

**Recruitment of Indian Female Workers (ECR Passport Holders) through E-Migrate
Producers for Direct Recruitment for Female Workers**

Before recruitment, kindly check the Job Designation & Minimum Wage Criteria.

To obtain the PDF File, click the following link:

<https://emigrate.gov.in/ext/showMRWCountryWiseReport.action>

1. REGISTRATION

- www.emigrate.gov.in
 - Go to Employer
 - **Registration (Before you click on “Registration” kindly download: Request Letter to the Indian Mission for FE Registration-Organisation/individual).**
 - Fill in the form and keep it aside, as you need to upload it at the last stage of registration. (use the following link for form)
 - For Individual :
<https://emigrate.gov.in/ext/static/ReqLtrMisFERegIndvdEmp.pdf>
 - For Companies or Government Authorities :
<https://emigrate.gov.in/ext/static/ReqLtrIndMisFERegOrg.pdf>
 - Then Click **Apply for registration**
 - Fill **Employer Registration form**:- Name of the Employer (Company’s name) > C.R (Trade License Number in case of company/ Emirates ID No in case of Individual) > Country (UAE) > Jurisdiction (Mission/Consulate) **Consulate General of India** > Date of Registration (Company registration date) > Registration valid up to (Expiry date of license) > Email (company’s email ID) > Fill in the Captcha > Validate
 - An OPT (one time password) will come through the email > Enter OPT > Validate OPT
 - A form will pop up. Fill in the information (**Organization Details**:- Type of business (Select from the options) > Total number of Indian workers employed as on date> Total workforce employed > Type of organization (Select under the options) > Is there any complaint from Indian worker pending against you? Yes/No > whether you have got a registration number to import manpower? Yes/ No)
 - **Operational office details**:- (P. O. Box Number > Address line > City/Town/Village > Phone Number (0097-12345-67890) in the given order > Email and Fax no.)
 - **New page: Incorporation office details**:- same as operational office Yes/ No (Click yes if applicable and system will update the same address, If No, kindly fill in new information.) > Save & Next
 - **Authorized signatory details & Contact details**:- Name > Designation > National of > Email > Passport number > Personal identification number > Residential Address > Managing Director/Partner/Proprietor/Individual Details > Save and next
 - **List of documents**:-
 - Copy of local government approval for recruiting Indian workers (Quota page/Establishment card if the company is in Free Zone or a Government authority)
 - Copy of registration certificate/ trade license
 - Copy of specimen signature of authorized signatory/ individual employer (MOL card where the signatory Authority name is mentioned/ Establishment card)
 - Letter of authorization in respect of Authorized Signatory ON THE ORGANIZATION LETTER HEAD (Board resolution in case of Company or Partnership)
 - Request letter for FE Registration duly signed by Authorized Signatory/Individual Employer
 - Copy of passport/ Personal ID/Civil ID issued by Govt. Authority in the name Authorized Signatory
 - Copy of Address proof (DEWA/SEWA/FEWA Authority papers)
 - More optional attachments Yes/ No
 - Save and next.
- Once registration is over, FE will receive **The Application Reference No.** starting with PT# in Foreign Employer Registration Form. After getting PT No. wait for Log in ID and Password which will come through the registered Email ID within one week.

In case you face any technical errors, kindly contact: eMigrate Helpdesk-0091-11-26887772 or email at helpdesk@emigrate.gov.in

2. VISA ATTESTATION

When you receive Log in ID & password, please visit **IVS Global, 201&202, Business Atrium, Oud Metha, Dubai # 04 357 9585** and submit the following documents:-

- No-relationship Affidavit (**applicable only for Indian families**)
- Refundable Deposit of **AED 9200/-** for all nationalities.
- Visa Copy of the Employee/Employer
- Passport copy of the Employer/ Employee
- Offer Letter obtained from MOHRE/ Or Prepared by the Company in case of Free Zone or Housemaid/Individual prepared by the sponsor with signature.
- Login ID / Employer Registration Acknowledgement Letter.

Once the visa is attested, an agreement will be generated through eMigrate System and that agreement will be sent to the employee. (Agreement could be generated by Employer himself or the IVS, Global)

The agreement with attested Visa Copy will be sent to the employee in order to get emigration clearances from Protector of Emigrants (POE).

3. PROTECTOR OF EMIGRANTS (POE) CLEARANCE

Once the Visa has been attested by the consulate, an Employment Contract will be generated. **The Employment Contract** can be generated by the Foreign Employer (FE) by logging into Emigrate System. To obtain the Employment Contract follow the procedure mentioned below:

- Go to **quick links** at Right Top Corner of the Screen.
- Registered user login here –(Identify Yourself) Select the option as **Employer**
- Submit – Login with the User ID & Password
- Go to **Services** > Direct Recruitment under Indian Mission Attestation.
The FE (Foreign Employer) needs to enter all the details and upload the required documents. i.e. Copy of Govt. approval for recruiting Indian Workers (Quota Page Obtained by MOHRE or visa page in case the company is based in Free Zone or it is a Government Authority)
- Fill mandatory job details.
- Save & Next. The FE will receive a job code/job ID

In order to obtain The Employment Contract generated by eMigrate System go to:

- **Services**> Generate Individual Employment Contract. The FE has to use the **Job ID and Job Code** to access the application.
- Fill in the required details and select one of the options. > **Direct** > **Permit** > **Through Recruiting Agent (RA)**
Please select the option Direct, in case the visa is attested by the Indian Consulate.
Enter Passport No and Job Id. The FE has to select the correct designation as mentioned on Visa and generate the Employment Contract. The contract has to be signed by the Employer and sent to the Employee along with attested visa copy in order to obtain employee's signature on the contract paper.

Once the contract is generated and sent to the employee, Foreign Employer (FE)/Employee needs to follow the next process:

- The Employer or Employee needs to obtain **The Pravasi Bhartiya Bima Yojana (PBBY)**.
- The **PBBY** policy has to be obtained from India only through one of the authorized insurance companies.
- www.emigrate.gov.in > PBBY Policy > Purchase PBBY Policy Online > select one of the companies and process. (*If required, this service could be obtained from IVS, Global*).
- Once the Policy is obtained, Employee/Employer needs to **go for the POE clearance process and follow the below instructions:** -
- www.emigrate.gov.in > **Emigrant** > **Apply for Emigration Clearance for ECR Countries** > **Employer Registered on eMigrate system.**
- Fill in **Emigrant Registration Form details:** Passport Details > Visa and Insurance Details > Personal details > Travel details > Contact details > Employment details > Save & Next.
- FE/Employee will fill in the required details and then upload the signed Employment Contract, employee's photo and Insurance papers. Once the submission is completed, the systems will generate an application number starting with **EN**.

Once the **EN No** is obtained, go to the link > **Payment** > **Emigrant Clearance Fee**. This fee can be paid **online or at SBI branch**. This Application then gets posted to selected POE office and the POE office gives the clearance. Then the FE/Emigrant can download the clearance paper once their application is approved. The status of the same can be tracked under quick links-> Track Application Status.

The clearance paper can be downloaded from the link- www.emigrate.gov.in > **Emigrant** > **Download Sticker**. Enter the Passport No and get clearance paper. The employee now can travel with that document.

Note:- In case the female workers are being recruited through an agency, they can only be recruited through the below mentioned agencies and the deposit AED 9200/- is not mandatory. Nurses can be recruited only through the below registered agencies in India:-

- | | |
|-----------------------|--|
| 1. NORKA Roots | : Non-Resident Keralites' Affairs Roots (Kerala) |
| 2. ODEPC | : Overseas Development and Employment Promotion Consultant (Kerala) |
| 3. OMCL | : Overseas Manpower Corporation Ltd. (Tamil Nadu) |
| 4. UPFC | : Uttar Pradesh Financial Corporation (Uttar Pradesh) |
| 5. OMCAP | : Overseas Manpower Company A.P. Ltd. (Andhra Pradesh) |
| 6. TOMCOM | : Telangana Overseas Manpower Company Limited (Telangana) |

4. INTERVIEWS

- Upon arrival of Indian Female Worker in the UAE, sponsor is requested to bring her to the Consulate within two weeks for **entry interview** along with the documents listed below;
- The sponsors are advised to wait for at least **50 days** before stamping the resident visa of Indian Female Worker, after her arrival in UAE.
- Before the Indian Female Worker leaves the country, either on vacation or she exits the country after completion of the contract, Indian Female Worker and the sponsor or his wife have to come to the Consulate for **vacation/exit interview** 2-3 days before of her exit along with the documents listed below *from Sunday-Thursday between 2:00 pm – 3:30 pm at CGI, Dubai (first cum first serve basis)*;
- Whenever the Indian Female Worker's visa has been transferred from her present sponsorship to another sponsorship, the new sponsor has to pay the security deposit. Once the new sponsor deposits the security money, the previous sponsor's security deposit will be refunded. However the maid has to exit the country.
- The Indian female worker should be made aware of the amount spent on her visa, contract's attestation and deposited amount to the Consulate by her sponsor in order to bring her to UAE.
- She should avoid being friendly with other domestic helpers, cleaners, watchmen, security guards and also not share her mobile number with any unknown person.
- She should get a minimum salary of AED1100/- per month or (equivalent to Indian Rupees) as per current rate of exchange. Out of AED1100/- sponsor has to transfer at least AED900/- to AED1000/- in maid's bank account in India or her dependent family member's account every month or once in three months and balance amount should be paid to her for phone and other incidentals.
- If she wants to make any purchases such as gold and electronic items etc, from her salary, the bill for the purchases in her name needs to be produced at the time of interview (**final exit or vacation**).
- If she has any relatives or friends in UAE, the sponsor should be aware of it and should have contact details of these relatives or friends. Before going to see them, she should inform her sponsor.
- Every month one phone card will be provided by the sponsor along with prepaid mobile phone.

DOCUMENTS REQUIRED FOR INTERVIEW OF INDIAN FEMALE WORKERS

(Sunday-Thursday between 2:00 pm – 3:30 pm at CGI, Dubai (first cum first serve basis)

ENTRY INTERVIEW:

1. Indian Female Worker's Entry Form (*Annexure-I*).
2. Copy of Security Deposit's receipt.
3. Copy of Sponsor's passport (first page & last page). If the sponsor is a company, then copy of the Trade License.
4. Copy of Indian Female Worker's passport (first page & last page).
5. Copy of Employment Visa of Indian Female Worker with entry stamp. In case Indian Female Worker was not brought to the Consulate within two weeks for the entry interview, Salary slips viz. bank statement *or exchange receipts to be produced at the time of exit interview*.

VACATIONS/EXIT INTERVIEW:

1. Indian Female Worker Vacation/Exit Form (*Annexure-II*).
2. A letter addressed to the **Consulate General of India, Dubai** requesting to refund the security deposit **in case she does not return to UAE**. Also mention that all her dues i.e. salary, etc have been settled till date.
3. Copy of Sponsor's passport (*first page & last page*). If the sponsor is a company, then the copy of the Trade License & Passport copy of signatory is required.
4. Copy of Passport of Indian Female Worker (*first page, last page and visa page*).
5. Salary transfer slips/purchase bills. **The sponsor must clear all her dues including the current month's salary prior to her exit**. The Indian Female Worker is entitled for one month's leave salary on completion of one year regardless of whether she has availed the leave or not (*the proof may be provided that she has been paid the same*).
6. Copy of Security Deposit receipt.
7. Copy of return/one-way air tickets (**as applicable**).
8. Copy of the Visa's Cancellation paper from Immigration (**as applicable**).

5. REFUND OF SECURITY DEPOSIT

- ✓ If the Indian Female Worker is sent back to India without clearing her dues, no refund will be made.
- ✓ On termination of the employment contract at any time by the mutual consent, the employer along-with the Indian Female Worker should appear in person in the Consulate General of India and submit a written request for refund of the Security Deposit before the final departure to India. The Indian Female Worker should confirm in writing at the Consulate that all her dues have been settled.
- ✓ In case the Indian Female Worker complains of non-receipt of her dues or if the Consulate General of India has to incur any expenditure on her accommodation, food, local transportation, medical treatment etc. and airfare to India, these expenses would be deducted from the Security Deposit and only the balance amount would be refunded.

DOCUMENTS REQUIRED FOR SECURITY REFUND OF INDIAN FEMALE WORKERS

(Sunday-Thursday between 8:30 am – 12:00 pm at CGI, Dubai)

Note: *If the Indian Female Worker does not attend the vacation/exit interview, it is mandatory to provide No Objection Certificate (NOC) from her and the same should be attested by the concerned state Government.*

The following documents are required to be submitted for the refund of individual sponsor:

1. Indian Female Worker's Refund Form (Annexure-III).
2. A request letter on a plain paper for security deposit refund may be provided.
3. Copy of Sponsor's passport (first page, last page & visa page).
4. Copy of Indian Female Worker's passport (first page, last page & visa page).
5. 3 copies of Original Security deposit receipt.
6. 3 copies of Visa cancellation's paper with Exit Stamp. This is mandatory requirement as it confirms that the Indian Female Worker has actually exited the country. (When the boarding pass of the Indian Female Worker has been obtained, the visa cancellation stamp can be received from **Dnata Counter** inside the airport itself).

If the Indian Female worker is recruited by a company, the following additional documents are also required:

7. A request letter from the company on its letterhead (original 1) + 2 copies (with company's seal and Authorized signatory's signature).
8. Copy of the Trade License mentioning Sponsor's name.
9. If the company is authorizing to collect the refund on their behalf then a letter of authorization on company's letterhead with company's seal and authorized signatory's signature is required. Copy of the passport of the person to be Authorized and his/her Emirates Id is also required.

For any further assistance email to: helpdesk@emigrate.gov.in or call at: 04 3971 222/333 Ext: 211/276
between 8:30 AM to 12:30 PM. or send email at: laboursec.dubai@mea.gov.in
or visit our website www.cgidubai.org