

No. A-22013/01/2013-PA
Government of India
Ministry of Overseas Indian Affairs
(PA Section)

Room No.934, Akbar Bhawan,
New Delhi, dated the 10th February, 2015

OFFICE MEMORANDUM

Subject:-Empanelment of CSS/CSCS/CSSS Officers for posting in the Office of Protector of Emigrants under the Ministry of Overseas Indian Affairs located at various places.

It is proposed to empanel eligible and willing officers of CSS/CSCS/CSSS for posting against vacancies in various offices of Protector of Emigrants (POEs) as per details given below, on transfer on loan basis for a period of three years:-

| S No | Name of post | Name of office | No. of vacancies | Cadre |
|------|------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------|-------|
| 1. | Protector of Emigrants (Section Officer level) | Guwahati (01), Mumbai (02), Delhi (01) | 04 | CSS |
| 2. | Assistant | Chennai (01), Mumbai (03), Guwahati (01), Delhi (01), Kochi (01), Jaipur (01), Hyderabad (01) - (one each) | 10 | CSS |
| 3. | UDC | Mumbai (4), Chennai (3), Trivandrum (1), Rae Bareilly (1), Delhi (02), Kochi (2) | 13 | CSCS |
| 4. | LDC | Mumbai (8), Chennai (2), Trivandrum (2), Kochi (2), Kolkata (1), Chandigarh (1), Delhi(1) | 17 | CSCS |
| 5. | Steno | Delhi | 1 | CSSS |
| | TOTAL VACANCIES | | 45 | |

2. Posts in the POE Offices are duty posts included in the respective cadres of CSS/CSCS/CSSS and no deputation (duty) allowance is admissible on appointment. It is also clarified that the Ministry of Overseas India Affairs is not liable to provide any residential accommodation. Only the persons holding the same post in a substantive capacity in CSS/CSCS/CSSS cadre are eligible to apply. The tenure of the officer selected shall ordinarily be three years. During the stipulated tenure, the officer can be laterally transferred to any other office of POE depending on exigencies of work. Knowledge of local language, i.e. language relevant to the place of posting, is desirable.

P.T.O.

3. The eligible and willing officers from all Central Ministries/Departments of the Govt. of India belonging to the irrespective cadres who, are willing for transfer on loan basis may apply in the prescribed proforma (as per Annexure enclosed) in duplicate through their Ministries/Departments and their applications should reach Under Secretary (Admn.), Ministry of Overseas Indian Affairs, Room No. 934 , Akbar Bhawan, Satya Marg, Chanakyapuri, New Delhi **within 45 days from the date of publication of advertisement**, along with attested photocopies of the ACRs for the last five years and vigilance clearance.
4. Applications which are incomplete and/or are received after the due date are liable to be rejected.
5. The panel prepared will be valid for a period of one year from the date of selection.
6. Canvassing in any form will be a disqualification.


(Nehjamang Simte)

Under Secretary to the Government of India
Tel: 2419 7950

Copy to:-

- i) All Ministries/Department of Government of India. It is requested that wide publicity may be given to this O.M. among the eligible and willing officers.
- ii) GA Section, MOIA. It is requested that a copy of this circular may be uploaded on the web sites of MOIA under section "Vacancies".

ANNEXURE

APPLICATION FOR EMPANELMENT FOR THE POST OF _____
IN THE OFFICE OF PROTECTOR OF EMIGRANTS

| Sl. NO. | PARTICULARS | TO BE FILLED BY THE CANDIDATE |
|---------|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 1. | Name (in the block letters) | |
| 2. | Date of Birth | |
| 3. | Post held at present and date from which held | |
| 4. | Pay Band / Present pay | Pay Band: _____ Band Pay: _____ Grade Pay: _____ Total: _____ |
| 5. | Cadre/Cadre controlling Authority | |
| 6. | Brief description of work handled in the post in chronological sequence. | |
| 7. | Languages known | |
| 8. | Full office address with Tel. No. | |
| 9. | Full residential address with Tel. No./ Mobile No. | |
| 10. | Additional Information, If any, in support of suitability to the post (additional Sheets may be used if necessary) | |
| 11. | Whether worked previously in the office of POE ? | Yes / No |
| 12. | If yes, give details in brief | |
| 13. | Preference of place of posting/Any other information | |

Place: _____

Date: _____

(Signature of the Candidate)

CERTIFICATE TO BE FURNISHED BY THE HEAD OF OFFICE

1. Service particulars given above have been verified from service records of the applicant.
2. Certified that no vigilance case is either pending or contemplated against the applicant.
3. Attested photocopies of ACRs of the applicant for the last 5 years (from to) are enclosed.
4. The applicant will not be permitted to withdraw his candidature after his selection and he will be relieved of his duties to take up the new assignment on selection on transfer on loan basis.

Signature _____

Designation(with office seal) _____

Tel.No. _____

Place: _____

Date: _____