

No. Q/PG/575/03/2018
Ministry of External Affairs
(POE Establishment Board)

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15 March, 2018

To

All Ministries and Departments

Subject : Protector of Emigrants Establishment Board - VI

Consequent on the merger of former Ministry of Overseas Indian Affairs with the Ministry of External Affairs, it has been decided to fill up immediate vacancies in the Protector of Emigrants offices located in the following five cities on deputation basis.

- (i) Cochin (ii) Chennai (iii) Mumbai
(iv) Delhi (v) Thiruvananthapuram

2. The vacancies are to be filled up in the POE offices are in the grades of Under Secretary, Section Officers, ASO and SSA/JSA. The details of the vacancies in each POE offices are mentioned in **Annexure - I**. The tenure in the POE offices will be for a minimum period of two years on deputation basis.

3. Applications are invited from officials of all Ministries and Departments of GOI to apply for the above vacancies through proper channel with cadre clearance. An advance copy may also be sent directly for this Ministry's information. Only those may apply, who are in a position to join the respective Protector of Emigrants office immediately. Officials having legal background and PR skills will be given priority in selection.

4. The interested officials may send their applications in the attached Pro-forma. Representations will be accepted only in the prescribed format, which should reach Board Assistant, Senior Establishment Board, Ministry of External Affairs, New Delhi latest by **2nd April 2018**. Applications should be sent to the emails mentioned below. Representations received thereafter will not be considered.

5. The selected officials would not be allowed to withdraw their candidature once their transfer orders are issued.

6. Officials 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.

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

Sd/-
Under Secretary (CCP & Cadre)
Convenor, POEEB
Email: uscadre@mea.gov.in
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 (US level)
- Section Officer/PS
- ASO/PA
- SSA/JSA

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:

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 2017**

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)

Current Vacancies in POE offices

POE Office	Under Secretary	Section Officer	ASO	SSA/JSA	Total
Chennai	-	-	1	-	1
Cochin	-	-	-	4	4
Delhi	1	-	-	-	1
Mumbai	-	2	1	5	8
Thiruvananthapuram	-	-	-	2	2
Total	1	2	2	11	16