

Recruitment Process of Alhind Tours & Travels

Recruitment process is executed mutually by an Agency Agreement stating sufficiently the term & condition, regarding the demand & supply of manpower from India

Employer's Part

- Power of Attorney
- Demand letter
- Visa letter

Requirement / Demand from Employer

Power of Attorney must be provided to ALHIND TOURS & TRAVELS to supply Indian manpower including meeting up of all the necessary formalities with regards to visas from respective Embassies, medical check-up and signing of service agreements etc. This Power of Attorney must be attested by the Embassy of India situated in the country of employment and endorsed by its Chamber of Commerce and Industry and Ministry of Foreign Affairs.

Demand Letter the Employer will formally issue a demand letter in favor of ALHIND TOURS & TRAVELS. Stating the job categories, number of workers required in each category, monthly salary, duration of contract and other amenities for workers such as food, medical, transport, air passage, accommodation, etc. The demand letter must be endorsed by the Ministry of Foreign Affairs, Chamber of Commerce and Embassy of India in the country of employment.

Data Bank

Search in our Data Bank for qualified candidates resume also release advertisement in leading Newspapers and job portals like Naukri, Monster India, Times jobs etc... also in our Web:- www.alhindjobs.com.

Screening of Application / Shortlisting Candidates

We pre-screen, sort out and shortlist applicants in accordance with pre-qualifying criteria laid down by client's organization so that any incapable person gets eliminated in the initial stages. Through many years of advertising and head hunting, we have built a rich data bank of highly qualified candidates; we refer to this rich data to help our clients fulfill their requirements. We also conduct random, informal checks to verify the listed achievement and last few work experiences of these short listed candidates at our end to ensure that no discrepancies occur when the same is presented to our clients. The resume of these short-listed candidates who fulfill the specific positions closely are then forwarded to our clients for further screening or acceptance as the case may be.

Interview by the Employer

We always prefer selection of applicants either by oral test or by practical examination conducted by the employer or his authorized representative. We arrange his accommodation, transport and all other logistics support required for the purpose. After entire process, Employer will handover final selection list to us for taking consent from selected candidate

Initial Consent from Selected Candidates

Once the selection process is done, **we actively participate** in the negotiation process to ensure minimum back out cases as well as to shorten the time gap between selection and joining of candidates. Both, the client and the candidate draw on our in-depth knowledge of market compensation and benefits in order to discuss and plan a competitive and equitable package. Once signed consent received from the candidate, we recommend them for final offer.

Final Offer Letter Receiving Form Employer

Original Offer Letter / Contract from KSA, in Arabic or English, on company letter head, attested by Saudi CHAMBER OF COMMERCE, and Saudi FOREIGN MINISTRY, not more than six months old.

Certificate Verification & Attestation, Background Checking

Checking the authenticity of educational and experience certificates:

- Ministry of HRD (State Level)
- Ministry of External Affairs
- Saudi Culture Attestation & Royal Embassy of Saudi Arabia Attestation.

Medical Examination

Medical examination from the embassy approved medical center (GAMCA)

Visa Stamping

Visa letter: Visa authorization / Wakala is required along with visa letter. E-Wakala in the name of “**ALHIND TOURS & TRAVELS**” License No. “**B-0985/KER/PER/1000+2-3/4/5415/2000** (ONLINE WAKALA) If ministry of education cases, we required wakala letter from office of the cultural attache, Royal Embassy Of Saudi Arabia.

Emigration Formalities

Emigration rule applicable only ECR PPT holders & Nurses candidates. All employers will have to get registered by the Indian Mission (www.emigrate.gov.in). Only registered employers will be able to raise demand / apply for permits for recruiting Indian emigrants.

Tickets

The employer may send PTA or remit necessary traveling expenses in favor of “**ALHIND TOURS & TRAVELS**” to facilitate traveling as scheduled, **Before Deploying candidates** to the actual site of work, we brief the selected personnel about the customs, traditions and laws of the respective countries. We inform our principals about candidate’s date of arrival, flight number and time to void any inconvenience for our clients as well as candidates. Further, we interface with the selected personnel and their families in India on the event of any emergencies. Alhind Global Reservation system capable to handle all the type of reservation assistance to candidates if employer required so.

Arrival Confirmation

Once candidate reach the destination country, employer send a confirmation of safe arrival.

