

No. Q/PG/575/01/2025
Ministry of External Affairs
(PG Section)

Dated: 13th May 2025

To

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

Subject: 20th Meeting of the Protectorate of Emigrants Establishment Board (PoEEB) to fill up vacancies in the offices of Protector of Emigrants.

It has been decided to fill up vacancies of the grades of Director/Deputy Secretary/Under Secretary, Section Officer and ASO in the Protectorate of Emigrants offices located in different cities of the country, on deputation basis.

2. The details of vacancies are attached as **Annexure-A**. The vacancies are to be filled up in the PoE offices as per the following eligibility criteria:

S. No.	Post	Eligibility
1.	Protector of Emigrants (Director/DS/US or equivalent level officer)	Holding minimum of pay level-11 of the pay matrix on regular basis in the parent cadre or department.
2.	Section Officer	(a) Holding pay level-8 or 10 of the pay matrix on regular basis in the parent cadre or department; or (b) With five years of service in level-7 of the pay matrix rendered after appointment thereto on regular basis in the parent cadre or department.
3.	Assistant Section Officer	(a) Holding pay level-7 of the pay matrix on regular basis in the parent cadre or department; or (b) With five years of service in level-6 of the pay matrix rendered after appointment thereto on 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 advice 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 (**Annexure-B**), are invited from eligible officers of the Central/State Government Ministries/Departments for these vacancies through proper channel. The extant guidelines of DoPT related to deputation will be applicable for the deployment of officials in PoE offices.

6. Applicants should be clear from vigilance angle. Duly filled in applications along with the following should reach this Ministry latest by **12th June 2025**:

- 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. An advance copy of the application may be sent by applicants directly to this Ministry for information. Applications should be sent by email at uspf@mea.gov.in & 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, 23-D, Janpath, Ministry of External Affairs, New Delhi-110011.**

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

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


(Nadeem Ahmad Khan)
Under Secretary (LC)

**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 (Dir/DS/US) – Head of Office
[] Section Officer
[] Assistant Section Officer

*Paste your
recent
passport size
photograph*

1. Personal Particulars:

(i)	Full name	
(ii)	Designation	
(iii)	Pay level & Basic Pay	
(iv)	Date from which present post is held on regular basis.	
(v)	Cadre to which the officer belongs	
(vi)	Parent Ministry or Organization	
(vii)	Date of birth	
(viii)	Educational qualification	
(ix)	Present deployment & place of posting.	
(x)	Permanent Address	
(xi)	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 2024-25 :
6. Date of submission of Annual Property Return for the year 2024 :
7. (a) Name of Reporting officer :
Designation :
- (b) Name of 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

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(Signature of HOD with stamp)

**Ministry of External Affairs
Administration Division**Dated: 13th May 2025**Vacancies in PoE offices for the 20th Meeting of the PoE Establishment Board (PoEEB)**

PoE office	Post and date of vacancy			
	Dir/DS/US	SO	ASO	Total
Bengaluru	1	1	0	2
Bhubaneswar	0	0	1	1
Chennai	0	1	0	1
Guwahati	1	0	1	2
Kochi	0	1	1	2
Mumbai	0	0	2	2
Patna	1	0	1	2
Raebareli (Lucknow)	1	0	0	1
Ranchi	1	0	0	1
Total	5	3	6	14