

No.Z-11025/50/2018-OEIII  
Ministry of External Affairs  
OE&PGE Division

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Sushma Swaraj Bhawan, Chankyapuri, New Delhi  
17 May 2024

**Subject: Update in the business profile of Recruiting Agents (RAs) – regarding.**

In order to enhance visibility of RAs registered under the Emigration Act 1983, an updated feature 'Business Profile' under logins of RAs has been incorporated in the eMigrate portal. All registered RAs of 1000+ recruitment capacity are required to update the details including the following in their 'Business Profile' on the eMigrate portal :

- i) Name of MD / RC holder
- ii) Email ID
- iii) Contact Number
- iv) Current Status of RC/license
- v) Date of expiry of the current RC/license
- vi) Year of establishment
- vii) Date of last inspection by the PoE
- viii) Staff strength (human resources details)
- ix) Address of agency headquarter and other branche offices(if any) along with URLs of Google Map locations of headquarter and branch offices
- x) Number of workers recruited under ECR category
- xi) Number of workers recruited under ECNR category
- xii) Details of grievances till date : Total Grievances registered / Grievances resolved / Grievances pending

2. The so updated RA profiles would provide all relevant information to interested stakeholders including potential Foreign Employers (FEs) about the RA's expertise and capacity to recruit workers for various countries/job categories. Such updated profiles would help the Ministry in capturing comprehensive details of RAs for optimum utilization of their recruitment capacities and training / skilling resources to further enhance and streamline the recruitment process.

3. All registered RAs with recruitment capacity of 1000+ are advised to update their Business Profiles by filling in correct details by 5<sup>th</sup> June 2024. Detailed procedure for updating the profile is enclosed as Annexure. Such filled in details would be verified by the Ministry. Profiles found updated with incorrect or fabricated data will not be considered under this initiative. RAs must therefore ensure that only correct and verifiable data should be entered while updating their profiles.

4. This issues with approval of JS(OE) & PGE.



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To:

1. All RAs (through eMigrate portal)
2. All PoEs
3. PMG/Helpdesk



विदेश मंत्रालय  
MINISTRY OF  
EXTERNAL AFFAIRS

## Recruiting Agent Business Profile Update

1. Login into your Recruiting Agent Account. Click on My Profile --> Business Profile.



2. Click on Recruiting Agent Business Details. After filling all the details, click on Next.

Recruiting Agent Business Details

Recruiting Agent Business Details

Branches of RA

Job Category Enterprise

Details of Training Centres

Name of Managing Director *	Contact Details of MD *	Staff Strength *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Website *	Year of Establishment of the Agency *	
<input type="text"/>	<input type="text"/>	
Non ECR Deployment till Date *	ECR Deployment till Date *	Name of RC Holder
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total No. of persons trained	Registered Office URL of Google Map	
<input type="text"/>	<input type="text"/>	
Status of License	License valid Upto	Latest Date of PoE Inspection
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Id	<input type="text"/>	
Compliance History Grievances		
Total	Resolved	Pending
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next Save as Draft Cancel

3. After Clicking next on previous page, the RA will come into “Branches of RA” section. If no details are added, Click on Add

The screenshot shows a web application interface with a dark blue navigation bar at the top containing the following menu items: Training, Miscellaneous, Services, Monthly Return, My Profile, Administration, Grievance, and Search. Below the navigation bar is a section titled "Recruiting Agent Business Details" with a sub-menu on the left containing: Recruiting Agent Business Details, Branches of RA (highlighted), Job Category Enterprise, and Details of Training Centres. The main content area displays a table with the following structure:

Address	State	Country	Actions
No record found			

An "Add" button is located in the top right corner of the table area. Below the table, there are four buttons: Previous, Next, Save as Draft, and Cancel.

4. A separate Window will appear. Fill in all the details and click Add

The screenshot shows a modal window titled "Branches of RA" with a close button (X) in the top right corner. The form contains the following fields:

- Address \* (text input)
- State \* (text input)
- Country \* (text input)
- Branch Office URL of Google Map (text input with a location pin icon)

At the bottom right of the modal, there are two buttons: Add and Cancel.

5. The added Address will appear as below. To go to next Section, Click Next. Further there is update and delete feature in the Actions Tab.

 **EXTERNAL AFFAIRS** 

Training   Miscellaneous   Services   Monthly Return   My Profile   Administration   Grievance   Search

**Recruiting Agent Business Details**

Recruiting Agent Business Details +

Branches of RA

Job Category Enterprise

Details of Training Centres

Address	State	Country	Actions
at post delhi	delhi	india	 

Previous   Next   Save as Draft   Cancel

6. After Clicking next on previous page, the RA will come into "Job Category Enterprise" section. If no details are added, Click on Add

 **EXTERNAL AFFAIRS** 

Training   Miscellaneous   Services   Monthly Return   My Profile   Administration   Grievance   Search

**Recruiting Agent Business Details**

Recruiting Agent Business Details +

Branches of RA

**Job Category Enterprise**

Details of Training Centres

Job Role	Country Type	Total Deployed so far	Actions
No record found			

Previous   Next   Save as Draft   Cancel

7. Search Job Role and select from the list. Select “Country Type” and fill the “Total Deployed So Far” section. After filling the details, Click on Add

(The user is requested to enter the details of Top 5 Job Categories)

Job Role \* ac mechanic  
Country Type \* Select Country Type  
Total Deployed So Far \* Total Deployed So Far  
Add Cancel

ac mechanic X  
tester

No record found

Previous Next Save as Draft Cancel

8. The Details will be added, and it will appear as below. Further there is update and delete feature in the Actions Tab.

Recruiting Agent Business Details

Recruiting Agent Business Details +  
Branches of RA  
Job Category Enterprise  
Details of Training Centres

Job Role	Country Type	Total Deployed so far	Actions
ac mechanic	ECR	23	 

Add

Previous Next Save as Draft Cancel

9. After Clicking next on previous page, the RA will come into “Details of Training Centres” section. Click on Add

Recruiting Agent Business Details

Recruiting Agent Business Details •

Branches of RA

Job Category Enterprise

Details of Training Centres

Name of Testing Center	Capacity	Trainings Provided	Staff Strength	Contact Details	Actions
No record found					

I hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may invoke strict action from the Ministry against me. I also understand that the Ministry can ask the artefacts for submitted facts and figures in the above form.

Previous Submit Save as Draft Cancel

Last Login on : 17/05/2024 16:34:42 | Current IP: 106.220.86.123

10. Below Window will be displayed.

Details of Training Centre

Name of Testing Centres \*

Contact Details \*

Trainings \*

Address \*

Capacity \*

Website

Staff Strength \*

Nodal Officer \*

Nodal Officer Contact Details \*

Roles for which training is provided \*

ac mechanic

Add Cancel

Last Login on : 17/05/2024 16:34:42 | Current IP: 106.220.86.123

11. Fill the details and Click on Add

**Details of Training Centre**

Name of Testing Centres \*  
STQC

Contact Details \*  
+91-9374848377

Trainings \*  
23

Address \*  
at delhi, INDIA

Capacity \*  
50

Website  
www.stqctrainingcenter.co.in

Staff Strength \*  
50

Nodal Officer \*  
Delhi

Nodal Officer Contact Details \*  
+91-7774993774

Roles for which training is provided \*  
 ac mechanic

Add Cancel

12. Below screen will appear after adding the details

Training Miscellaneous Services Monthly Return My Profile Administration Grievance Search

**Recruiting Agent Business Details**

Recruiting Agent Business Details \*  
Branches of RA  
Job Category Enterprise  
Details of Training Centres

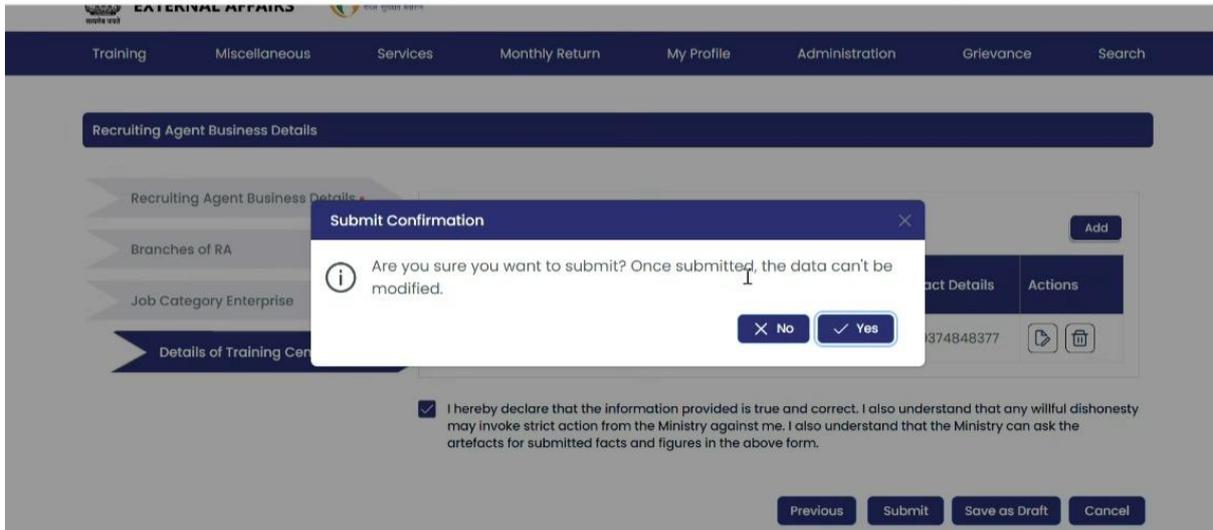
Add

Name of Testing Center	Capacity	Trainings Provided	Staff Strength	Contact Details	Actions
STQC	50	23	50	+91-9374848377	

I hereby declare that the information provided is true and correct. I also understand that any willful dishonesty may invoke strict action from the Ministry against me. I also understand that the Ministry can ask the artefacts for submitted facts and figures in the above form.

Previous Submit Save as Draft Cancel

13. Confirmation Window will appear. If ready to submit, click on Yes.



14. "Successfully Save the RA survey details" will appear.

