

No. Q/PG/575/04/2020
Ministry of External Affairs
(PG Section)

Dated: 12th January, 2021

To

All Ministries and Departments of Government of India

SUBJECT: 11th Meeting of Protectorate of Emigrants (POE) Establishment Board.

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

(i) Thiruvananthapuram (ii) Mumbai (iii) Jaipur (iv) Guwahati (v) Kochi (vi) Chandigarh
vii) Bengaluru

2. The vacancies to be filled up in the POE offices are in the grades of Deputy Secretary/Under Secretary (minimum pay level-11), Section Officer (minimum pay level-08) and Assistant Section Officers (minimum pay level-07). 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, which can be further extended as per rules.

3. Applications, in the attached proforma, are invited from officers holding analogous post on a regular basis in the Central Government for the above vacancies through proper channel with cadre clearance in the attached proforma. An advance copy may also be sent by the applicants directly for this Ministry's information. Only those may apply, who are in a position to join the respective Protectorate of Emigrants office immediately. **The applicant should be clear from Vigilance angle.** The extant guidelines of DOP&T related to deputation will be applicable for deployment of the official in PoE offices.

4. The completely filled in applications along with Vigilance and Cadre Clearance should reach US (PF & PG), Ministry of External Affairs, New Delhi, latest by **23rd February, 2021**. Applications should be sent to the emails mentioned below and hard copies of the applications may be sent by Regd. Post to the following address:

US (PF&PG)
R.No.4071, Jawaharlal Nehru Bhawan,
Ministry of External Affairs, New Delhi
E-mail: uspf@mea.gov.in

5. **Representations received after due date will not be considered.** The selected officers would not be allowed to withdraw their candidature once their transfer orders are issued.

6. 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.

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


Under Secretary (PF&PG)
Convenor, POEEB
Email: uspf@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 (DS/US) - Head of Office
- Section Officer
- Assistant Section Officer

1. Personal Particulars:

a	Full name and designation	
b	Level of Pay and Basic Pay	
c	Post applied for	
d	Date of birth	
e	Educational qualification	
f	Present deployment & place of posting	
g	Details of leave availed (type and duration) during the last two years	
h	Details of previous postings abroad, if applicable, and within India	
h	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 in India and abroad, 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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