

**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS  
ULAN BATAR ROAD, PALAM, DELHI CANTT.-10**

NO. AN/IX/9124/Passport/2014

Date 17.07.2014

To

All PCsDA/CsDA

Sub: Deputation for the post of Assistant Passport Officer in Passport Office.

Ministry of External Affairs (CPV Division) intends to fill up the 04 posts of Assistant Passport Officer in the pay band of Rs. 15600-39100 + 5400 (GP) are each in **Passport Office of Guwahati, Malappuram, Patna & Ranchi**. While on deputations the officers will be governed by the provisions contained in DOP&T OM No 6/8/2009-Estt dated 17/6/2010.

2. It is requested that the applications of eligible & volunteer AAO's from your organization and earned at least three VG reports during the last three years with two years stay at the present station may please be forward to HQrs immediately in the proforma enclosed. Copies of their ACRs for the last three years duly attested along with vigilance clearance certificate and integrity certificate of the volunteers may be sent so as to reach HQrs office latest by **23.07.2014**

3. The period of deputation period will be for a period of three years initially which can be extend or curtailed further, depending on the requirement. Eligibility for above said post is as under:-

(i) Holding analogous posts on regular basis in the parent cadre or department; or

(ii) With two years service in the Grade rendered after appointment thereto on a regular basis in posts in the Pay Band-2 (Rs. 9300-34800 and GP of Rs. 4800 or equivalent in the parent cadre or Department; or


(iii) With three year's service in the Grade rendered after appointment thereto on a regular basis in posts in PB-2(Rs. 9300-34800 and GP of Rs. 4600 or equivalent in the parent cadre or Department; and

(iv) Possessing Bachelor's degree from a recognized University in India or Association of Indian Universities recognized degrees of foreign Universities; and

(v) One year experience in passport or Consular or Emigration or Administration or Finance or Accounts or Vigilance work.


4. While forwarding the names of volunteers to HQrs please ensure that age of all concerned officers volunteers for deputation is not exceeding **56 years** as on the closing date for receiving of application and has completed mandatory "Cooling off" period of three years in case the officer has recently served on a deputation post.

5. The interested eligible officers can down load the application proforma from CGDA Web site and apply through proper channel.

  
(Rajesh Kalia)  
AO (AN)

Copy to:-

1. AN-IV Section (Local):- for information & similar action please.
2. EDP Centre (local):- With request to upload this circular and application Proforma on official website.

  
(Rajesh Kalia)  
AO (AN)

Reference to circular No.: V.IV/575/...../2014

ANNEXTURE -- A  
CURRICULAM VITAE PRO- FORMA

Affix Passpo.  
Size Recent  
Photograph  
Here

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

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 01.02.2013 .....

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

5. Educational Qualifications .....

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

7. Educational qualifications and experienced possessed

Qualification/  
Experience possessed  
by the officers

Essential (1)

(2)

(3)

Desired (1)

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

Office/ Institution	Post held	From	To	Grade Pay	Scale of Pay and Basic Pay	Nature of Duties (in details)
1.						
2.						
3.						

9. In case the present employment is held  
 on Deputation / contract basis, please state —

(a) Name of Employer 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 .....

10. Contact details:

(A) Present Add:- .....

.....

.....

(ii) Tel. No. ....

(ii) Mob. No. ....

(ii) E-mail:- .....

(B) Office Add:- .....

P.T.O.

(i) Tel. No. ....  
(ii) Fax No. ....  
(iii) E-mail:- .....

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

Date.....

Address.....  
.....

.....

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

.....  
(Signature of Employer with Seal)