

**No. Q/PG/575/14/2017**  
**Ministry of External Affairs**  
**(POE Establishment Board)**

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**Dated 4 August 2017**

**Subject : Protector of Emigrants Establishment Board - IV**

The vacancies of Dy. Secretary/Under Secretary, Section Officers, ASO and JSA/SSA, in POE Offices are proposed to be filled through Administrative decision. The list of vacancies are as per Annex. I.

2. Applications are invited from officials posted at Headquarters and Missions and Posts abroad. Only those may apply, who are in a position to join the respective Protector of Emigrants office, without delay.

3. Those interested officials may send their applications in the attached Proforma. Representations will be accepted only in the prescribed format, which should reach SEB latest by **16 August 2017.**

4. Representations received thereafter will not be considered. The selected officers would not be allowed to withdraw their candidature once their transfer orders are issued.

5. Officers must ensure timely submission of the requisite APARs, Annual Confidential Reports and Annual Property Returns as these will be taken into consideration for posting to POE offices.

6. Officials applying in response to this circular are reminded of Rule 20 of the Central Civil Service (Conduct) Rules 1964.

**Sd./-**  
**Under Secretary (PA-III)**  
**Convenor, POEEB**  
**Email: [uspa3@mea.gov.in](mailto:uspa3@mea.gov.in)**  
**[seb@mea.gov.in](mailto:seb@mea.gov.in)**

**Ministry of External Affairs  
(Administration Division)**

**Representation Proforma for officials seeking transfer to POE Offices**

*(Tick whichever is applicable)*

- Protector of Emigrants – Head of Office (Under Secretary & Above)
- Section Officer
- ASO
- PS/PA/Steno
- SSA/JSA
- MTS

**1. Personal Particulars:**

a	Full name and designation	
b	Present scale of Pay & Grade pay	
c	Post applied for	
d	Date of birth	
e	Educational qualification	
f	Present deployment & place of posting	
g	Date of joining Hqrs (MEA) in case of return from posting abroad (if applicable)	
h	Details of leave availed (type and duration) during the last two years	
i	Details of previous posting abroad, if applicable, and within India	
j	In case of individuals from Ministries other than MEA applying as deputation official, the Cadre to which you belong / Parent Ministry	

**2. Details of Previous Postings abroad and in India, if applicable:**

Hqrs/Station	Classification	Period of stay with dates

**3. Details of Recall/Disciplinary proceedings if any - with reasons for recall and date of recall:**

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4. **Preferences for a minimum of three Cities , with reasons if any:**

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5. **Date of submission of APAR 2016-17.....**

6. **Name of Reporting and Reviewing officer.....**

7. **Date of submission of Annual Property Return for 2016.....**

**Signature of the applicant**

**Signature of the HOM/HOP/HOC/HOD**

I am fully aware of the working conditions at the Protector of Emigrants. I am willing to be deployed in any POE office, even that has not been indicated as my choice in the application on initial transfer or either during the duration of my tenure in a POE office. I understand that transfer to POE offices is being decided in public interest and Ministry's own administrative and functional needs. I agree to abide by the decision and will not ask for review of the decision.

Date \_\_\_\_\_

Place.....

**Signature of Applicant**

Mobile No..... e-mail.....

**Recommendation of HOM/HOP/HOD**

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**Signature of HOM/HOP/HOD**

Ministry of External Affairs  
(Administration Division)  
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**Vacancies in POE Offices**

<b>POE Office</b>	<b>DS/US Sr.PPS/PPS Level</b>	<b>Section Officer / PS Level</b>	<b>ASO</b>	<b>SSA/JSA</b>	<b>MTS</b>	<b>Total</b>
Chandigarh	-	1	-	-	-	1
Chennai	-	-	-	1	-	1
Cochin	-	-	-	4	-	4
Jaipur	-	-	-	1	-	1
Mumbai	-	1	1	5	-	7
Rae Bareli	-	-	1	-	-	1
Trivandrum	1	-	-	3	-	4
<b>Total</b>	1	2	2	14	0	<b>19</b>