

Emigrate System

works only on Internet Explorer (Version 8 and above) browser

Step 1: Go to the website www.emigrate.gov.in then go to employer > Registration > select request letter to Indian Mission for FE Registration Individual Employer. Download it and fill up the request letter with required information and signature etc. Prepare the documents (as per the mandatory checklist).

Step 2: Go to website www.emigrate.gov.in then go to employer > Registration > select Individual. Fill in the required fields and then validate. One Time Password (OTP) will be sent to the registered e-mail ID.

Step 3: OTP Screen will appear. Submit the OTP received in the registered e-mail ID. Employer Registration window will open. Fill-in the Organisation Details>Contact Details> Details of managers > Projected Demand Details > Documents (for uploading request letter along with checklist documents) > Submit. PDF ICON will appear. Take a printout of PDF (FE Registration Form).

Step 4: Submit the signed application form (PDF FE Registration Form) along with the checklist documents in the Embassy for getting NOC for housemaid visa.

Additional documents required for female domestic worker:

- I) Domestic worker Service Contract (Indian Service Agreement/ Sanad Employment contract duly attested by Ministry of Foreign Affairs and Ministry of Manpower) (age of Housemaid should be between 30-50years)
- ii) Undertaking which is to be given to the Embassy
- iii) Photocopy of female domestic worker's passport
- iv) Salary Certificate (Combined income from all sources should not be less then RO 1000/- per month) – three months bank statement if required.
- v) Bank Guarantee for Omani Rial 1100/- (Original) with three years validity period
- vi) A copy of COMPAS Insurance for the Female Domestic Worker (Housemaid)
- vii) Labour clearance copy
- viii) Sponsor's passport and ID Proof
- ix) Application form for employment of housemaid

Step 5: Embassy will approve the FE Registration and issue (NOC) No Objection Certificate for getting housemaid visa. Employer will receive an e-mail with log-in ID and Password.

Step 6: After getting visa, submit the visa copies (3 copies) in the Embassy for attestation.

Step 7: Employer to login in the emigrate system and go to Services > Direct Recruitment under Indian Mission Attestation, fill the online form specifying job designation, salary etc and

upload visa copy attested by Mission. After filing all info, Employer to click on button - 'click here to generate job id and job code.'

Step 8: System generated email will be sent to registered email ID of Employer containing job id, job code and passport number information.

Step 9: Employer to login into system and generate Individual Employment contract by going to Services > Generate Individual Employment Contract.

Step 10: After contract has been generated from system, Employer to take out of contract, sign on each page and share the contract, along with Job ID and Job code info, Employee/Housemaid (Emigrant) for his/her signature on the contract.

After getting visa attested and eMigrate generated contract duly signed by the Employer, Employee (Housemaid) should follow the following steps:

a) Housemaid should open www.emigrate.gov.in website and Apply for Emigration Clearance (EC) using the link - 'Apply for Emigration Clearance for ECR countries> Employer Registered on eMigrate system'. Housemaid to ensure he/she has following info at time of applying for EC – PBBY (Pravasi Bharatiya Bhima Yagna) Insurance policy, signed employment contract, emigrant passport size photo, copy of passport copy. The documents would be required to be uploaded during Applying for EC.

b) Housemaid to make payment of Rs. 200 (Emigration Clearance fee) Online or offline. Please note: In case payment of Emigration Clearance fee has been made online, Emigrant will not be required to visit POE Office. In case of offline payment, fee to be deposited at designated SBI branch. In case emigration fee payment has been made offline at bank counter, Emigrant to visit PoE office which he/she specified while applying for EC and deposit original challan copy along with system generated EC registration form.

c) POE to process application and approve/ reject EC application after verifying info entered and documents uploaded in application. On approval/rejection of EC application, a mail will be send to emigrant's e-mail id.

d) If EC application has been approved, Emigrant to download eSticker from emigrate.gov.in by going to the link - 'Download eSticker'

Important Note:

1. PBBY Policy is pre-requisite for Emigrant with ECR passport traveling to ECR countries for Employment/Work Visa.

2. The Insurance Policy is validated with respective insurance Agency online at the time of Emigration Clearance Registration.