For more job news visit : www.kpscvaani.com

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

Patiala House Annexe,
Tilak Marg, New Delhi,
15th January, 2025

VACANCY CIRCULAR

Subject: Advertisement for appointment of retired Gazetted Officers who have retired from Central Government Ministries/ Departments/ Offices, as Consultants in various Passport Offices.

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 pay level-8 (as per 7th CPC) and above from Central Government Ministries/ Departments/ Offices, for appointment as Consultant in various Passport Offices. The details are as under:-

1.	Name of the Post	:	**Consultant in Central Passport Organization**
2.	Period of Consultancy	:	Initially for **01 (one) year** 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.
3.	Nature of Duties	:	• The Consultant will be required to deal with administrative, legal, establishment and public grievance matters. • The Consultant will also be required to complete any other tasks assigned by the concerned Passport Officer.
4.	Job Location alongwith the number of Positions	:	**Passport Office at Ahmedabad (4), Bengaluru (2), Bhopal (2), Chennai (3), Coimbatore (1), Dehradun (1), Ghaziabad (1), Jaipur (2), Kota (2), Lucknow (4), Madurai (1), Mumbai (2), Nagpur (2), Patna (1), Ranchi (1), Surat (2), Trivandrum (1), Vijayawada (3).**
5.	Qualifications/Essential Criteria	:	The Applicant should have superannuated from any Central Government Ministry/ Department/ Office at the pay level 8 and above) **Age Criteria :** • Age should not be more than 65 years as on last date of submission of application.

For more job news visit : www.kpscvaani.com

6.	Desirable Criteria	:	• Extensive experience of Administration, Establishment, Court cases, Grievance Redressal/ public dealing matters.
7.	Remuneration & Entitlements	:	• 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. • The consultancy fee of retired Govt. servant will be further subject to instructions from DoP&T and Department of Expenditure. • 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. • No HRA shall be admissible. • 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. • 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. 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. • No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate

For more job news visit : www.kpscvaani.com

			deduction from the consolidated fee as applicable will be made. • He/ she shall be treated at par with the post, he was retired at. TA/DA will be allowed as per normal rules applicable. • In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, at par with his/ her entitlement i.e. pay level 11/10/8. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
8.	How to apply	:	• The decision of the Government regarding selection of candidate shall be final. • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Central Passport Organization as **per proforma at Annexure I.** • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • The envelope containing the applicants' details as mentioned above should be clearly labelled **"Application for the position of Consultant in Central Passport Organization, Ministry of External Affairs"** and sent to: **Ms. Neha Swati,** **Administrative Officer (PSP-IV),** **Room No. 30ABC, 2nd Floor, PSP Division,** **Ministry of External Affairs, Patiala House Annexe, Tilak Marg, New Delhi-110001** **Email id:- aopsp4@mea.gov.in** • The applications may also be sent through email. • 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. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.

For more job news visit : www.kpscvaani.com

			• Applicants will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the Ministry to Applicants for attending interview. • The final selection will be based on their performance at the interview.

The last date for receiving applications is **7th February, 2025 (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.

(Dipak Das)
Under Secretary (PSP IV)
Ph- 011-233869646

To:

All Central Government Ministries/ Departments/ Offices.

Copy to:-

1. Director (XPD), Ministry of External Affairs, Shastri Bhawan, New Delhi- with the request to upload this circular on the MEA's website.
2. Director (PSP), Ministry of External Affairs, PSP Division, New Delhi -with the request to upload this circular on the Passport Seva website.
3. Under Secretary (CS I Division), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi- with the request to direct the concerned to upload the advertisement on DoPT website.
4. The Passport Officers concerned.
5. PS to JS (PSP) & CPO/ PA to JS (PSP-II), PSP Division, New Delhi.
6. SO (PSP-Cadre), PSP Division, New Delhi.

For more job news visit : www.kpscvaani.com

ANNEXURE-I

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

(Only for retired Govt. servants from Central Govt. Office/ Department/ Organization)

Paste Recent Passport Size Photograph

S.no.	Particulars	To be filled by the applicant
1.	Full Name	
2.	Name of the position at Passport Office	Consultant at Passport Office, ...
3.	Father's Name/ Husband's Name	
4.	Date of Birth (dd/mm/yyyy)	
5.	Complete Residential/ Communication address	
6.	Mobile No.	
7.	Email Id	
8.	Educational Qualification (Pl. Enclose copy of Certificate/ Degree/ Marksheet)	
9.	Date of Joining in Govt. Service	
10.	Date of retirement from Govt. Service (copies of relieving order may be enclosed)	
11.	Name & details of the Ministry/ Department/ Organization	
12.	Last Pay Drawn (Pl. enclose copies of LPC)	
13.	PPO No. (Pl. enclose copy of PPO)	
14.	Details of Computer Knowledge	
15.	Details of courses/ training programmes attended, if any	
16.	Languages known	
17.	Details of previous Consultancy, if any	

For more job news visit : www.kpscvaani.com

18.	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	

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

Department/ Office	Post held	From	To	Emoluments	Nature of duties performed

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I further declare that I was clear from vigilance angle at the time of retirement and No disciplinary or judiciary action is pending against me as on date. I understand and agree that in the event of any information being found false OR incorrect/ incomplete or ineligibility being deleted at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound by the decision of the PSP Division, Ministry of External Affairs. I have read this circular and ready to accept all the terms and conditions for engagement of Consultants.

(Signature of Candidate)

Date: