

CDR-II/801/07/2017
Government of India
Ministry of External Affairs
(CPV Division)

Patiala House Annexe
Tilak Marg, New Delhi

Dated, the 24th April, 2017

To,

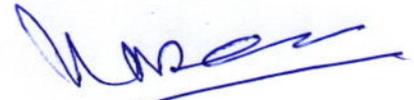
All Passport Officers,

Subject: Framing of Recruitment Rules – 2017 for the Stenographer Grade – I, Group 'B' posts Non-Gazetted and Stenographer Grade – II Group 'C' posts) functioning in Central Passport Organization under Ministry of External Affairs-reg.

Sir/Madam,

I am directed to invite attention to the DOPT OM issued vide F. No. AB-14017/61/2008-Estt. (RR) dated 13.10.2015 to put the proposal for framing/amendment of Recruitment Rules on the website of the respective Ministries/ Department for 30 days for inviting comments of the stake-holders. Therefore, the above-mentioned RRs are uploaded on the website of this department.

2. In view of above, It is requested to all concerned who are working under Central Passport Organization, Ministry of External Affairs or any way associated with the aforesaid draft rules may kindly furnish their comments/opinion/suggestion in the matter within 30 days from the date of issue of the order by e-mail at socpvcadre@mea.gov.in.



(Mohammad Naseem)

Deputy Passport Officer (PVA & Cadre)

011-23381051

Enclosure: as above

Copy to: (i) PO(XLM), MEA, Shastri Bhawan, with the request to upload the draft recruitment rules on Ministry's website.

(ii) Principal Consultant and Head Technical, PMU with the request to upload the draft recruitment rules on PSP portal.

Government of India
Ministry of External Affairs
(Consular, Passport and Visa Division)
DRAFT NOTIFICATION

New Delhi, the April 2017

G.S.R. – In exercise of the powers conferred by the proviso to article 309 of the Constitution, and in supersession of the Ministry of External Affairs, Central Passport Organization (Group 'C' post) Recruitment Rules, 2003 in so far as they relate to the post of Stenographers except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Stenographer Grade-I, Stenographer Grade II and Stenographer Grade III in the Central Passport Organization, Ministry of External Affairs (CPV Division), namely :-

1. Short title and commencement. – (1) These rules may be called the Ministry of External Affairs, Central Passport Organization (Stenographer Grade I Group 'B' Posts Non-Gazetted) and (Stenographer Grade II Group 'C' Posts), Recruitment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Application – These rules shall apply to the posts specified in column (1) of the Schedule annexed to these rules.

3. Number of posts, classification and scale of pay.- "Level" in the Pay Matrix. - The number of the said posts, their classification and "Level in the Pay Matrix attached thereto shall be as specified in column (2) to (4) of the said Schedule.

4. Method of recruitment, age limit and other qualifications, etc. – The method of recruitment, age limit, qualifications and other matters relating to the above said posts shall be as specified in columns (5) to (14) of the said Schedule.

5. Terms and conditions of Service. - Stenographer I and Stenographer Grade-II will be liable to serve in any duty post in India to which he/she may be posted by the Controlling authority.

6. Disqualification. – No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

7. Power to relax.- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

8. Savings. - Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Other Backward Classes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of Post	Number of posts	Classification	"Level" in the Pay Matrix	Whether Selection post or Non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Stenographer Grade I	17* (2015) * Subject to variation depending on workload	General Central Service Group 'B' Non-Gazetted Ministerial	Level-6	Selection	Non applicable	Not applicable	Not applicable

Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation/absorption, grades from which promotion or deputation/absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
(9)	(10)	(11)	(12)	(13)



Two years for promotees	By promotion failing which by deputation	<p>Promotion:</p> <p>Stenographers Grade II in the Level-4 in Pay Matrix with 10 years regular service in the grade.</p> <p>Note : Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their senior shall also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>	<p>Group 'B' Departmental Promotion Committee (for considering promotion):</p> <ol style="list-style-type: none"> 1. Joint Secretary (PSP) and Chief Passport Officer in-charge of Central Passport Organization - Chairman 2. Director/Deputy Secretary in-charge of Administration of the Central Passport Organization – Member 3. Two Under Secretaries/ Deputy Passport Officer - Members 4. Assistant Passport Officer - Member 	<p>Consultation with Union Public Service Commission is necessary for any relaxation or amendment of the provisions of the recruitment rules.</p>
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Deputation :

(a) Officers holding the post of Stenographer under the Central Government

(i) holding analogous post on regular basis in the parent cadre or department; or

(ii) with 10 years regular service in the Level-4 in Pay Matrix or equivalent.

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

Note 2 : Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this



		<p>appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed three years.</p> <p>The Maximum age limit for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p>		
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Name of Post	No. of Posts	Classification	Level in Pay Matrix	Whether selection post or Non-selection Post	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Stenographer Grade II	13* (2010) * Subject to variation dependent on workload	General Central Service Group 'C' Non-Gazetted, Ministerial	Level-4	Not applicable	Not applicable	18 to 27 years. (Relaxable for Government servants upto 40 years in accordance with instructions or orders issued by the Central Government).



In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	If Departmental Promotion Committee exists, what is its composition	Circumstances in which the Union Public Service Commission is to be consulted in making recruitment
(12)	(13)	(14)
Not applicable	Group C – Departmental Promotion Committee for confirmation 1. Director/Deputy Secretary in charge of Administration of the Central Passport Organization – Chairman 2. Two Under Secretaries/ Deputy Passport Officer - Member 3. One Assistant Passport Officer - Member	Not applicable.

No.CDR.II/801/07/2017

(Arun Kumar Chatterjee)
 Joint Secretary (PSP) &
 Chief Passport Officer

