

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).

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.

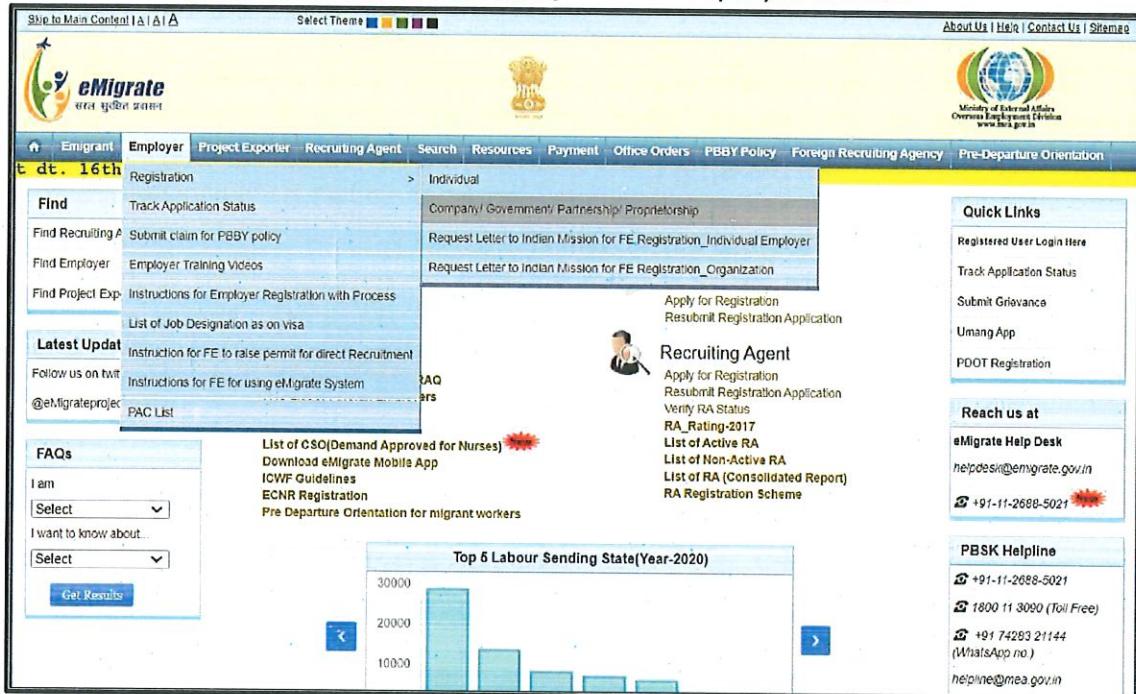
Registration Applications submitted online in eMigrate system by the employers from any location outside India are processed by the jurisdictional Indian Mission (IM).

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.



The screenshot shows the eMigrate portal homepage. The top navigation bar includes links for 'Skip to Main Content', 'Select Theme', 'About Us', 'Help', 'Contact Us', and 'Logout'. The main menu bar has options: Emigrant, Employer, Project Exporter, Recruiting Agent, Search, Resources, Payment, Office Orders, PBBY Policy, Foreign Recruiting Agency, and Pre-Departure Orientation. The 'Employer' menu is currently selected. A sub-menu for 'Registration' is open, showing 'Individual' and 'Company/ Government/ Partnership/ Proprietorship' options. To the right, there is a 'Quick Links' sidebar with links for 'Registered User Login Here', 'Track Application Status', 'Submit Grievance', 'Umang App', and 'POOT Registration'. Below the main menu, there are sections for 'FAQs', 'Latest Update', and 'PAC List'. A central content area displays a bar chart titled 'Top 6 Labour Sending State(Year-2020)' with data for six states. The chart shows values of approximately 30,000, 15,000, 10,000, 5,000, 3,000, and 2,000.

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

The screenshot shows the eMigrate website homepage. The top navigation bar includes links for Emigrant, Employer, Project Exporter, Recruiting Agent, Search, Resources, Payment, Office Orders, PBYY Policy, Foreign Recruiting Agency, and Pre-Departure Orientation. A banner at the top right features the Indian flag and the text 'Ministry of External Affairs Overseas Employment Division www.e-migrate.gov.in'. A yellow banner in the center says '***** Old Helpdesk num 1772/3) have been d' and 'Apply for Registration'. The left sidebar has sections for 'Find' (Find Recruiting Agent, Find Employer, Find Project Exporter), 'Latest Updates' (Follow us on twitter, @eMigrateproject), and 'FAQs' (I am, Select, I want to know about..., Select, Get Results). The main content area features icons for Emigrant, Employer, Project Exporter, Recruiting Agent, and a bar chart titled 'CountryWise Top 6 Employer Registered(Year-2020)' showing data for KW, KSA, UAE, QT, and OM. The right sidebar includes 'Quick Links' (Registered User Login Here, Track Application Status, Submit Grievance, Umang App, PDOT Registration), 'Reach us at' (eMigrate Help Desk, helpdesk@e-migrate.gov.in, +91-11-2688-5021), and 'PBSK Helpline' (+91-11-2688-5021, 1800 11 3090 (Toll Free), +91 74283 21144 (WhatsApp no.), helpline@mea.gov.in). A 'Contact Address' section and a 'No. of Visits: 9957101 Since Nov 03 2016' are also present.

Step 2 –

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

The screenshot shows the 'Employer Registration' form. The top navigation bar and banner are identical to the homepage. The form includes sections for 'Employee's Details' (1-12) and 'Contact Details' (14-23). Fields 1-12 require input: 'Nature of Business', 'Name of Organization', 'Sponsor ID', 'Date upto which Registration is valid', 'Website URL', 'Name of Authorized Signatory', 'Nature of F', and 'Govt. Issued Photo ID Proof No./Passport No. of Authorized Signatory'. Fields 13-15 are dropdowns for 'Select an option'. Fields 16-18 are dropdowns for 'Select'. Fields 19-21 are dropdowns for 'Select Country'. A CAPTCHA field shows 'IF87D2'. A note at the bottom states: '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.' The bottom of the page includes a note about the screenshot, copyright information, and footer links.

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

eMigrate सरकारी प्रयोग

Ministry of External Affairs
Overseas Employment Division
www.nea.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* 2. Name of Organization*
 Company Partnership Proprietorship Government
 3. Nature of Organization*
 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*
 10. National of*
 11. Designation of Authorized Signatory*
 12. Govt. Issued Photo ID Proof No./Passport No. of Authorized Signatory*
 13. Mobile No. of Authorized Signatory*
 14. Given Name Surname
 15. Country
 16. Email Id*
 17. PO Box Number
 18. Address*
 19. City/Town/Village*
 20. State/ Province
 21. Country*
 22. Pin Code
 23. Jurisdiction (Mission/Consulate)
 24. Landline Phone no / Alternate Phone number
 25. Select Country
 26. Enter the captcha value(case sensitive)* **RH3AXH**

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 | Accessibility | Select Theme | [About Us](#) | [Help](#) | [Contact Us](#) | [Site Map](#)

eMigrate सरकारी प्रयोग

Ministry of External Affairs
Overseas Employment Division
www.nea.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. 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* 939501

Validate OTP

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

Skip to Main Content | A A A | Select Theme |  About Us | Help | Contact Us | Sitemap

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

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*	<input type="button" value="Choose File"/> Capture.jpg	Capture.jpg	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
24. Letter of Request duly signed by Authorized Signatory (As per the format available on eMigrate website)*	<input type="button" value="Choose File"/> Demo.pdf	Demo.pdf	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
25. Copy of Photo ID Proof No / Passport No, issued by the local Govt.*	<input type="button" value="Choose File"/> ss.jpg	ss.jpg	Document Uploaded Successfully. To remove click on <input type="button" value="Remove"/>
26. <input checked="" type="checkbox"/> I undertake that the information furnished above is correct to best of my knowledge.			
27. <input checked="" type="checkbox"/> I understand that I may be prosecuted under the extant law if any of the information submitted above is found to be incorrect.			

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.

Skip to Main Content | A A A | Select Theme |  About Us | Help | Contact Us | SiteMap

eMigrate सरकारी प्रकाशन

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

Employer Registration Form

Employer Registration Status

Thanks! for submitting the Employer Registration form
Your Application Reference Number (ARN) is PT5015260
Use PT5015260 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 
The details along with the application form have been sent to your mail ID.

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.