

No. Q/PG/575/02/2019  
Ministry of External Affairs  
(PG Section)

\*\*\*\*

Dated 09<sup>th</sup> September, 2019

**SUBJECT: Protectorate of Emigrants Establishment Board – IX.**

The vacancies of Deputy Secretary/ Under Secretary/Sr. PPS/ PPS and Section Officer/PS in PoE Offices are proposed to be filled through PoE Establishment Board Decision. The list of vacancies is given in **Annexure-I**.

2. Applications are invited from the eligible officers posted at Headquarters and Missions/Posts abroad. Only those may apply, who are in position to join the respective Protectorate of Emigrants office, without delay. The postings to PoE Offices are for a minimum period of **two years**, which can be further extended as per rules.
3. Interested officers may send their applications in the attached proforma. Representations will be accepted only in the prescribed format, which should reach US(PF&PG) latest by 20<sup>th</sup> September, 2019.
4. Representations received thereafter will not be considered. The selected officers would not be allowed to withdraw their candidature once their transfer orders are issued.
5. Officers 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.
6. Officers applying in response to this circular are reminded of rule 20 of the Central Civil Services (Conduct) Rules, 1964.

*Manohar*  
Under Secretary (CCP & Cadre)  
Convenor, POEEB  
Email: [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in)  
[uspf@mea.gov.in](mailto:uspf@mea.gov.in)

**user.all@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/Sr. PPS/PPS)- Head of Office  
 Section Officer/PS

**1. Personal Particulars:**

a	Full name and designation	
b	Level of Pay & Basic Pay	
c	Post applied for	
d	Date of birth	
e	Educational qualification	
f	Present deployment & place of posting	
g	Date of joining Hqrs (MEA) in case of return from posting abroad (if applicable)	
h	Details of leave availed (type and duration) during the last two years	
i	Details of previous posting abroad, if applicable, and within India	
j	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:**


**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 HOM/HOP/HOC/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 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 HOM/HOP/HOD**

.....  
.....

**Signature of HOM/HOP/HOD**

**ANNEXURE-I**

Ministry of External Affairs  
(Administration Division)

\*\*\*\*\*

**Current Vacancies in POE offices for 2019**

<b>Current Vacancies in PoE Offices for PoEEB - IX (2019)</b>					
<b>PoE Office</b>	<b>DS/US/Sr. PPS/PPS</b>	<b>Section Officer/ Private Secretary</b>	<b>ASO</b>	<b>SSA/JSA</b>	<b>Total</b>
Bangalore	1	1	---	---	02
Patna	1	1	-----	-----	02
Guwahati	1	1	—	---	02
<b>Total</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>06</b>