

No. Q/PG/575/03/2021  
Ministry of External Affairs  
(PG Section)

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Dated 26<sup>th</sup> October, 2021

To

All Ministries and Departments of Government of India

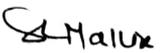
**SUBJECT: Administrative Meeting of Protectorate of Emigrants (POE) Establishment Board.**

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

- |            |                 |               |             |              |
|------------|-----------------|---------------|-------------|--------------|
| (i) Mumbai | (ii) Hyderabad  | (iii) Kolkata | (iv) Jaipur | (v) Guwahati |
| (vi) Kochi | (vii) Raebareli |               |             |              |

- 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.
- 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. 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.
- The completely filled in applications along with Vigilance and Cadre Clearance should reach US (PF & PG), Ministry of External Affairs, New Delhi, latest by **30<sup>th</sup> November, 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](mailto:aopg@mea.gov.in)
- 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.
- 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.
- 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

**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 Cities , with reasons if any :**

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5. Date of submission of APAR 2020-21.....

6. Name of Reporting and Reviewing officer.....

7. Date of submission of Annual Property Return for 2020.....

**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>ASO</b>	<b>Total</b>
Mumbai	1	0	2	3
Hyderabad	1	0	0	1
Kolkata	0	1	0	1
Jaipur	0	1	0	1
Guwahati	0	0	1	1
Kochi	0	0	1	1
Raebareli	0	0	1	1
<b>Total</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>09</b>