

F.No-21/4/2015-CS.I (P)
Government of India
Ministry of personnel, Public Grievances & Pension
Department of Personnel & Training

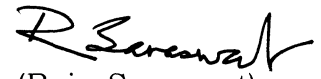
Lok Nayak Bhawan, New Delhi
Dated 21st September 2016

Office Memorandum

**Subject:- Filling up of posts of Protector of Emigrants Establishment Board-
regarding.**

Vacancy circular No.- Q/PA-III/551/19/2016(I) dated 19.07.2016 received from POE Establishment Board under Ministry of External Affairs on the subject cited above is circulated for information of all CSS officers.

2. It may be noted that Cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.


(Raju Saraswat)

Under Secretary to the Government of India
Tel:-24629412

To

All Ministries/Departments (through Website of DOP&T)

No. Q/PA-III/551/19/2016 (I)
Ministry of External Affairs
(POE Establishment Board)

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To:
All Ministries and Departments

Dated 19 July, 2016

Subject : Protector of Emigrants Establishment Board – Vacancies.

Consequent on the merger of former Ministry of Overseas Indian Affairs with the Ministry of External Affairs, it has been decided to fill up immediate vacancies in the Protector of Emigrants offices located in the following nine cities.

| | | |
|----------------|-------------------|-------------------------|
| (i) Mumbai | (ii) Chennai | (iii) Kolkata |
| (iv) Hyderabad | (v) Chandigarh | (vi) Thiruvananthapuram |
| (vii) Jaipur | (viii) Rae Bareli | (ix) Cochin |

2. The vacancies are to be filled up in the POE offices are in the grades of Deputy Secretary/Under Secretary, Section Officers, ASO, JSA/SSA, MTS. The details of the vacancies in each POE offices are mentioned in Annexure 'A'. The tenure in the POE offices will be for a minimum of two years.

3. Applications are invited from officials of all Ministries and Departments of GOI to apply for the above vacancies through proper channel. An advance copy may also be sent directly for this Ministry's information. Only those may apply, who are in a position to join the respective Protector of Emigrants office immediately. Officials having legal background and PR skills will be given priority in selection.

4. The interested officials may send their applications in the attached Pro-forma. Representations will be accepted only in the prescribed format, which should reach Board Assistant, Senior Establishment Board, Ministry of External Affairs, New Delhi latest by **28 September 2016**. Applications should be sent to the emails mentioned below. Representations received thereafter will not be considered.

5. The selected officials would not be allowed to withdraw their candidature once their transfer orders are issued.

6. Officials must ensure timely submission of the requisite APARs, Annual Confidential Reports and Annual Property Returns 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.

Sd./-
Under Secretary (PA III)
Convenor, POEEB
Email: usga@mea.gov.in
seb@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 – Head of Office (Under Secretary & Above)
- Section Officer
- ASO
- PS/PA/Steno
- SSA/JSA
- MTS

1. Personal Particulars:

| | | |
|---|---|--|
| a | Full name and designation | |
| b | Present scale of Pay & Grade 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 posting abroad, if applicable, and within India | |
| i | In case of officials from Ministries other than MEA applying as deputationists, 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:

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|--|--|--|
| | | |
| | | |

4. Preferences for a minimum of three Cities , with reasons if any:

| | | |
|--|--|--|
| | | |
|--|--|--|

- 5. **Date of submission of APAR 2015-16**.....
- 6. **Name of Reporting and Reviewing officer**.....
- 7. **Date of submission of Annual Property Return for 2015**.....

Signature of the applicant

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 Ministry's own Administrative and Functional needs. I agree to abide by the decision and will not ask for review of the decision.

I agree that I will complete my tenure at the POE office in the same Post I was transferred, irrespective of my promotion to a higher Post, decided by my Cadre Controlling Authority/Parent Ministry.

Date.....

Place.....

Signature of Applicant.....

Mobile No..... e-mail.....

Recommendation of the Controlling Officer

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The applicant is Vigilance Cleared as on date and no Vigilance action is contemplated.

Annex. A

**Ministry of External Affairs
(Administration Division)**

List of vacancies in POE offices

| POE Office | DS/US Level | Section Officer | Asstt. SO | SSA/ JSA | MTS | Total |
|------------------------|---------------------|------------------------|------------------|-----------------|------------|--------------|
| Mumbai | - | 2 | 2 | 11 | - | 15 |
| Kolkata | - | 1 | - | 1 | - | 2 |
| Chennai | - | - | - | 5 | 2 | 7 |
| Hyderabad | 1 | - | - | - | - | 1 |
| Chandigarh | - | 1 | 1 | - | - | 2 |
| Trivandrum | 1 (Dec. 2016) | - | 1 | 2 | - | 4 |
| Jaipur | 1 | - | 1 | 1 | - | 3 |
| Rae Bareli | 1 | - | 1 | 1 | - | 3 |
| Cochin | - | 1 | 1 | 2 | - | 4 |
| Total vacancies | 4 | 5 | 7 | 23 | 2 | 41 |

Note : All are immediate vacancies, except where the month has been mentioned