F. No. A-12/01/2025-Admn
Govt.of India
Ministry of External Affairs
Passport Office, Panaji, Goa

Dated 13/11/2025

VACANCY CIRCULAR

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

Passport Office, Panaji, Goa 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 (01 posts)**	**Essential Qualifications:** At least Graduate or equivalent from a recognized University **Experience:** Experience of 1 year or above in Government will be given preference. **Scope of duties:** 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.

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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 upto 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**	Passport Office, Patto Plaza, Panaji, Goa - 403001
f.	**Age Limit**	Below 40 years as on the date of Advertisement.

g.	**Monthly Remuneration**	Graduate – 50000/- 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**	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:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
Young Professionals	Air in Economy class or by Pail in AC Two Tier	Hotel Accommodation of up to Rs. 750/- per day; taxi charges of up to Rs. 225/- per

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				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.panaji@mea.gov.in or send application by post in enclosed proforma as Annexure-I addressed to the Regional Passport Office, Patto Plaza, Panaji, Goa - 403001

3. The Passport Office reserves the right to accept or reject the applications without assigning any reasons.

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.

Nijo Varghese

(NIJO VARGHESE)
Regional Passport Officer,
Panaji, Goa.

Annexure-I

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

10

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 Salery 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: