

F2(64)/ADM/2025/NGP
Regional Passport Office, Nagpur
Ministry of External Affairs

Dated:04.07.2025

VACANCY CIRCULAR

Subject: Engagement of Young Professional (01 posts) on contract basis in Passport Office

Passport Office invites applications from eligible interested individuals for engagement of Young Professionals (01 posts), purely on contract basis as per the details mentioned below:

S. No.	Name of the Post	Particulars
a.	Young Professional (Legal) (01 posts)	<p>Essential Qualifications:</p> <p>At least Graduate or equivalent from a recognized University</p> <p>Experience:</p> <p>Experience of 1 year or above in Government will be given preference.</p> <p>Scope of duties:</p> <p>Young Professional shall perform the duties assigned by the Passport Officer/Head of Office which may include but not restricted to work related to administration, accounts, legal and social media.</p>

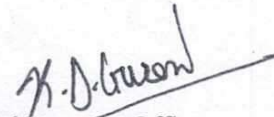
Terms and conditions of engagement:

a.	Name of Post	Young Professional
b.	Number of Vacancy	01(one)
c.	Period of Engagement	Initially, Young Professionals will be engaged for a period of 1 year. After the period of 1 year, if the performance of the Young Professionals is found satisfactory based on his Annual Performance, the same can be extended up to maximum tenure of 3 years with the approval of the competent authority in the Ministry of External Affairs.
d.	Nature of Engagement	The appointment of Young Professionals will be of temporary nature and the Ministry can cancel the appointment at any time without providing any reason for it.
e.	Place of Posting	
f.	Age Limit	Below 40 years as on the date of Advertisement.
g.	Monthly	Graduate – 50000/-

	Remuneration	Post Graduate - 60000						
h.	Allowance	No other allowances will be admissible to the Young Professional.						
i.	Leave	The Young Professionals shall be entitled for 08 days of Casual Leave in a calendar year on pro-rata basis and 02 Restricted Holidays. Apart from this, women Young Professionals may be eligible for maternity leave as per provisions contained in the Maternity Benefit Act 1961 read with Maternity Benefit (Amendment) Act, 2017.						
j.	Termination of Contract	The Ministry can terminate the contract at any time without prior notice and without providing any reasons for it. However, in the normal course it will provide one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving three months' notice to the Ministry.						
k.	Confidentiality Clause	The Young Professionals would be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professionals shall not, except with the previous sanction of the Ministry/Passport Office or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by the Ministry/Passport Office.						
m.	Conflict of Interest	The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Young Professional are not found satisfactory or found in conflict with the interest of the Ministry/Government of India, his/her services will be liable for discontinuation without assigning any reason.						
n.	Working hours	As per the guidelines of the concerned Passport Office. However, the Young Professional may sometimes have to work beyond office hours in public interest.						
o.	TA/DA	<p>The Young Professionals may require to undertake domestic tours as part of their official duties in the Ministry/Passport Office subject to the approval of the competent authority and they will be allowed following TA/DA:-</p> <table border="1"> <thead> <tr> <th>Position</th> <th>Mode of Journey</th> <th>Reimbursement of Hotel, Taxi and Food Bills</th> </tr> </thead> <tbody> <tr> <td>Young Professionals</td> <td>Air in Economy class or by Rail in AC Two Tier</td> <td>Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city</td> </tr> </tbody> </table>	Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills	Young Professionals	Air in Economy class or by Rail in AC Two Tier	Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city
Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills						
Young Professionals	Air in Economy class or by Rail in AC Two Tier	Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city						

		and food bills not exceeding Rs. 800/- per day shall be allowed.

2. Interested candidate may apply through mail at rpo.nagpur@mea.gov.in or send application by post in enclosed proforma as Annexure-I addressed to the Regional Passport Officer, Regional Passport Office, 1st floor, B-block, CGO Complex, Seminary Hills, Nagpur, Maharashtra 440006.
3. The Passport Office reserves the right to accept or reject the applications without assigning any reasons. The eligible/suitable candidates will receive an interview call on their respective email id. The candidate should attend the interview on specified date and time without fail. If any candidate fails to report for interview on the time & date specified then his application will stand rejected. Please note that such will not be given another chance to appear for interview.
4. The applicant should have a valid personal email ID, which should be kept active at least till the completion of this engagement process. Passport office shall send all communication to the said email ID. In case, a candidate does not have a valid personal email ID/she/he should create one before applying for the advertisement post.
5. The last date for receipt of application is 21 days from the date of publication of the advertisement.
6. This issues with the approval of the Competent Authority.


Regional Passport Officer
Regional Passport Office, Nagpur

APPLICATION FOR ENGAGEMENT AS YOUNG PROFESSIONAL

Paste here Latest
Passport Size
Photograph

1.	Name:				
2.	Father's/Spouse Name:				
3.	Address for Communication:				
4.	Permanent Address, if any				
5.	Telephone/Mobile No.				
6.	Email ID				
7.	Date of Birth				
8.	Age as on the date of advertisement				
9.	Gender				
10.	Education				
	Course	Subject	University/Institute	Year of Passing	Division/Class

11. Professional Qualification				
Course	Subject	University/Institute	Year of Passing	Division/Class
12. Details of previous employment/experience with valid documentary evidence (in chronological order)				
Organization Detail	Period of Employment	Nature of Assignment Undertaken	Last Salary Drawn	

DECLARATION

I _____ hereby declare that the information furnished above are true to the best of my knowledge and belief. I understand that in case, any of the information furnished above is found to be false, at any stage before or after appointment, my appointment shall be liable to be cancelled and suitable legal action can be taken against me.

Place:

(Signature of the applicant)

Date:

Enclosure:

written test (if the concerned passport office considers it necessary). The recommendations of the Passport Office shall be submitted for approval of Hon'ble Minister of State in charge of Central Passport Organisation and concurrence of the IFD, MEA.

8.3 No TA/DA will be paid by the Ministry/Passport Office for attending the interview and the candidates shall have to make their own arrangements for the same.

8.4 **Payment** – The payment will be released by the concerned Passport Office within first week of the following month based on the attendance of the Young Professional.

8.5 No young professional shall be engaged in the sensitive/classified nature of work.

9. LEAVE:

The Young Professionals shall be entitled for 08 days of Casual Leave in a calendar year on pro-rata basis and 02 Restricted Holidays. Apart from this, women Young Professionals may be eligible for maternity leave as per provisions contained in the Maternity Benefit Act 1961 read with Maternity Benefit (Amendment) Act, 2017.

10. TAX DEDUCTED AT SOURCE:

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the Ministry/Passport Office will issue TDS Certificate (s). Goods & Service Tax, as applicable shall be admissible to the Young Professionals. The Ministry/Passport Office undertakes no liability for taxes or other contribution payable by the Young Professionals on payment made under this contract.

11. POLICE VERIFICATION:

Police Verification of the Young Professionals shall be done as per the extant instructions issued by the Government. In case the police verification is received as negative, the contract of Young Professional shall cease to exist with immediate effect without any notice.

12. RELAXATION:

Where Secretary (CPV&OIA), MEA is of opinion that it is necessary or expedient so to do, it may by order and for reasons to be recorded in writing, relax any of the provisions of these rules.

4.3 The appointment of Young Professionals will be of temporary nature and the Ministry can cancel the appointment at any time without providing any reason for it.

4.4 **Number of Young Professionals** - The total number of 37 Young Professionals (01 for each of 37 Passport Offices) may be engaged. Their performance may be reviewed at the level of JS (PSP) & CPO and the number of such Young Professionals can be increased with the approval of MoS concerned through Secretary (CPV&OIA) and with the concurrence of IFD, MEA.

5. EDUCATIONAL QUALIFICATIONS. AGE, EXPERIENCE & REMUNERATION:

Name of the Position	Educational Qualifications	Experience in Years	Upper Age (limit)	Remuneration (Rs.)
Young Professionals	Essential: At least Graduate or equivalent from a recognized University	Experience of 1 year or above in Government will be given preference.	40 years	Graduate – 50000/- Post Graduate - 60000

6. **Scope of work:** Young Professional shall perform the duties assigned by the Passport Officer/Head of Office which may include but not restricted to work related to administration, accounts, legal and social media.

7. TA/DA:

The Young Professionals may required to undertake domestic tours as part of their official duties in the Ministry/Passport Office subject to the approval of the competent authority and they will be allowed following TA/DA:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professionals	Air in Economy class or by Rail in AC Two Tier	Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per day for travel within the city and food bills not exceeding Rs. 800/- per day shall be allowed.

8. SELECTION PROCESS

8.1 The concerned Passport Office shall issue the advertisement with the approval of Secretary (CPV&OIA) and with the concurrence of IFD on websites of the Ministry, the Passport Office and 03 prominent newspapers of the region for engagement of Young Professional on contract basis.

8.2 The Passport Office shall make recommendations to the Ministry for engagement of Young Professional on the basis of interview (online/offline) by a 03 member selection committee and

2.8.1 The Young Professionals acknowledges and agrees that, with respect to any obligations under the Contract that the Young Professionals must perform in or for any areas in which the Ministry/Passport Office is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delay or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the contract.

2.9 **Termination** – The Ministry can terminate the contract at any time without prior notice and without providing any reasons for it. However, in the normal course it will provide one month's notice to the Young Professional. The Young Professional can also seek for termination of the contract upon giving three months' notice to the Ministry.

2.10 **Settlement of Dispute** – The Ministry and the Young Professional shall use their best efforts to amicably settle any dispute, controversy or claim arising out of the Contract or the breach, termination or invalidity thereof.

2.11 **Arbitration** – Any dispute, controversy or claim between the parties arising out of the contract, or the breach, termination, or invalidity thereof, unless settled amicably, as provided above, shall be referred by either of the parties to the Joint Secretary & Chief Passport Officer, Ministry of External Affairs for arbitration. The JS (PSP) & CPO may appoint an arbitrator for the settlement of the controversy.

2.12 **Conflict of Interest:** The Young Professional shall be expected to follow all the rules and regulations of the Government of India which are in force. He/She will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. In case, the services of the Young Professional are not found satisfactory or found in conflict with the interest of the Ministry/Government of India, his/her services will be liable for discontinuation without assigning any reason.

3. TERMS OF REFERENCE

The Young Professionals shall perform such duties as may be assigned by the Ministry/Passport Office in the Appointment Letter. The Appointment Letter shall form a part of the contract.

4. GENERAL TERMS & CONDITIONS

4.1 **Tenure** - Initially, Young Professionals will be engaged for a period of 1 year. After the period of 1 year, if the performance of the Young Professionals is found satisfactory based on his Annual Performance, the same can be extended upto maximum tenure of 3 years with the approval of the Secretary (CPV&OIA) and with concurrence of Integrated Finance Division (IFD), MEA.

4.2 The Young Professionals will not be permitted to take up any other assignment during the period of engagement in the Ministry.

equipment, when returned to the Ministry/Passport Office, shall be in the same condition as and when delivered to the Young Professionals, subject to normal wear and tear, and the Young Professionals shall be liable to compensate the Ministry for any damage or degradation of the equipment that is beyond normal wear and tear.

2.4.1 The Ministry/Passport Office shall be entitled to all intellectual property and other proprietary rights, including, but not limited to patents, copyrights and trademarks, with regard to products, processes, inventions, ideas, know-how or documents and other materials which the Young Professionals have developed for the Ministry/Passport Office under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Young Professionals acknowledges and agrees that such products, documents and other materials constitute works made for hire for Ministry/Passport Office. Subject to the foregoing provisions, all maps, drawings, photographs, plans, reports, estimates, recommendations, documents and all other data compiled by or received by the Young Professionals under the Contract shall be the property of Ministry/Passport Office, shall be made available for use or inspection by Ministry/Passport Office at reasonable times and in reasonable places, shall be treated as confidential and shall be delivered only to the Ministry/Passport Office authorized officials on completion of work under the Contract.

2.5 Confidential Nature of Documents and Information - The Young Professionals would be subject to the provisions of the Indian Official Secrets Act, 1923. The Young Professionals shall not, except with the previous sanction of the Ministry/Passport Office or in the bona fide discharge of his or her duties, publish a book or a compilation of articles or participate in radio broadcast or contribute an article or write a letter in any newspapers or periodical either in his own name or anonymously or pseudonymously in the name of any other person, if such book, article, broadcast or letter relates to subject matter assigned to him by the Ministry/Passport Office.

2.6 Use Of Name, Emblem or Official Seal of the Ministry/Passport Office - Individual Young Professional shall not advertise or otherwise make public for purposes of commercial advantage that it has a contractual relationship with the Ministry/Passport Office, nor shall the Young Professional, in any manner whatsoever, use the name, emblem or official seal of Ministry/Passport Office, or any abbreviation of the name of the Ministry/Passport Office, in connection with its business or otherwise without the written permission of the Ministry/Passport Office.

2.7 Insurance - The Young Professionals shall be solely responsible for taking out and for maintaining adequate insurance required to meet any of its obligations under the Contract, as well as for arranging, at the Young Professionals sole expense, such life, health and other forms of insurance as the Individual consultant may consider to be appropriate to cover the period during which the Individual consultant provides services under the Contract.

2.8 Force Majeure and other Conditions - Force Majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, or any other acts of similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Young Professionals.

handling various assignments like legal, policy, media etc. in these Ministries/Departments. They are working in Economic Ministries as well as Social Ministries.

1.7 Therefore, it has been decided to hire the services of Young Professionals in the 37 Passport Offices under the Ministry of External Affairs. These Young Professionals will be expected to deliver in their areas of expertise within the administrative framework of the Government functioning.

1.8 These guidelines shall be effective from the date of issue.

2. CONTRACTUAL TERMS AND CONDITIONS

2.1. **Legal Status** – The Young Professionals shall have the legal status of an Independent Consultant vis-a-vis, Ministry of External Affairs and shall not be regarded, for any purposes, as being either a "staff member" or an "official" of the Ministry. Accordingly, nothing within or relating to the Contract shall establish the relationship of Employer and Employee, or of Principal and Agent, between the Ministry and the Young Professionals.

2.2 **Standards of Conduct** - In General the Young Professionals shall neither seek nor accept instructions from any authority external to the Ministry/concerned Passport Office in connection with the performance of its obligations under the Contract. The Young Professionals shall not take any action in respect of its performance of the Contract or otherwise related to its obligations under the Contract that may adversely affect the interests of Ministry/Passport Office and the Young Professionals shall perform its obligations under the Contract with the fullest regard to the interests of the Ministry/Passport Office. The Young Professionals warrant that they have not and shall not offer any direct or indirect benefit arising from or related to the performance of the Contract or the award thereof to any representative, official or employee of the Ministry/Passport Office. The Young Professionals shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the Contract. In the performance of the Contract the Young Professionals shall comply with the Standards of Conduct. Failure to comply with the same is grounds for termination of the Young Professionals for cause.

2.3 **Prohibition of Sexual Exploitation and Abuse** - In the performance of the Contract, the Young Professionals shall comply with the "Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013". The Young Professionals acknowledge and agree that breach of any of the provisions hereof shall constitute a breach of an essential term of the Contract, and, in addition to any other legal rights or remedies available to any person, shall give rise to grounds for termination of the Contract. In addition, nothing herein shall limit the right of the Ministry to refer any alleged breach of the foregoing standards of conduct to the relevant national authorities for appropriate legal action.

2.4 **Title Rights, Copyrights, Patents and Other Proprietary Rights** - Title to any equipment and supplies that may be furnished by the Ministry/Passport Office to the Young Professionals for the performance of any obligations under the Contract shall rest with the Ministry/Passport Office, and any such equipment shall be returned to Ministry/Passport Office at the conclusion of the Contract or when no longer needed by the Young Professionals. Such

(Approved policy)

**PROCEDURE AND GUIDELINES FOR ENGAGEMENT OF YOUNG
PROFESSIONALS IN THE PASSPORT OFFICES UNDER MINISTRY OF EXTERNAL
AFFAIRS**

1. INTRODUCTION

1.1 With approval of the Cabinet in September 2007, the Ministry of External Affairs initiated implementation of the Passport Seva Programme (PSP). The objective of the PSP was to provide passport related services to the citizens in a speedy, convenient and transparent manner. The Programme was launched on pilot basis in May 2010 at Bengaluru and Chandigarh. Subsequently, it became fully functional on 12th June 2012.

1.2 At the initial stage, the Ministry implemented the PSP through 77 Passport Seva Kendras (PSK) and 16 Passport Seva Laghu Kendras (PSLK) in the year 2012. In January 2017, the Ministry in association with the Department of Posts decided to set up Passport Kendras at the Head Post Office/Post Offices called Post Office Passport Seva Kendra (POPSK) in every Lok Sabha constituency without any PSK to provide at least one PSK or POPSK in every Lok Sabha constituency. Since the implementation of PSP in 2012, the Ministry has consistently endeavored to provide quick and credible passport related services to the citizens. As a result of these efforts of the Ministry, number of PSK and POPSK has witnessed substantial growth since 2012. The Ministry is currently administering the Programme through 93 PSKs and 450 POPSKs. Setting up of more such offices are currently under consideration in the Ministry. Apart from this, more than 180 Indian Missions/Posts abroad are also issuing passports and other travel documents to the Indian citizens.

1.3 Though the Ministry has substantially increased the number of PSKs and POPSKs in the country and strengthened the capacity of Indian Missions, the number of applications for issuance of travel documents including passports and emergency certificates has also grown manifold. The Ministry granted a large number of passports (over 1.30 crore) in the calendar year 2024.

1.4 Simultaneously, the Ministry is currently in the process of implementing PSP Version 2.0 and e-Passport project in all 37 Passport Offices by May 2025. The vision of the said version is to deliver all passport related services to the citizens with process transparency, accountability, timelines, accessibility and reliability in a comfortable environment by a dynamic and motivated workforce and through a digitally overhauled, agile ecosystem.

1.5 As the number of passport applications are increasing each passing year, the Passport Offices face increasing number of litigation. Number of grievances being received on various platforms including social media is also on the rise. Further, these offices often need to handle media related matters also in order to spread awareness about the passport application system among the general public.

1.6 It is noted that various Ministries and Departments of the Government of India are engaging services of Young Professionals for their specific official needs. These professionals are