

No. Z-11025/ 01/2012- Emig
Government of India
Ministry of Overseas Indian Affairs

Akbar Bhawan, Chanakyapuri
New Delhi, dated 31st August, 2015

OFFICE MEMORANDUM

Sub: Recruitment of Indians holding ECR passports by Foreign Employers for work in ECR countries


In continuation of Ministry's Order of even number dated 21.05.2015, the undersigned is directed to refer to the feedback received from various stakeholders viz Indian Missions, Foreign Employers (FEs), Emigrants and Recruiting Agents (RAs). The Ministry has examined the feedback and it is decided to issue the clarification and necessary instructions with regard to FE registration process and using eMigrate system for recruiting directly or through RAs.

2. FE Registration:

- (i) FE registration shall be applicable for recruitment through RA or direct recruitment as per the schedule prescribed in office order dated 21st May 2015.
- (ii) Projected demand shall not be taken from the FE at the time of registration.
- (iii) FE shall be notified by email to submit Hard copy of the documents mentioned in the e-migrate at Indian mission within 10 calendar days of online registration. Reminder email to be sent to FE on 5th day if documents are not submitted at Indian Mission.
- (iv) FE registration applications shall be processed further only after the hard copies are marked as received in the system. The documents shall be received at the embassy irrespective of their order/dates of application. After the documents have been marked as received, the Indian Mission shall process and on being satisfied give approval for FE registration for five years.
- (v) Those applications for which the hard copies of documents are not marked as received by the Indian Mission within 10 calendar days, shall be deleted from the system and if FE desires to register with eMigrate system, he shall be required to apply again.

3. Direct Recruitment under Indian Mission Attestation:

- (i) FE to register in eMigrate and obtains user id and password (for using eMigrate to recruit directly), as elaborated in para 2 above.


31.8.15

- (ii) FE to obtain attestation of visa from Indian Mission as per the current process at Indian Mission. (Offline process outside eMigrate system)
 - (iii) FE to submit emigrants' details online in eMigrate specifying Job Designation, Salary etc. and upload the visa attested by Indian Mission. On completion of this step an auto generated email will be sent to employer by eMigrate system giving Job Id and Job code.
 - (iv) Using the Job id and passport number of emigrant, employer can generate the employment contract sign it and send to emigrant.
 - (v) Emigrant to apply online for emigration clearance by (validating the OTP and) uploading required documents i.e. copy of passport, PBBY policy, signed employment contract, photo graph and also choose the desired PoE office. Emigrant can also make online payment of fees Rs. 200/- for emigration clearance. Offline payment through challan at designated SBI branch can also be made and receipt can be deposited in PoE office by hand.
 - (vi) POE shall process the application for emigration clearance online and emigrant shall not be required to visit PoE office with hard copies of the document, as the passport details are validated with MEA database; PBBY policy is validated with Insurance Agency and visa is attested by Indian Mission. At this stage, PoE shall verify documents (uploaded by FE and emigrant, including the visa attestation given by Indian Mission) online.
 - (vii) License copy/ Company Registration Certificate of FE is not required to be attested by Indian Mission as FE is registered, these documents are uploaded by FE at the time of registration in eMigrate system and these are verified by Indian Mission as part of FE registration process.
 - (viii) Employment contract is also not required to be attested by Indian Mission as it is to be generated from eMigrate system (after the job code is generated from the system) in the format prescribed by Indian Mission. The Employment contract shall be signed by FE and emigrant both and uploaded by emigrant at the time of applying for emigration clearance.
 - (ix) The stepwise work flow for direct recruitment under Indian Mission attestation is given in Annexure A.
4. The provision for direct recruitment under Indian Mission attestation as mentioned in para 3, shall be available till 31.12.2015.


31.8.15

5. Attestation or offline document submission shall not be required at Indian Mission in case recruitment is done through RA under eMigrate System.
6. Indian Mission shall also be given a facility to mark the fee as received for bulk payment in case an FE desires to make payment in advance.
7. This is issued with the approval of Secretary, MOIA.


(Bikash R. Mahato)

Under Secretary to the Government of India

To,

1. The Ambassador of India, UAE
2. Head of Missions in all ECR countries
3. Protectors of Emigrants
4. Emigrants
4. Foreign Employers
5. Recruiting Agents
6. Project Director, eMigrate, TCS for making necessary changes

Copy to

1. PS to HMOIA
2. PSO Secretary, MOIA
3. JS (DS)/ JS (FS)/ EA, MOIA
4. JS (Gulf)

Annexure A – Submit Demand for

Direct Recruitment under Indian Mission Attestation

Employer to register in eMigrate and obtains user id and password (for using eMigrate to recruit directly).

Employer to obtain attestation of visa from Indian Mission as per the current process at Indian Mission (Process outside eMigrate).


Employer to submit emigrants detail online in eMigrate specifying Job Designation, Salary etc. and upload the visa copy attested by Indian Mission.

Email sent to employer with Job id and job code which are auto generated by the eMigrate system.

Using the Job Id employer can generate the employment contract, sign it and send to emigrant.

Emigrant to apply online using Job Id and Job Code for emigration clearance by uploading required documents i.e. copy of passport, PBBY policy, signed employment contract, photo graph and also choose desired POE office. Emigrant can also make online payment of fees Rs. 200 for emigration clearance. Offline payment through challan at designated SBI branch can also be made and receipt can be deposited in POE office by hand.

POE shall process the applications for emigration clearance online and emigrant shall not be required to visit POE office with hard copies of the document, as the passport details are validated with MEA database, PBBY policy is validated with Insurance Agency and visa is attested by Indian Mission. At this stage POE shall verify documents online, uploaded by Employer and emigrant, including the visa copy attested by Indian Mission.


31.8.15