would not be permitted to take up any other assignment during the period of Consultancy with the Central Passport Organization. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible.</li> <li>• Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. However, concerned Passport Officer will have authority to curtail the leave sanctioned. Unavailed leave in a calendar year shall not be allowed to be carried forward to next calendar year. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on the commencement of notice period.</li> <li>• Paid leave of absence may be allowed upto 15 days leave in a Calendar year on pro-rata basis. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Passport Officer concerned to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent</li> </ul>
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9.	How to apply	<p>:</p> <ul style="list-style-type: none"> <li>• The decision of the Government regarding selection of candidate shall be final.</li> <li>• The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Central Passport Organization as <b>per proforma at Annexure I.</b></li> <li>• Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labelled <b>"Application for the position of Consultant in Central Passport Organization, Ministry of External Affairs"</b> and sent to: <p style="text-align: center;"><b>Shri Dipak Das,</b>  <b>Under Secretary (PSP-IV),</b>  <b>Room No. 30ABC, 2<sup>nd</sup> Floor, PSP Division,</b>  <b>Ministry of External Affairs, Patiala House</b>  <b>Annexe, Tilak Marg, New Delhi-110001</b></p> </li> </ul> <p><b>Note: Applications received through email will not be considered.</b></p> <ul style="list-style-type: none"> <li>• PSP Division, Ministry of External Affairs will review the applications and short list the candidates if considered suitable for interview. The short-listed candidates will be intimated by email.</li> </ul>

		<ul style="list-style-type: none"><li>• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.</li><li>• Applicants will have to make their own arrangements to reach the place of interview.</li><li>• No TA/DA will be payable by the Ministry to Applicants for attending interview.</li><li>• The final selection will be based on their performance at the interview.</li></ul>
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The last date for receiving applications is **10<sup>th</sup> October 2023 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.



**(Vipin Tomar)**  
**Section Officer (PSP)**  
**Ph- 011-233869646**

Copy to:-

1. The Passport Officer, Passport Office, Bhopal.
2. Director (XP), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
3. Director (PSP- Admin., Cadre & Vigilance), PSP Division, New Delhi.
4. OSD (PSP), Ministry of External Affairs, PSP Division, New Delhi -with the request to upload this circular on the Passport Seva website
5. PPS to JS (PSP) & CPO, PSP Division, New Delhi.
6. SO (Cadre), PSP Division, New Delhi.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT IN THE  
PASSPORT OFFICE, BHOPAL, CENTRAL PASSPORT ORGANIZATION, MINISTRY  
OF EXTERNAL AFFAIRS**

**(Only for retired Govt. servants from Central Passport Organization)**

1. Name of the position :
2. Name :
3. Father's Name/ Husband's Name :
4. Date of Birth :
5. Gender :
6. Educational Qualifications :
7. Mobile No. :
8. Email ID :
9. Address for Communication :

10. Details of employment in chronological order, if applicable. (Enclose a separate sheet, if space below is insufficient)

Passport Office	Post held	From	To	Emoluments	Nature of duties performed

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

12. Languages known:

13. Details of previous Consultancy, 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, if any :

(Signature of Candidate)

Date: