

**No. Q/PG/575/12/2024**  
**Ministry of External Affairs**  
**(PG Section)**

Dated: 1<sup>st</sup> July 2024

To

- (i) All Ministries and Departments of Central Government.  
(ii) All Ministries and Departments of State Governments.

**Subject: 18<sup>th</sup> Meeting of the Protectorate of Emigrants (PoE) Establishment Board to fill up vacancies in the offices of Protector of Emigrants.**

It has been decided to fill up vacancies in the Protectorate of Emigrants offices located in the following cities on deputation basis:

- (1) Agartala                      (2) Bengaluru                      (3) Kochi  
(4) Mumbai                      (5) Thiruvananthapuram

2. The vacancies to be filled up in the PoE offices are in the grades of Under Secretary, Section Officer and Assistant Section Officer. The details of vacancies are attached as **Annex-A**. The vacancies are to be filled up in the PoE offices as per the following eligibility criteria:

S. No.	Post	Level in the Pay matrix	Eligibility
1.	Protector of Emigrants (PoE) Under Secretary level	Level 11	(i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With five years of service in Level 10 of the pay matrix rendered after appointment thereto on a regular basis in the parent cadre or Department.
2.	Section Officer	Level 8	(i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With five years of service in Level 7 of the pay matrix rendered after appointment thereto on a regular basis in the parent cadre or Department.
3.	Assistant Section Officer	Level 7	(i) Holding analogous posts on regular basis in the parent cadre or Department; or (ii) With five years of service in Level 6 of the pay matrix rendered after appointment thereto on a regular basis in the parent cadre or Department.

3. The tenure in the PoE offices will be for a minimum period of **two years** on deputation basis, which can be further extended as per rules.

4. The Protectors of Emigrants perform functions as assigned to them under the Emigration Act, 1983, which inter alia include:

- To protect, and advise all intending emigrants.
- Oversee all the provisions of Emigration Act, 1983 and of the compliance of rules made there-under.

- Granting emigration clearance to the intending emigrants as per the procedure prescribed under the Emigration Act, 1983.
- Monitoring recruitment activities of RAs, illegal agents under the supervision of the Protector General of Emigrants.
- Inspect, to an extent and in a manner as may be prescribed-any emigrant conveyance, or any other conveyance if he has reason to believe that any intending emigrant or emigrants are proceeding from, or returning to, India; to or from a place outside India by such other conveyance.
- Inquire into the treatment received by emigrants during their voyage or journey to, and during the period of their residence in the country to which they emigrated and also during the return voyage or journey to India and report thereon to the Protector General of Emigrants or such other authority as may be prescribed.
- Aid and advise, so far as reasonably as one can, emigrants who have returned to India.

5. Applications, in the attached proforma (**Annex-B**), are invited from eligible officers of the Central/State Government Ministries/Departments for these vacancies through proper channel. An advance copy of the application may also be sent by applicants directly to this Ministry for information. Applicants should be clear from vigilance angle. The extant guidelines of DoPT related to deputation will be applicable for the deployment of officials in PoE offices.


6. Duly filled in applications along with the following should reach this Ministry latest by **12<sup>th</sup> August 2024:**

- a) Vigilance clearance.
- b) Cadre clearance.
- c) Certified copies of previous 5 years APAR/APAR extracts.
- d) Details of minor/major penalty imposed, if any, on the officer by the competent authority.

7. Applications should be sent by email at [uspf@mea.gov.in](mailto:uspf@mea.gov.in) & [aopg@mea.gov.in](mailto:aopg@mea.gov.in). Hard copies of the application may be sent by registered speed post to the following address: Under Secretary (PF&PG), Room No. 4071, Jawaharlal Nehru Bhawan, Ministry of External Affairs, New Delhi.

8. Officers must ensure timely submission of the requisite APARs, Annual Property Returns and details of minor/major penalty imposed, if any, on the officer by the competent authority, as these will be taken into consideration for posting to PoE offices.

9. Officers applying in response to this circular are reminded of Rule 20 of the Central Civil Services(Conduct) Rules, 1964.

  
**(Mukesh Kumar Ambasta)**  
**Under Secretary (PF & PG)**  
**Convener, PoEEB**

**Ministry of External Affairs  
Administration Division**

1<sup>st</sup> July 2024

**Vacancies in PoE offices for the 18<sup>th</sup> Meeting of  
the Protectorate of Emigrants Establishment Board (18<sup>th</sup> PoEEB)**

PoE office	Post and date of vacancy			
	US	SO	ASO	Total
Agartala	1	1	0	2
Bengaluru	0	0	1	1
Kochi	0	0	1	1
Mumbai	0	0	1	1
Thiruvananthapuram	1	0	0	1
<b>Total</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>6</b>

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

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

**Post applied for** (*Tick whichever is applicable*)

- Protector of Emigrants (US) – Head of Office  
 Section Officer  
 Assistant Section Officer

*Paste your  
recent  
passport size  
photograph*

**1. Personal Particulars:**

a.	Full name	
b.	Designation	
c.	Pay level & Basic Pay	
d.	Date from which present post is held on regular basis.	
e.	Cadre to which the official belongs/ Parent Ministry or Organization	
f.	Date of birth	
g.	Educational qualification	
h.	Present deployment & place of posting.	
i.	Permanent Address	
j.	Details of leave availed (Nature & duration) during the last two years.	

**2. Details of previous postings abroad and in India:**

Hqrs/Station	Classification	Period of stay with dates

**3. Details of Disciplinary proceedings, if any:**


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

Preference	City	Remarks
Option-1		
Option-2		
Option-3		

- 5. **Date of submission of APAR for the year 2023-24** : .....
- 6. **Date of submission of Annual Property Return for the year 2023** : .....
- 7. (a) **Name of Reporting officer & designation** : .....
- (b) **Name of the Reviewing officer & designation** : .....

8. **Declaration:**

I am fully aware of the working conditions at the Protector of Emigrants Offices. I am willing to be deployed in any POE office, even if it 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.

Further, in view of DoPT's O.M. No.14017/02/2022-AIS-II(Pension) dated 17.08.2022, if I join Protector of Emigrants office without taking 'No Objection' from the Cadre Controlling Authorities concerned, I shall also be liable to disciplinary action under relevant rules and the existing appointment may be terminated and I may also be repatriated to the parent cadre/organization with immediate effect.

I have carefully gone through the vacancy circular/advertisement and the information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Date : .....

Place : .....

(Signature of the applicant)

E-mail ID : .....

Mobile No.: .....

**Recommendation of HOD**

.....  
 .....

(Signature of HOM/HOP/HOD with stamp)