

No. Z-11025/11/2015-O/o SO(ES)
Government of India
Ministry of Overseas Indian Affairs

Akbar Bhawan, Chanakya Puri
New Delhi - 110021
Dated the 12th January, 2016.

OFFICE MEMORANDUM

Subject: Online Advertisement intimation through e-migrate.

The undersigned is directed to say that, as per Emigration Act and Rules 1983, the Recruiting Agents (RA) registered with Ministry of Overseas Indian Affairs (MOIA) and having valid Registration Certificate, do not require additional permission for conducting recruitment activities including interviews for recruitment for overseas employment. However such activities can only be carried out from the premises, which is registered with MOIA by that RA. In view of this after 31st March, 2016 RAs shall not be allowed to conduct interview at a place other than their registered office/recruitment centre registered by them. RAs shall also be given a provision to apply for registration of recruitment center/trade testing centre in e-migrate system.

2. Any advertisement issued in the media, for the overseas employment, shall be informed by all RAs registered with MOIA, in compliance with Section 10 (xi) of Emigration Rules, about release of advertisement to concerned PoE, by way of online intimation, using e-migrate login, within three calendar days of publishing of such advertisement, and in any case before the commencement of interview, in the manner as prescribed. Any violation of this shall attract punitive action.

3. The advertisement shall be required to be published in prominent National/ Regional dailies or govt. publications like Gazettes/ "Employment News" etc. notifying the available vacancies with them (only as and when such vacancies are available). The copy of advertisement shall also be required to be published on the websites of the RA.

4. An advertisement (font size not less than Times New Roman /Georgia/Arial etc.- 12) published by Recruiting Agents registered with MOIA, for overseas employment shall be required to mandatorily contain the following details:-

- i) Complete Name, Registration/ Trade License No. and country of Foreign Employer (in bold letter).
- ii) Name, Address and contact details (website, official email id, phone nos.) of Recruiting Agent (in bold letter).




- iii) License No. of Recruiting Agent (issued by MOIA) and its validity date
- iv) Mode of Selection proposed in the advertisement (personal interview, written test, trade test etc.)
- v) Recruitment fees to be charged per candidate (only through cheque/draft or on-line transfer/no cash transaction is permitted).
- vi) Date and Venue of Interview (where necessary)
- vii) Job description, eligibility criteria and salary being offered.
- viii) No of vacancies against each job categories.

5. Any violation of the above order shall attract penalties as per Section 24 & 25 of Emigration Act 1983.

6. The Protector of Emigrants (PoE), upon receiving online intimation of such advertisement, may verify the details of advertisement published as per the requirement listed in para 3, 4 and 5 above and may ask for a correction in case of any inconsistency is found in the advertisement with respect to conditions specified at para 4 above. PoE may also visit the venue at the time of interview to verify the compliance of the conditions listed in Section 10 of Emigration Rules 1983 or any other relevant provision of Emigration Act & Rules 1983, if necessary.

This issues with the approval of the Protector General of Emigrants.


(Bikash R. Mahato)
Under Secretary(ES)

Distribution:-

- 1) Protector of Emigrants (PoEs)
- 2) Chief Secretary, All States/UT
- 3) DGP, All States/ UT
- 4) PIB, DAVP/Press Council of India/Ministry of Information & Broadcasting.
- 5) Recruiting Agents (RAs).
- 6) Foreign Employers.
- 7) Emigrants/ Public
- 8) Project Director, eMigrate Project TCS
- 9) e-migrate website
- 10)MOIA Website