

No. Q/PG/575/04/2019  
Ministry of External Affairs  
(PG Section)  
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Dated 27<sup>th</sup> November, 2019

To

All Ministries and Departments

**SUBJECT: Administrative Board for the office of PoE Guwahati, Bengaluru and Patna.**

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

(i) Guwahati (ii) Bengaluru (iii) Patna

2. The vacancies to be filled up in the POE offices are in the grades of Deputy Secretary/ Under Secretary and Section Officers. 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 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 performa. 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 within 30 days. As per **DOP&T's guidelines vide F.No. 7/10/2016-CS-I(A) dated 13.04.2018, a CSS officer shall be eligible for the deputation only after he/she has completed nine (9) years of service and is clear from vigilance angle.**

4. The completely filled in applications along with Vigilance and Cadre Clearance should reach US (PF & PG), Ministry of External Affairs, New Delhi, preferably by **20th December, 2019**. 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](mailto:uspf@mea.gov.in)

5. 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 Confidential Reports, Annual Property Returns and details of minor/major penalty imposed on the officer by the competent authority, (if any), 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.

  
(S. L. Mallik)

Under Secretary (PF & PG)  
Email: [uspf@mea.gov.in](mailto: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

**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 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 2018-19.....**

6. Name of Reporting and Reviewing officer.....
7. Date of submission of Annual Property Return for 2018.....

**Signature of the applicant**

**Signature of the 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, as per 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 HOD**

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**Signature of HOD**

Ministry of External Affairs  
(Administration Division)  
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**Current Vacancies in PoE Offices for PoE Administrative Board**

<b>PoE Office</b>	<b>DS/US</b>	<b>Section Officer</b>	<b>Total</b>
Bengaluru	-	1	01
Patna	-	1	01
Guwahati	1	1	02
<b>Total</b>	<b>1</b>	<b>3</b>	<b>04</b>