

No. Q/PG/575/02/2021
Ministry of External Affairs
(PG Section)

Dated: 01st July, 2021

To

All Ministries and Departments of Government of India

SUBJECT: 12th Meeting of Protectorate of Emigrants (POE) Establishment Board.

It has been decided to fill up 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) Bengaluru
vii) Patna

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 (pay level-07). The details of the vacancies in each POE office 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. **The applicant should be clear from Vigilance angle.** The extant guidelines of DOPT 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 **10th August, 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: aopg@mea.gov.in

5. **Representations received after due date will not be considered.** The officers/officials would not be allowed to withdraw their candidature after expiry of the last date of submission of application.

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) 01/07/2021
Convenor, POEEB

**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 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 2019-20.....

