No. V.1V/575/18/2017
Government of India
Ministry of External Affairs
CPV Division

Patiala House Annexe,
Tilak Marg, New Delhi-110001,
Dated: 21.06.2017

YACANCY CIRCULAR

The Ministry of External Affairs (CPV Division) intends to fill the following posts in Passport Offices at stations indicated below amongst officers under the Central Government including officers of All India Services / Central Secretariat Service in the Ministries / Departments of the Government of India, on deputation basis:

<table>
<thead>
<tr>
<th>Post</th>
<th>Number of Posts &amp; Name of Passport Office</th>
<th>Scale of Pay</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport Officer (PO)</td>
<td>1 (One): 1 Post – Passport Office, Pune.</td>
<td>Pay Band-3, Rs. 15,600-39,100 + Grade Pay Rs. 7,600/- (Pre-revised)</td>
<td>Officers under the Central Government including officers of All India Services: (a) (i) holding analogous Posts on regular basis in the parent cadre or department; or (ii) with five years’ service in the Grade rendered after appointment thereto on a regular basis in posts in Pay Band-3 (Rs. 15,600-39,100) and Grade Pay of Rs. 6,600 (Pre-revised) or equivalent in the Parent cadre or Department; and (b) Possessing the following educational qualification and experience: (i) Bachelor’s degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; (ii) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.</td>
</tr>
</tbody>
</table>

Note 1: The Departmental Officers in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Note 3: The maximum age limit for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of applications.

Note 4: For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to the 1st January, 2006 or the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended, shall be deemed to be service
rendered in the corresponding grade pay or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay in one grade with a common grade pay or pay scale, and where this benefit will extend only for the post for which that grade pay or pay scale is the normal replacement grade without any upgradation.

2. The selected officers will be on deputation for a period of three years initially which can be curtailed or extended further, depending upon the requirement, and with the consent of the officer and approval of the lending department. The usual deputation terms will apply.

3. All Ministries/Departments of Government of India are requested to circulate the above posts among the officers under the Central Government including officers of All India Services/State Government, working with them and forward the application (in prescribed pro forma Annexure A) of eligible and interested officers, along with their dossiers and a certificate to the effect that they are clear from vigilance angle, to the undersigned by 21st July, 2017.

(Mohammad Naseem)
Deputy Passport Officer (PVA & Cadre)
Ph. No. 011-23388648

To,

1. All Ministries/Department of Government of India
2. All Chief Secretaries to the State Governments.

Copy to:-

1. Ministry of External Affairs-[Kind attn. to: Joint Secretary (Admn)].
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), Ministry of External Affairs, CPV Division, New Delhi -with the request to upload this circular on the Passport Seva website
4. Director (CS), DoPT, Lok Nayak Bhawan, Khan Market, New Delhi- with the kind request to upload this circular on DoPT’s website for wider circulation.
5. All Passport Offices.
6. Branch Secretariat at Chennai, Kolkata, Guwahati, Hyderabad.
7. Spokesman, JCM, MEA, New Delhi.
8. O/o JS (PSP) & CPO, CPV Division, MEA, New Delhi.
ANNEXURE – A
CURRICULAM VITAE PROFORMA

1. Name (in Block letters) .................................
   Designation (Batch) ................................

2. Applied for the post of .................................
   (i) Place (Name of Station/s in order) ..............
       (1) ...........
       (2) ...........
       (3) ...........

3. Date of Birth (in Christian era) .....................
   (i) Age as on 21.07.2017
       [closing date of circular] .......................

4. Date of retirement under Central/
   State Government Rules ...........................

5. Educational Qualifications ...........................

6. Whether belongs to SC/ST ...........................

7 (a). Educational qualifications and experienced possessed

Qualification/Experience possessed
by the officers

Essential
(1)
(2)
(3)

Desired
(1)

(b). Language Known (Mother Tongue):-  .......... 

Contd..... 2
8. Details of service, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space is insufficient …

<table>
<thead>
<tr>
<th>Office/Institution</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Grade Pay</th>
<th>Scale of Pay and Basic Pay</th>
<th>Nature of Duties (In details)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>3.</td>
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</tr>
</tbody>
</table>

9. Contact details:
   (A) Present Add:-
       ........................................
       ........................................
       ........................................
       
       (i) Tel. No. ................................
       (ii) Mob. No. ................................
       (iii) E-mail- ................................

   (B) Office Add(with office name):-
       ........................................
       ........................................
       ........................................
       
       (i) Tel. No. ................................
       (ii) Mob. No. ................................
       (iii) E-mail- ................................

10. In case the present post is held on deputation / contract basis, please state
   (a) Name of Office / Organization and address (with Tel. No.) ..................................
       ........................................
       ........................................

   (b) The date of initial appointment ........................................

   (c) Period of appointment on deputation ........................................

   (d) Name of the parent office / organization to which you belong .................................

Contd….3
I have carefully gone through the vacancy circular and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address........................................
..............................................
..............................................

Dated.................................

........................................................................................................

It is certified that Shri/Ms.................................................................is clear from vigilance angle and in case of selection, he/she will be relieved.

........................................

(Signature of Head of Office / Cadre Controlling with Seal)
OFFICE MEMORANDUM

Subject: Filling up of the post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/- (as per Sixth CPC) on “Transfer on Deputation” basis.

The undersigned is directed to say that it is proposed to fill up one post of Secretary, Tea Board, Kolkata in the pay scale of PB-3 (Rs.15,600-39,100 + GP Rs.7600/- as per Sixth CPC). The job requirements and experience required for the post are indicated in Annexure-I.

2. It is requested that applications of eligible and willing officers who could be relieved in the event of selection, in the enclosed proforma (Annexure-II) along with the following documents may please be forwarded within 60 days from the date of this O.M.

(i) Complete and up-to-date confidential reports for the last five years, attested photostate copy thereof by an officer not below the rank of Under Secretary to the Govt. of India.

(ii) Integrity Certificate.

(iii) Details of minor or major penalties imposed during the last 9 years. (If no penalties have been imposed, it should be stated)

(iv) Vigilance clearance.

Applications received after the last date or without the confidential reports and other relevant documents or otherwise found incomplete will not be considered.

3. The appointment will be on transfer on deputation basis. The period of deputation shall be 2 years which may be extended by one or more years.

(M.S. Barherjee)
Under Secretary to the Govt. of India
Tel: 011-23061732
To:-

1. All Ministries/Departments of Govt. of India, New Delhi
2. All Chief Secretaries of State Governments/Union Territories
3. Estt. Officer & Addl. Secretary, Deptt. of Personal and Training, North Block, New Delhi
4. The Technical Director, NIC, Department of Commerce along with a soft copy for uploading in the website of this Department.
5. Guard File

(M.S. Banerjee)
Under Secretary to the Govt. of India
Tel: 011-23061732
VACANCY CIRCULAR

Subject: Filling up the post of Chairman, V. O. Chidambaranar Port Trust—Calling for Applications—reg.

The Ministry of Shipping invites applications from the All India Service/Central Civil Services Group 'A' officers and also from eligible Port Officers working in Major Port Trusts for the post of Chairman in V. O. Chidambaranar Port Trust in the pay scale of Rs.75,000-90,000/- (Industrial DA pattern) on deputation basis. Apart from the salary, the post also carries the perquisites such as dedicated accommodation, transport, medical attendance, LTC etc. The Port Trust is an autonomous body governed under the Major Port Trusts Act, 1963. Appointment to the post is made by the Central Govt. under section 3 (1) (a) of the Major Port Trusts Act, '1963.

2. The Chairman of the Port is the Chairman of the Port Trust Board. He is the Chief Executive of the Organization and is responsible for all aspects of Port functioning. He is required to exercise administrative and financial powers and also to supervise the functioning of various departments with the Ports. The job requirements, therefore, are the following: -

(a) General Managerial ability;
(b) Experience and talent in man-management in highly unionized environment.
(c) Experience and ability in Financial Management.
(d) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of a port;
(e) Ability to co-ordinate with various agencies such as State Governments, the Law and Order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour etc.
(f) Experience and ability in personnel management and understanding of establishment matters.
3. **Eligibility criteria for AIS/ Central Civil Service Group ‘A’ officers:**

(i) The officers belonging to All India Services/Central Civil Services Group ‘A’ officers who have put in not less than 16 years of service in Group ‘A’ are eligible to be considered for the post. Preference may be given to those having experience of working in Port and Shipping sectors. The terms and conditions of appointment of the officers selected shall be as per the rules and instructions of Central Government.

(ii) The post is not a part of the Central Staffing Scheme. The appointment will be made on deputation basis for a period of 5 years or as may be decided by the Competent Authority.

(iii) The officers who satisfied the above criteria must have at least 4 years service before retirement.

(iv) The Cadre Controlling Authority/the State Government is requested to give wide publicity to the vacancy and forward names of suitable and willing officers for consideration for the post. The ACRs (only attested photocopies) of the officer for the last five years i.e. 2011-12 to 2015-16 (If the ACRs of a particular year/period between 2011-12 to 2015-16 is pending/not available, “No Report Certificate” along with the ACRs of preceding years may be furnished) along with the bio-data in the enclosed format, and clearance from administrative/vigilance angles and Integrity Certificate may also be sent. The vigilance clearance of the officer may be sent in the prescribed proforma attached with the application form.

4. **Eligibility criteria for Port Officers:**

(i) Eligible Officers belonging to the Major Port Trusts are to be considered for this post. Officers holding the posts of Deputy Chairman in Category I Ports with minimum 2 years of regular service in the post failing which from officers holding the post of Deputy Chairman in Category I Ports with less than 2 years of regular service but combined regular service of at least 5 years as Deputy Chairman of Category I Ports and Deputy Chairman of Category II Ports or from officers with minimum 5 years of regular service in the post of Deputy Chairman in Category II Ports

(ii) Port Officers working in Major Port Trusts who are eligible to be considered for the post as per para 4 (i) above may send their applications through proper channel.

(iii) While forwarding the applications the Chairman of the concerned Port may please ensure the following documents are sent along with the application form:

(i) ACRs of last 5 years (2011-12 to 2015-16)
(ii) A certificate on adverse entries in the ACRs, if any.
If the ACRs of a particular year/period between 2011-12 to 2015-16 is pending/not available, “No Report Certificate” along with ACRs of preceding years may be furnished.

(iv) A statement showing ACRs grading should also be furnished.
(v) The details regarding officers holding higher posts on ad-hoc/temporary basis should be clearly specified.
(vi) The Vigilance status of the candidate in the prescribed proforma duly filled in column-wise and signed by CVOs of the concerned Port (with details of last ten years)

5. The Ministry has introduced Online Recruitment Portal http://onlinevacancy.shipmin.nic.in for initiating the recruitment process. Therefore, all the applicants, after registering themselves in the portal, are required to apply for the post through online recruitment portal and thereafter a printout of the filled up application along with other requisite documents, as mentioned above, may be sent to this Ministry in hard copy before the due date of receipt of applications.

5. The applications which are received after due date/not sent through proper channel will not be considered. The last date for receipt of applications in this Ministry is 18.08.2017. The applications may be sent to the undersigned at the following address and e-mail given below:

Under Secretary (PHRD), Ministry of Shipping, Room No. 438, Transport Bhawan, I, Parliament Street, New Delhi-110001.

(R. R. Nigam)

UNDER SECRETARY TO THE GOVT. OF INDIA
Tel/Fax No: 011-23719492
E-mail: rajivk.nigam@nic.in

(i) All Chairmen/Dy. Chairmen of the Major Port Trusts w.r.t. Port Officers.
(ii)
2. Secretary, Department of Personnel & Training.
3. Secretary, Ministry of Home Affairs
4. Secretary, Ministry of Environment and Forest
5. Secretaries of All Ministries and Departments under Govt. of India

Copy to:
1. Senior Technical Director, NIC, M/o Shipping for posting a copy of the Circular in website of the Ministry of Shipping. It is also requested to send a scanned copy of the vacancy circular to DOPT for posting it on their website. The e-mail address of DOPT is persinfotech@nic.in with a copy to diracc@nic.in. The subject of the e-mail should be “Vacancies in Autonomous Organizations”
2. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
3. Nodal Officer, Ministry of Shipping
4. Guard File
5. Technical Director, NIC, DOPT, Room No. 11/A, North Block, New Delhi.
6. Guard File
BIO DATA PROFORMA

1. Name, Designation and Address:
   [a] Service and Batch:

2. Date of Birth (in Christian era) & age:

3. Date of retirement:

4. Educational Qualifications:

5. Whether qualifications, experience and job requirements for the post are satisfied

   Qualifications/experience/Job Requirements for the post
   Qualifications/ Experience possessed the officer

   Essential
   (1)
   (2)
   (3)

   Desired: Should preferably have at least four year of left out service period.

6. Please state clearly whether in the light of entries made by you above, you meet requirements of the post

7. Total service rendered in Group ‘A’ post:

8. Total experience in Port & Shipping sectors, if any:

9. Dates of the employment in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

   Office/Instt. Post held From To Scale of Pay and basic pay
   Nature of duties /Orgn

10. Nature of present employment
11. In case the present employment is held on deputation/please state-
(a) The date of initial appointment
(b) Period of appointment on deputation
(c) Name of the parent office/organization to which you belong
12. Additional details about present employments
   Please state whether working under
   (a) Central Govt.
   (b) State Govt.
   (c) Autonomous Organisations
   (d) Government Undertakings

13. Two separate write-ups (not exceeding 300 words each) may be attached as follows:
   (i) Write-up on the professional experience and core-competence of the officer in handling the assignment applied for:
   (ii) Write-up on how the applicant can fulfil and advance the mission and objectives of the organisation that he seeks to join:

14. Executive summary as per annexure ‘A’.

15. Scale of Pay and Grade Pay and also indicate:
    the date from which in this scale of Pay & GP

16. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient

17. Whether belongs to SC/ST

18. Latest contact No. and E-mail address:

Remarks

In the event of selection to the post, I will not withdraw my candidature for the post and undertake to accept the posting.

Signature of the candidate

Address----------------------------------

--------------------------------------
Telephone no. ---------------
Fax No.-------------------------

Date-----------------
Countersigned------------------
(Employer)
## ANNEXURE-A

**FORMAT FOR THE POST OF CHAIRMAN, V. O. CHIDAMBARANAR PORT TRUST**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age as on closing date of application</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of years left before retirement/superannuation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qualification from graduate onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment/posts held during last 15 years (only designation of Posts will suffice and no additional information is required)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Any Port related or allied experience (not to exceed 100 words)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Details of long term training, if any (Six month or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Id/Mobile No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
PARTICULARS OF THE OFFICERS FOR WHOM VIGILANCE COMMENTS/CLEARANCE BEING SOUGHT
[To be furnished and signed by the CVO or HOD]

1. Name of the Officer (in full) : 
2. Father's Name : 
3. Date of Birth : 
4. Date of Retirement : 
5. Date of Entry into Service : 
6. Service to which the officer belongs including batch/year cadre-etc., wherever applicable : 
7. Positions held (during the ten preceding years) :

<table>
<thead>
<tr>
<th>S.No</th>
<th>Organization (Name in full)</th>
<th>Designation &amp; Place of posting</th>
<th>Administrative/nodal Ministry/Deptt. Concerned (in case of officers of PSUs etc.)</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

8. Whether the officer has been placed on the “Agreed List” or “List of Officers of Doubtful Integrity” [if yes details to be given] :

9. Whether any allegation of misconduct involving vigilance angle was examined against the officer during the last 10 years and if so with what result (*) : 

10. Whether any punishment was awarded to the officer during the last 10 years and if so the date of imposition and details of the penalty (*) :
11. Is any disciplinary/criminal proceedings or charge sheet pending against the officer as on date [if so, details to be furnished; including reference no. if any of the Commission]

12. Is any action contemplated against the Officer as on date [if so, details to be Furnished] (*)

DATE: ________________________ (NAME AND SIGNATURE)

(*) If vigilance clearance had been obtained from the Commission in the past, the information may be provided for the period thereafter.
<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Secretary, Tea Board, Kolkata</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scale of Pay</td>
<td>PB-3 Rs.15,600-39,100+GP Rs.7600/- (as per Sixth CPC)</td>
</tr>
<tr>
<td>Method of Recruitment</td>
<td>Transfer on deputation:- Officers of the IAS or any of the Central Services, Class-I or the State Services, Class-I with at least 9 years of service.</td>
</tr>
<tr>
<td>Job Requirement</td>
<td>To exercise such of the functions as have been assigned in the Act and the rules and bye-laws made thereunder. He shall be responsible for the Secretariat work of the Tea Board and shall be in charge of the administration of the office of the Board under direction from Deputy Chairman or the Chairman.</td>
</tr>
</tbody>
</table>
# ANNEXURE-II

## BIO-DATA

1. Name and address (in Block Letters) : 

2. Date of Birth : 

3. Date of retirement under Central/State Government Rules : 

4. Educational Qualifications : 

5. Present Basic Pay : 

6. Service to which belong (Central Service / State Service) and Name of the Service (such as IAS/IRS) : 

7. Post held on regular basis with scale of pay and date of appointment thereto on regular basis. : 

8. Permanent post held with scale of pay and date of confirmation. : 

9. Details of Employment in chronological order, (enclose a separate sheet duly authenticated by your signature, if the space below is not sufficient). : 

<table>
<thead>
<tr>
<th>S.No</th>
<th>Officer/Institution/Organisation</th>
<th>Post held</th>
<th>From</th>
<th>To</th>
<th>Scale of pay and basic pay</th>
<th>Nature of duties</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Total service rendered in class-I post :
11. Nature of present employment
   i.e. whether ad-hoc or temporary
   or permanent

12. In case the present employment is
    held on deputation/contract basis,
    please state:
    (a) The date of initial appointment
    (b) Period of appointment of deputation/contract
    (c) Name of the present office/organization to which you belong.

13. Additional details about present
    employment

    Please state whether working under:
    (a) Central Govt.
    (b) State Govt.
    (c) Autonomous Organisation
    (d) Government Undertakings
    (e) Universities

14. Additional information, if any,
    which you would like to mention
    in support of your suitability for post.
    (Enclose a separate sheet, if the
    space is not sufficient).

15. Whether Belongs to SC/ST

   Signature of the Candidate

Date:________________