Steps to follow while doing Emigration Clearance for Direct/Individual Recruitment

Step 1:**Foreign Employer (FE) should registered on eMigrate System and should have his/her Login Id and Password (Follow Screen 1-8 to register for Foreign Employer).**

To get Register for Foreign Employer go to the link "emigrate.gov.in" and path is Employer → Apply for Registration.

Screen-1

For Individual Employer

For Employer of Company/Proprietorship/Partnership/Government

Screen-2

Fill the form and click on "Validate" button.

<div align="center">Screen-3</div>

For Individual Employer

Employer Registration

Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- Please enter website address in the following format http://yourDomain.com
- Please do not press F5 or Back button

Employer's Details

1. Name*		2. National of*	Country ▼
3. Number of persons already employed*		4. Sponsor Id	
5. Govt. Issued Photo ID Proof No./Passport No. of the Employer*		6. Mobile No.*	
7. Website URL			

Contact Details

8. Email*		9. P.O. Box Number	
10. Address*		11. City/Town/Village*	
12. State/ Province*		13. Country*	Select Country ▼
14. Pin Code		15. Landline Phone no./ Alternate Phone number	– –
16. Jurisdiction (Mission/Consulate)*	Select ▼		
17. Enter the captcha value(case sensitive)*		X2KG5V ⟳	

Note: All communication from eMigrate system will be made over your operational office mail id (which you have provided above). An OTP will be sent to you on the mail id provided above, please use this OTP for proceeding further with your registration form.

Reset   Validate

Screen-4

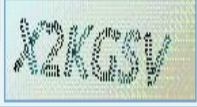## For Employer of Company/Proprietorship/Partnership/Government

Employer Registration

Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- Please enter website address in the following format http://yourDomain.com
- Please do not press F5 or Back button

Employer's Details

1. Nature of Business*   [Select an option ▼]
2. Name of Organization*   [   ]
3. Nature of Organization*   ○ Company ○ Partnership ○ Proprietorship ○ Government
4. Sponsor Id   [   ]
5. Trade License / Registration No.*   [   ]
6. Date upto which Registration is valid*   [📅]
7. Number of persons already employed*   [   ]
8. Website URL   [   ]
9. Name of Authorized Signatory*   [Given Name]   [Surname]
10. National of*   [Country ▼]
11. Designation of Authorized Signatory*   [Select an option ▼]
12. Govt. Issued Photo ID Proof No./Passport No. of Authorized Signatory*   [   ]
13. Mobile No. for contact in emergency*   [   ]

Contact Details

14. Email Id*   [   ]
15. P.O. Box Number   [   ]
16. Address*   [   ]
17. City/Town/Village*   [   ]
18. State/ Province*   [   ]
19. Country*   [Select Country ▼]
20. Pin Code   [   ]
21. Landline Phone no./ Alternate Phone number   [– –]
22. Jurisdiction (Mission/Consulate)*   [Select ▼]
23. Enter the captcha value(case sensitive)*   [   ]   2TKN3B ↻

Note: All communication from eMigrate system will be made over your operational office mail id (which you have provided above). An OTP will be sent to you on the mail id provided above, please use this OTP for proceeding further with your registration form.

[Reset] [Validate]

Provide OTP in Screen-4 which has been send to the e-mail id filled in the previous screen.

Screen-5

Email verification

Instructions:
- Fields marked with * (asterisk) are mandatory.To avoid mistake(s), please refer guidelines and instructions.
- Please do not press F5 or Back button

OTP

We have sent a mail to your email Id **neeraj@demo.com** .It contains an OTP. Please check your mail and enter the same below. Also check your Spam/Junk folder before making more attempt.

Enter OTP*   688430   X

Validate OTP

Read all the Terms and Conditions properly and then upload the documents.

For Individual Employer

Screen-6

Employer Registration

Documents

ⓘ**Instructions:**
- Fields marked with * (asterisk) are mandatory.To avoid mistake(s), please refer guidelines and instructions.
- The combined size of all the uploaded documents should be less than 4MB.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Please do not press F5 or Back button

List of Documents

19. Request Letter for FE registration duly signed by Individual Employer {As per the format available on eMigrate website}*   **Browse**

20. Copy of Photo ID Proof issued by the Govt. / Passport*   **Browse**

21. Address Proof   **Browse**

22. ☑ I undertake that the information furnished above is correct to best of my knowledge.

23. ☑ I understand that I may be prosecuted under the extant law if any of the information submitted above is found to be incorrect.
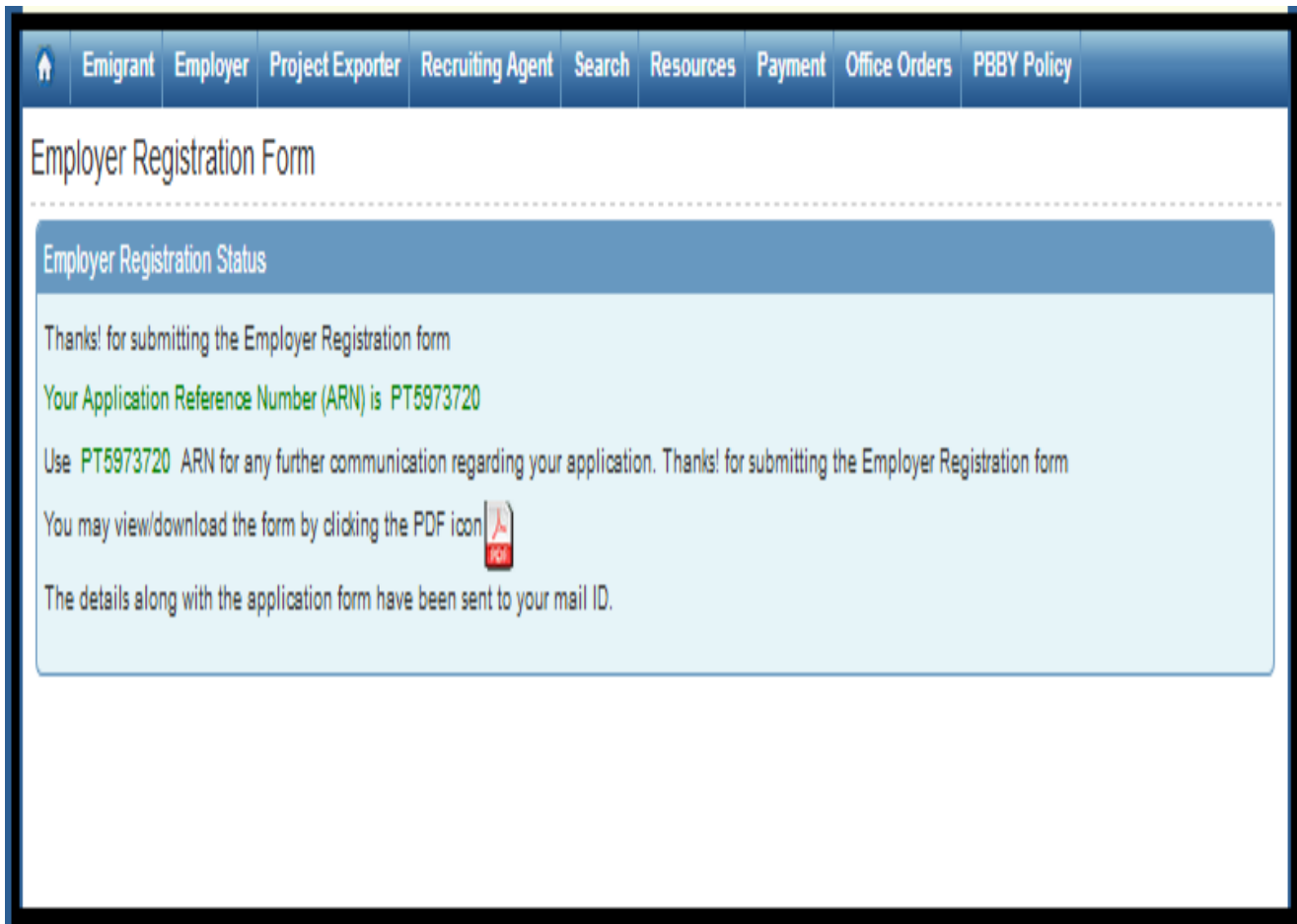
Save & Next

For Employer of Company/Proprietorship/Partnership/Government

Screen-7

Employer Registration

Documents

ⓘ**Instructions:**

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- The combined size of all the uploaded documents should be less than 4MB.
- Documents exceeding 4 MB size will truncate non mandatory documents.
- Uploading Company Registration Certificate or Trade license Copy is mandatory for non- Government entities, otherwise their FE Registration application shall be rejected. For Govt. entities, only Address proof in the form of undertaking on the letter head of Authorized Signatory shall be sufficient in place of Company Registration Letter>>>>>> .r43645
- Please do not press F5 or Back button

List of Documents

23. Copy of Registration Certificate/ Trade License for non-government organizations Or Address Proof in the form of undertaking on letterhead of Authorized signatory for Govt. organization* [Browse]

24. Letter of Request duly signed by Authorized Signatory {As per the format available on eMigrate website}* [Browse]

25. Copy of Photo ID Proof No./ Passport No. issued by the local Govt.* [Browse]

26. ☑ I undertake that the information furnished above is correct to best of my knowledge.

27. ☑ I understand that I may be prosecuted under the extant law if any of the information submitted above is found to be incorrect.

[Save & Next]

Employer Registered Successfully.

Screen 8

Emigrant | Employer | Project Exporter | Recruiting Agent | Search | Resources | Payment | Office Orders | PBBY Policy

Employer Registration Form

Employer Registration Status

Thanks! for submitting the Employer Registration form

Your Application Reference Number (ARN) is PT5973720

Use PT5973720 ARN for any further communication regarding your application. Thanks! for submitting the Employer Registration form

You may view/download the form by clicking the PDF icon [PDF]

The details along with the application form have been sent to your mail ID.

- As a part of the application processing, a Indian Mission/Consulate Official may seek clarification, if needed:
- If the application is approved by the Indian Mission, a system generated mail containing the following will be sent to your email id:
    1. A unique employer id assigned
    2. Printable confirmation letter with bar code
    3. Password for accessing eMigrate system.

- If your application is rejected by the Indian Mission, a system generated email will be sent to your email id informing of the rejection.

Step 2: Now the ARN will be approved by respective "Indian Embassy/Consulate".

Step 3: On approval, employer will receive login credentials over the employer's email id with which he/she has been registered.

Step 4: Employer will change the default password.

Step 5: Employer login in the eMigrate System with new password.

To login with FE go to the link "emigrate.gov.in" and click on "Registered User Login Here".

Screen-9

Select "Employer" from drop down and click on "Submit" button.

Screen-10

MOIA | OWRC | Terms and Conditions | Hyperlinking Policy | FAQs | Feedback | Help
Best Viewed in Internet Explorer 8.0 and above at resolution 1024 X 768 | Last Updated On:Aug 21st 2015   **TATA** CONSULTANCY SERVICES

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Enter FE Id and Password

Screen-11

Login

Login Id

FE5002350

Password

••••••••

Login Reset

Forgot Password?

MOIA | OWRC | Terms and Conditions | Hyperlinking Policy | FAQs | Feedback | Help
Best Viewed in Internet Explorer 8.0 and above at resolution 1024 X 768 | Last Updated On:Aug 21st 2015

Developed & Managed By
TATA CONSULTANCY SERVICES

eMigrate
सरल सुरक्षित प्रवासन

प्रवासी भारतीय कार्य मंत्रालय
Ministry of Overseas Indian Affairs
www.moia.gov.in

Step 6: FE login into eMigrate System and raises demand(For this FE needs to click on "Direct Recruitment under Indian Mission Attestation").

Screen-12

On clicking "Direct Recruitment under Indian Mission Attestation" following screen will appear.

Screen-13

Important Note: Please ensure that entered details should be correct as Emigrant's passport details will be validated further by Passport Interface.

Facilities provided by employer in addition to monthly salary

Whether Transportation facility is provided? *	○Yes ◉No		
Whether leave benefits are provided as per local labour law? *	○Yes ◉No		
Whether free food is provided? If No, Allowance value *	◉Yes ○No		SAR Per Hour
Whether free Accomodation is provided? If No, Allowance value *	◉Yes ○No		SAR Per Hour
Whether Overtime allowance is payable as per local labour laws? If Yes, Allowance value *	○Yes ◉No		SAR Per Hour
Whether Visa fee is provided? *	○Yes ◉No		
Whether weekly off is provided? *	○Yes ◉No		
Whether To and fro airfare is Provided? *	○Yes ◉No		
Whether Insurance facility is provided? If Yes, Insurance details *	○Yes ◉No		
Whether free Medical facility is provided? If Yes, Medical facility details *	○Yes ◉No		
Any Other facility provided? If Yes, give details *	○Yes ◉No		
Whether Paid leave is provided? If Yes, Leave details *	○Yes ◉No		

Emigrant Details

Passport Number *	A9840542

Emigrant Details

Given Name(As on Passport) *	Dheeraj	Surname(As on Passport)	Dutta
Father's Name(Full Name as on Passport) *	Vinay Dutta		
Passport Type *	ECR	Date of Issue *	14/03/2016
Place of Issue *	Delhi	Date of Expiry *	14/03/2016
Date of Birth *	03/05/1985	Gender *	◉Male ○Female

Valid Address of Emigrant in India

Address Line 1 *	Kaushambi, Near Mahagun Mall	Address Line 2	Indrapuram
City/Town/ Village *	Delhi	Country	INDIA
State/UT *	DELHI	District *	CENTRAL DELHI
Postal/Pin Code *	201301		

Visa Details

Visa Number *	V9840542	Re Enter Visa Number *	V9840542
Date of Issue *	19/04/2016	Date of Expiry *	19/04/2020
Place of Issue *	DELHI	Visa Type *	Employment/Work

Copy of Visa (Attested by Indian Mission) *

[Upload]   images.jpg   [Remove]

☑ I (Employer) have made adequate provisions or arrangement for meeting the expenses which may be incurred in case it becomes neccessary to arrange for the repatriation to India of the emigrant/ or for the transportation of mortal remains of emigrants to India?*

[Clear]   [Add To List]

List of Demands

S No.	Emigrant Details	Category	Experience Level	Designation	Description	Salary Offered	Action
1	Dheeraj	Skilled	Middle	Hair Dresser	Hair dresser needs job	1400.0 AED	✏ 🗑

Date of Expiry

Demand Expiry Date	26/04/2017

[Cancel]   [Save & Next]

Note: Employer can add maximum of 10 emigrant passport details.

Upload Documents and click on "Generate Job Id and Job Id Code"

Screen-14

Skip to Main Content | A | A | A   Select Theme ■ ■ ■ ■ ■   WelcomeAnjali Garg | Role:Employer | Switch Role | Logout   About Us | Help | Contact Us | Sitemap

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Ministry of Overseas Indian Affairs
www.moia.gov.in

🏠 **Search**   **Services**   **Administration**

List of Document

| Job Details | **List Of Documents** |

ⓘ **Instructions:**
- Fields marked with*are mandatory.
- Please do not press F5 or Back button

List of Documents

1. Employment Agreement Registered with Ministry of Labour   [Upload]

More Optional Attachments?   ○Yes ○No

[Previous]   [Generate Job Id and Job Id Code]

Demand request has been submitted, ARN and PDF generated

Screen-15

Note: PDF Contents are as follows:
1. Emigrant Name
2. Passport Number
3. Job Role
4. Job Id
5. Job Id Code

This Job Id and Job Id Code will be required further while doing Emigration Clearance.

Step 7: FE Generates Individual Employment Contract

Screen-16

Step 8 : Employer enters Job Id and Passport Number and then click on Submit button.

Screen-17

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Ministry of External Affairs
Overseas Employment Division
www.mea.gov.in

Search   Services   Administration

Generate Individual Employment Contract

Instructions:
In case of permit both passport number and job Id are mandatory
    Fields marked with*are mandatory.
    ▫ Please do not press F5 or Back button

Generate Individual Employment Contract

Recruitment Mode *   ○ Permit ○ Through Indian Recruiting Agent ● Direct Recruitment under Indian Mission Attestation

Passport Number   A9840542   Job ID   JB5019876 🔍

Submit

Screen-18

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🏠 Search   Services   Administration

Generate Individual Employment Contract

Instructions:
- Fields marked with* are mandatory.
- Please do not press F5 or Back button

Generate Individual Employment Contract

Passport Number	A9840542	Job ID	JB5019876

Passport Details

Name(as on passport)

Given Name(As on Passport)	Dheeraj	Surname(As on Passport)	Dutta
Passport Type	ECR	Date of Expiry	14/03/2026
Place of Issue	Delhi	Date of Issue	14/03/2016
Date of Birth	03/05/1985	Gender	Male

Fathers Name

Given Name (Full Name as on Passport)	Vinay Dutta		

Address as per passport

Address Line1	Kaushambi, Near Mahagun Mall	Address Line2	Indrapuram
City/Town/Village	Delhi	State/UT	DELHI
Country	INDIA	District	EAST DELHI
Postal/Pin Code	201301		

Visa Details

Visa Number *	V9840542	Re Enter Visa Number *	V9840542
Date of Issue *	19/04/2016	Date of Expiry *	19/04/2020
Place of Issue *	Delhi	Visa Type *	Employment/Work
Designation as on Demand *	Drilling Worker (Roustabout)	Designation as on Visa *	Drilling Worker (Roustabout)

Cancel   Save

After clicking on Save button, Contract generated successfully

Screen-19
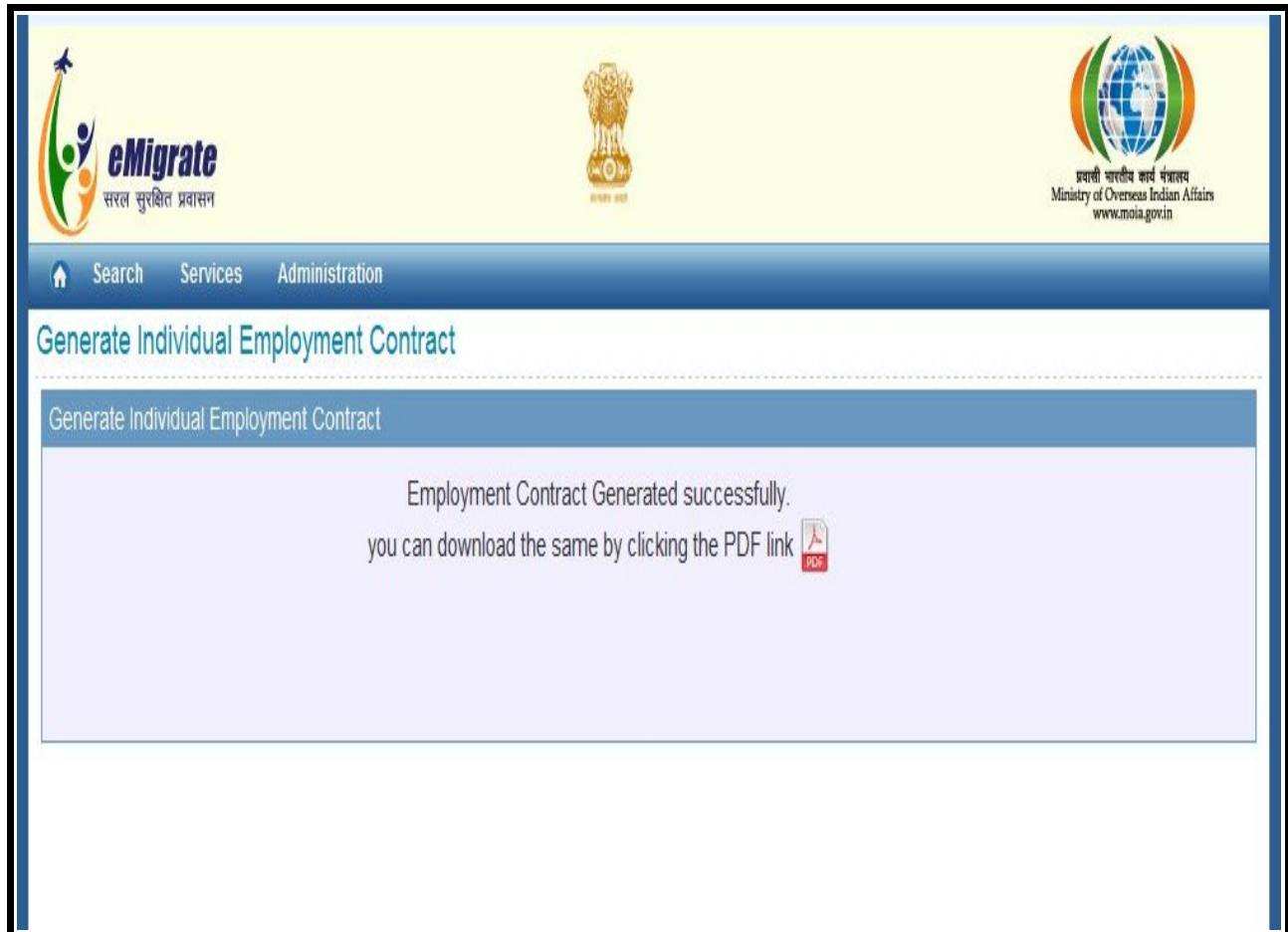
Step 9: Go to the link "emigrate.gov.in" to Apply for Emigration Clearance for ECR Countries → Employer Registered on Emigrate System

Screen-20

Important Note:

1. PBBY Policy is pre-requisite for Emigrant with ECR passport travelling to ECR countries for Employment/WorkVisa.
2. The Insurance Policy is validated with respective insurance Agency online at the time of Emigration Clearance Registration.

Screen-22

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| Emigrant | Employer | Project Exporter | Recruiting Agent | Search | Resources | Mortal Remains | Office Orders | PBBY Insurance Policy | Payment |

Emigrant Registration Form

| Passport Details | **Visa and Insurance Details** | Personal Details | Travel Details | Contact Details | Employment Details |

ⓘ Instructions:

- Fields marked with * (asterisk) are mandatory. To avoid mistake(s), please refer guidelines and instructions.
- Please do not press F5 or Back button

Visa Details

19. Block Visa Number		20. Visa Number	V1234567
21. Date of Issue	13/04/2016	22. Date of Expiry	13/04/2020
23. Place of Issue	DELHI	24. Visa Type	Employment/Work
25. Designation As on Visa*	Drilling Worker (Roustabout)		

Insurance Details

26. Policy Number*	456543553454	27. Insurance Agency*	THE RELIANCE GENERAL IN ⌄
28. Effective from*	19/04/2016	29. Sum Assured(in Lakhs)*	1000000

[Previous] [Clear] [Save & Next]

Fill all the Personal Details

Screen-23

	Emigrant	Employer	Project Exporter	Recruiting Agent	Search	Resources	Mortal Remains	Office Orders	PBBY Insurance Policy	Payment

Emigrant Registration Form

Passport Details	Visa and Insurance Details	**Personal Details**	Travel Details	Contact Details	Employment Details

ⓘ **Instructions:**
- Fields marked with * (asterisk) are mandatory.To avoid mistake(s), please refer guidelines and instructions.
- Please do not press F5 or Back button

Personal Details

28. Marital Status* `Single ▼`   29. Educational Qualification* `Below 10th Standard ▼`

30. Place of Birth* `Delhi`

Number of Dependents

31. Spouse `[          ]`   32. Parents `[          ]`

33. Children `[          ]`   34. Siblings `[          ]`

35. Total Number of Dependents `[          ]`

Address

NRI/PIO/OCI Status None   UID `[          ]`

Whether Present Address is same as in Passport?   ⦿Yes ○No

Address Line 1 `Kaushambi, Near Mahagun Mall`   Address Line 2 `Indrapuram`

City/Town/Village `Delhi`   State/UT `DELHI ▼`

District `EAST DELHI ▼`   Country India

Postal/Pin Code `324253`

Phone Number

46. Landline Number `0135 – 2874 – ` `28654069   x`   47. Mobile Number* `+91 – ` `9786756565`

48. Email `dheeraj.dutta@gmail.com`

Previous	Clear	Save & Next

Emigrant Registration Form

| Passport Details | Visa and Insurance Details | Personal Details | **Travel Details** | Contact Details | Employment Details |

ⓘInstructions:

▫ Fields marked with * (asterisk) are mandatory.To avoid mistake(s), please refer guidelines and instructions.

▫ Please do not press F5 or Back button

Travel Details

49. Purpose of Travel	Employment	50. Destination Country	KUWAIT
51. Date Of Boarding	27/04/2016	52. Port Of Departure	Delhi
53. Flight Number	CR43YU7	54. Port Of Final Destination	Kuwait City X

Previous   Clear   Save & Next

Fill the contact Details

Screen-25

| Emigrant | Employer | Project Exporter | Recruiting Agent | Search | Resources | Mortal Remains | Office Orders | PBBY Insurance Policy | Payment |

Emigrant Registration Form

| Passport Details | Visa and Insurance Details | Personal Details | Travel Details | **Contact Details** | Employment Details |

ⓘ Instructions:

- Fields marked with * (asterisk) are mandatory.To avoid mistake(s), please refer guidelines and instructions.
- Please do not press F5 or Back button

Details of Contact Person in Emergency(in India)

55. Name* : Suresh   Dutta

56. Relationship* : Brother   57. Others

58. Address* : Sector 88, Block- E,Great Park, Delhi

Character(s) remainig:163

Phone Number

59. Landline Number : 0487 – 5666 – 50598459   60. Mobile Number : 91 – 7895410336

61. Email : suresh.dutta1@gmail.com

Details of Contact Person in Destination Country

62. Name* : Gaurav   Mishra

63. Relationship* : Guardian   64. Others

65. Address* : New Church Road, Kuwait City

Character(s) remainig:172

Phone Number

66. Landline Number : 8940 – 8746 – 85569884   67. Mobile Number : 91 – 8562012554

68. Email : gaurav.mishra2@gmail.com ✕

[Previous] [Clear] [Save & Next]

Upload the mandatory Documents

Screen-26

List Of Documents

Individual Employment Contract*	Upload	*Sample.jpg*	Remove
Copy of first and last page of Passport*	Upload	*Sample.jpg*	Remove
Emigrant Photograph*	Upload	*Sample.jpg*	Remove
VISA letter/Copy*	Upload	*Sample.jpg*	Remove
Copy of PBBY Policy*	Upload	*Sample.jpg*	Remove
Proof of Educational Certificate	Upload		
Contract Signed with Ministry of Labour	Upload		
Copy of Aadhar Card	Upload		
Copy of Rs 20 lakhs life insurance policy	Upload		
Optional Attachments	Upload		

More Optional Attachments? ○Yes ●No

☑ I undertake that in the event of the information/document furnished above being found to be false/fabricated suppressed/incorrect furnished by me/furnished to me by someone else in any respect, I shall be held responsible and registration certificate/permit is liable to be canceled.

Previous   Submit   Cancel

Step 10: Select one POE office from where you would like to process your EC Application

Screen-27

Successfully done Emigration Clearance Registration

Screen-28

| Emigrant | Employer | Project Exporter | Recruiting Agent | Search | Resources | Mortal Remains | Office Orders | PBBY Insurance Policy | Payment |

Emigrant Registration Success

Emigrant Registration Success

Your Application Reference Number is EN10000661
You can make payment for this ARN from path :**Payment > Emigration Clearance Fee**
Use'ARN for any further communication regarding your application
Please click here to download Application form

Step 11: Payment for Emigration Clearance

Screen-29

Note: Charges for payment of Emigration Clearance is Rs. 200

Screen-30

Select Theme

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Ministry of External Affairs
Overseas Employment Division
www.mea.gov.in

| Emigrant | Employer | Project Exporter | Recruiting Agent | Search | Resources | Mortal Remains | Office Orders | PBBY Insurance Policy | Payment |

Pay Fee

Instructions:

- Fields marked with * (asterisk) are mandatory.To avoid mistake(s), please refer guidelines and instructions.
- Please do not press F5 or Back button

ARN Details

ARN	EN10000661	Passport No	A1234567
Emigrant Name	fgdfgh	Destination Country	KUWAIT
ARN Status	Payment can be made		

Cancel   Online Payment   Challan

Note : Payment can be done via online or Challan.

Step 12: Passport Validation with passport system. On successful validation with passport system the EC Application will be available to respective POE office for further processing.

Step 13: On approval/Rejection of EC application, a mail will be send to emigrant's e-mail id.

Step 14: Emigrant/Employer may also check status of the application through "Track Application Status" available in the system.

Screen-31

Enter the ARN and then submit it.

Screen-32

Screen-33

Step 15: Download e-Sticker.

You may also download e-Sticker by using the feature "Download e-Sticker" available in the system.

Screen-34