

## Instructions for Employer Registration Process on eMigrate Portal

### 1. Advantages of eMigrate portal for the registered employers in the recruitment of Indian manpower

- (i) Online access to 1500+ Indian Recruiting Agents for getting assistance in recruitment of Indian Manpower by raising online demand.
- (ii) Online Permit approval for direct recruitment of Indian manpower for hassle free and legal recruitment in case of the assistance of Indian Recruiting Agent is not required by the employer.
- (iii) Online status of applications/ requests raised by the employer.
- (iv) Online creation of employment contract.
- (v) Online status of travel date of Indian employee from/ to India
- (vi) Assistance from 24 X 7 eMigrate Helpdesk through phone (+911126885021) and email ([helpdesk@emigrate.gov.in](mailto:helpdesk@emigrate.gov.in)).

### 2. Registration of Employers

Employers from any location outside India, can register in eMigrate portal through the concerned Indian Mission and get facilitated in the process of recruitment of Indian manpower. After registration, employers can raise demand online through Indian Recruiting Agents or alternatively the employer can apply for Permit for direct recruitment of Indian manpower. Likewise, the Recruiting Agencies from any location outside India, can also get registered. For the detailed process of registration of employers or Recruiting Agencies (from a location outside India), please refer to Appendix A.

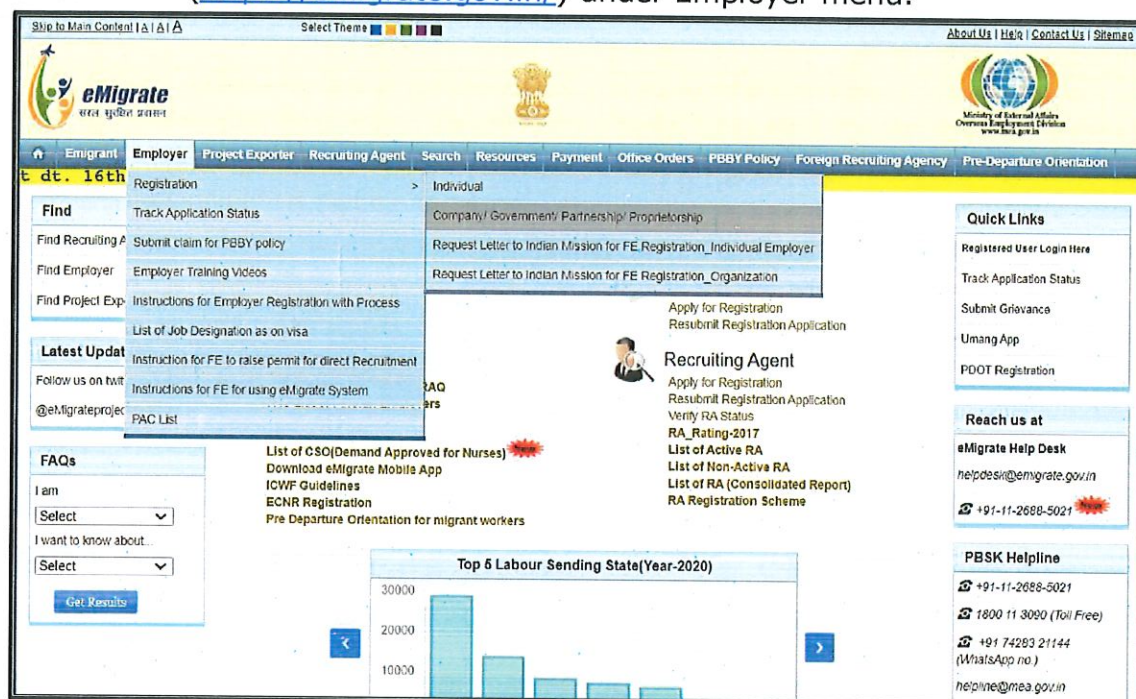
Registration Applications submitted online in eMigrate system by the employers from any location outside India are processed by the jurisdictional Indian Mission (IM).

The registration of the employer shall be valid for 5 years initially.

### 3. Appendix A – Process for applying for Registration of Employers or Recruiting Agencies (from a location outside India)

Step1 –

- (i) For employer registration, applicant can click on the Registration option on eMigrate portal (<https://emigrate.gov.in/>) under Employer menu.



- (ii) For Recruiting Agencies (outside India) Registration, click on the Registration option on eMigrate portal (<https://emigrate.gov.in/>) under Foreign Recruiting Agency.



**CountryWise Top 5 Employer Registered (Year-2020)**

Country	Top 5 Employer Registered (Year-2020)
KW	~2500
KSA	~2000
UAE	~1000
QT	~500
OM	~200

Step 2 –

(i) The screen for Employer Registration is shown below –

**Employer Registration**

**Instructions:**

- Fields marked with \* (asterisk) are mandatory to avoid mistakes, please refer guidelines and instructions.
- Please enter website address in the following format: http://yourdomain.com.
- For non-individual category employers i.e. Company/Partnership/Proprietorship/Government for a Trade License/Registration no/CR number, only one eMigrate registration is allowed.
- For individual category employers, for one Govt. issued Photo ID Proof No./Passport No./sponsor id, only one eMigrate registration is allowed.
- In case system does not allow a foreign employer to register or for any other clarification, please contact helpdesk@emigrate.gov.in with the screenshot of the error page.
- Please do not press F3 or Back button.

**Employer's Details**

1. Nature of Business\*  2. Name of Organization\*

3. Nature of Organization\*  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\*

10. Nationality\*  11. Designation of Authorized Signatory\*

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\*

20. Pin Code\*  21. Landline Phone no / Alternate Phone number

22. Jurisdiction (Mission/Consulate)\*

23. Enter the captcha value(case sensitive)\*

**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 processing further with your registration form.

(ii) The screen for Recruiting Agencies (outside India) Registration is shown below–



**eMigrate** सरल सुरक्षित प्रवासन

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

Emigrant Employer Project Exporter Recruiting Agent Search Resources Payment Office Orders PBBY Policy Foreign Recruiting Agency Pre-Departure Orientation

### Foreign Recruiting Agency 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

**Foreign Recruiting Agency Registration Form**

1. Nature of Business*	Recruitment Services	2. Name of Organization*	
3. Nature of Organization*	<input type="radio"/> Company <input type="radio"/> Partnership <input type="radio"/> Proprietorship <input type="radio"/> Government		
4. Sponsor Id		5. Trade License / Registration No.*	
6. Date upto which Registration is valid*		7. Number of Indians already recruited*	
8. Website URL			
9. Name of Authorized Signatory*	Given Name	Surname	
10. National of*	Country		
12. Govt. Issued Photo ID Proof No./Passport No. of Authorized Signatory*		11. Designation of Authorized Signatory*	Select an option
		13. Mobile No. of Authorized Signatory*	

**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)*			

**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](#)

Step 3 – After the form is filled and the applicant clicks the 'Validate', an OTP is sent on the email id provided by the applicant. Applicant has to fill the OTP as shown below-

Skip to Main Content | A | A | A

Select Theme

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

Emigrant Employer Recruiting Agent Project Exporter Office Order Resources PBBY Policy Payment Search FRA Registration

### 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 [abc@xyz.com](mailto:abc@xyz.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\*

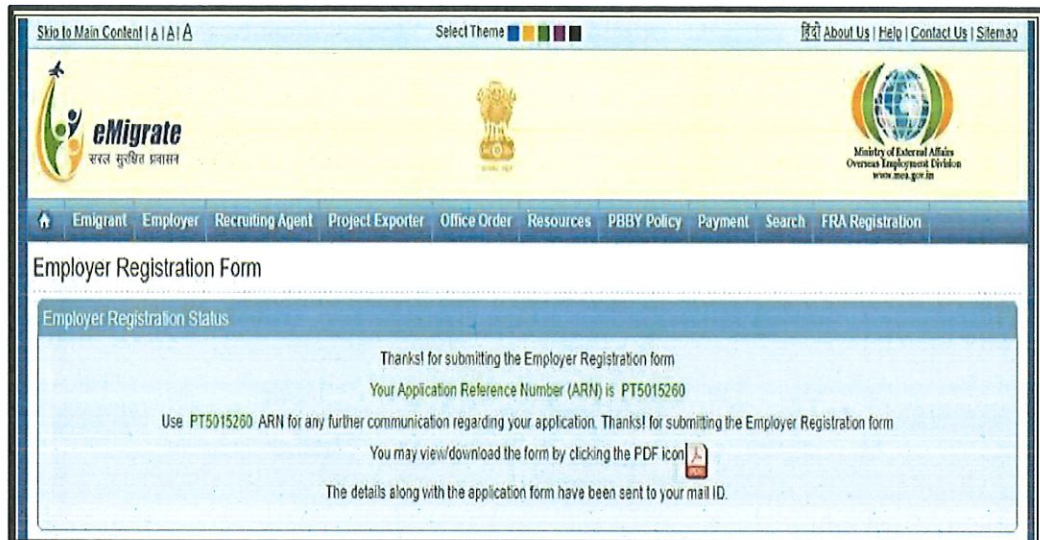
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[Validate OTP](#)

Step 4 - After successful email OTP validation, the applicant is required to upload the required document as shown below -

Step 5 – Registration form is submitted on clicking 'Save and Next' and an Application Reference Number is displayed to the applicant. Applicant can also download the PDF document of the details filled by him during registration. An acknowledgment email is also sent to the applicant after successful submission of his application.





Step 6 – Applicant can check the status of his application using 'Track Application Status' on eMigrate portal using the Application Reference No.

Step 7 – Once the application is approved by Indian Mission, the user id and password will be mailed to the registered email id of the employer in separate mails. The registration of the employer shall be valid for 5 years initially.