Recruitment of Indian Male Workers (ECR Passport Holders) through E-Migrate
Producers for Direct Recruitment for 1-10 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/#/emigrate/employer/registration/individual**
  - ➢ For Companies or Government Authorities : **https://emigrate.gov.in/#/emigrate/employer/registration/company**
- → 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.

2. VISA ATTESTATION

When you receive Login ID & Password, please visit **IVS Global, 201&202, Business Atrium, Oud Metha Metro Station, Dubai and Contact No. 04 3579585** and submit the following documents:-

- • Visa Copy of the employee
- • Offer Letter obtained from MOHRE/ Or Prepared by the Company in case of Free Zone
- • Passport Copy of the Employee & Employer
- • Trade License
- • 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: The above procedure is required only if the number of employees is less then 10 workers in one year.

Procedure to recruit more than 10 Workers through Recruiting Agents(RA):-

In case the number of employees exceeds, FE needs to recruit the employees through an approved agent in India. To find a registered agent in India, the FE needs to follow: **www.emigrate.gov.in > recruiting agent > list of recruiting agents > please click the icon to download the report.**

After getting Login ID & Password, FE needs to follow the procedure: **login > services > raise demand > upload quota page/visa copies etc.**

After submitting the required information in the system, it will generate A Unique Demand ID (DM No.) This DM No. will be sent to the agent. Rest the agent will do from India.

For any further assistance call at: 04 3971 222/333 Ext: 211/216 between 8:30 am to 12:30 pm or send an email at: laboursec.dubai@mea.gov.in or visit our website: www.cgidubai.gov.in

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