



An ISO 9001:2015 Certified Company



ELMAALY INDIA MANPOWER SERVICES

TOURS & TRAVELS SERVICES, AIR TICKETS & UMRAH

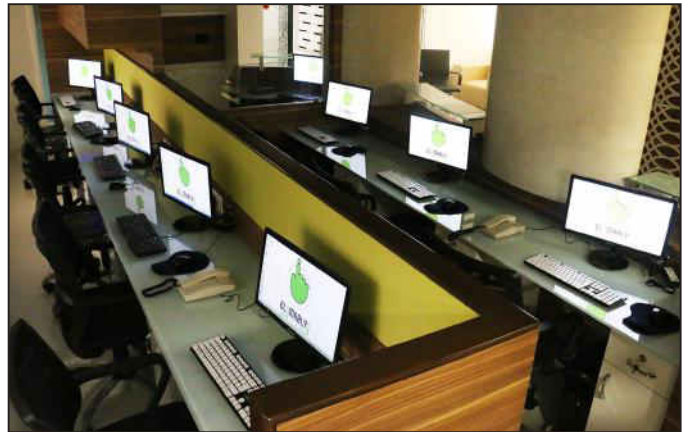
Approved by Govt. of India, Ministry of Overseas Indian Affairs - Reg.: No.: B-0741/MUM/PER/1000+/5/9109/2014

101, 102, Sunny Co-Operative Housing Society Ltd., 156, L.B.S. Marg, Near SBI Bank, Kurla (W), Mumbai - 400 070, Maharashtra, India
Tel.: +91-22-26525299 / 26525793 | Fax: +91-22-26523272 | Email: info@elmaaly.in / elmaalymumbai@gmail.com | www.elmaaly.in

Our Associates in India

MUMBAI • DELHI • KOLKATA • CHENNAI • HYDERABAD • MANGALORE • LUCKNOW • PATNA • RAJASTHAN • PUNJAB • ORISSA • KERALA

OFFICE INFRASTRUCTURE



INTRODUCTION



Elmaaly India Manpower Services has many years of experience in manpower recruitment services. During this period, we gained excellent recognition in manpower supply to various clients in the Middle East Countries, Gulf States, European countries and Asia Pacific countries.

Customer satisfaction is our main goal. The company has its own premises with adequately equipped modern facilities to serve the clients. We have experienced and motivated staff to provide innovative solutions to the needs. We have cordial relationship with Indian Government authorities, travel agents, embassies and airlines operating to Gulf and Middle East Countries that facilitate us to serve our clients to their entire satisfaction.

Our databank is enriched with large volume of profiles of experienced professional, administrative, skilled and unskilled manpower to suit any organizational manpower need. We value your success very important that mainly depends on reliable and experienced workforce.

VISION & MISSION...

Our Vision

Our vision is to become the largest provider of human resources to facilitate growth and prosperity of business in India. We believe in continued growth and increasing the value of our company and service by providing the opportunity for businesses to work with highly motivated individuals.

Our Mission

We will make sure the satisfaction of clients is the first priority while keeping better relation with Govt. Institutions and candidates.

Employees

Our employees are the company's most valuable contributors. Elmaaly India Manpower Services will respect all employees and will foster, encourage and reward teamwork self-improvement, creativity, continued learning and professionalism. Ultimately, the existence, success and client satisfaction of the company is directly related to the employees. Elmaaly India Manpower Services Human Resources recognizes this and will make it a top priority to ensure that employees are constantly challenged and reach their personal and professional goals.

Clients

Our success as a company can only be measured by client satisfaction. It is the company's mandate to provide human resource recruitment and placement services in the most effective and efficient manner.

Teamwork

Teamwork is a cornerstone of our culture and values. We will welcome and respect all team members' contribution and take in pride and respect all co-workers.

Integrity

We will conduct business in the most professional and fair manner possible. We will always do what we say and let nothing compromise our honesty and professionalism in serving and representing our clients and candidates.

Profits

Financial measures are key to determining the effectiveness of our services to clients. Profitability is required to continue providing excellent service to our clients as well as grow the company and add economic benefit and value to all stakeholders.



CEO MESSAGE



We concentrate on providing our clients with the right people, first time and on time. Our role doesn't end with staff placement. Our staffs are trained to deliver effective, customer focused solutions whenever and wherever. Our Consultants know the importance of delivering the service and will go to that extra mile to deliver it. We are passionate about customer service so our processes, systems and organisational structure underpin this philosophy. As an organisation, we set out to exceed our clients' expectations through consistently providing quality resource whenever it's required.

Eng. Mohammed Saleh Nasser Bin Samhan

Chairman



WHY US?



We are in the business of effectively understanding your manpower requirements, procuring the candidate with the desired profile and building trusting relationships. With our industry expertise, we understand that company's today require more than a skilled candidate; they reach for employees who are productive, exhibit a positive attitude and have the ability to become a member of their team.

Apart from traditional practices to source candidates (like advertising in newspapers), we also incorporate innovative means to procure right professionals. Our experts leverage the power of technology-based recruitment and focus on online media to make sure that our clients receive the most suitable candidates for their organization.

- Deep domain knowledge and extensive industry network.
- Extensive database of candidates.
- Superior customer service.
- Prefer quality of candidates over number of candidates.
- Process oriented approach.
- Data Bank, E-Commerce, Internet Room
- Trade Testing and Video Conferencing etc.

COMPANY INFORMATION

Company Name	: Elmaaly India Manpower Services
Govt. Licence No.	: B-0741/MUM/PER/1000+/5/9109/2014
Types of Service	: Manpower Bank
Address	: 101, 102, Sunny Co-Operative Housing Society Ltd. 156, L.B.S. Marg, Near SBI Bank, Kurla (W) Mumbai - 400 070, Maharashtra, India
Tel.	: +91-22-26525299 / 26525793
Fax	: +91-22-26523272
Email	: info@elmaaly.in / elmaalymumbai@gmail.com
Website	: www.elmaaly.in
Bank Details	: Elmaaly India Manpower Services Corporation Bank - Branch: Kurla West A/c No.: 147501601000049 IFS CODE - CORP0001475 SWIFT CODE - CBINBB368 Kurla West, Mumbai - 400 070, India.



CERTIFICATION




Certificate
This is to certify that
The Quality Management System of
ELMAALY INDIA MANPOWER SERVICES
101,102, Sunny CHS LTD, 156, LBS Marg, Near SBI Bank, Kuria West,
Mumbai - 400070, Maharashtra, India.
has been assessed and found to be in compliance
with the requirements of the standard
ISO 9001:2015
for the following scope :
Man Power Consultancy, Recruitment, Supply & Management Services,
Training & Documentation For Candidates.

CERTIFICATE NO. : 1617/QMS/CXII
 ISSUED ON : 04/05/2016
 VALIDITY DATE : 03/05/2019






BMG QMS
CEO
www.bmgqms.com

* This Certificate is Intellectual Property of BMG and can be maintained through surveillance and renewal audits.
 * Certificate should be returned to BMG in case of non-compliance of certification procedure.
 * Authenticity of this certificate can be verified at www.bmgqms.com


CERTIFICATE NO. **0741**
 Form - V
 GOVERNMENT OF INDIA
 MINISTRY OF OVERSEAS INDIAN AFFAIRS
 CERTIFICATE
 [See rule 10 (2)]
 With reference to the application dated **13.09.2014**
 for grant of a Certificate under Section 10 of the Emigration Act, 1963 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers.
 Mr. **Elmaaly India Manpower Services**
 is hereby granted the said certificate effective from the date of issue of this certificate, subject to the following terms and conditions, namely:
 (i) that the business shall be conducted at **101/102, Sunny CHS, 1st Floor, LBS Marg, Kuria West, Mumbai - 400070.**

(ii) that this certificate is valid for a period of **05** years or till the completion of the recruitment of **1500** workers, whichever is earlier, in the event of the recruitment of the specified number getting completed before the specific period, the holder of the certificate can be permitted to continue recruitment upto the expiry of the certificate on production of evidence of actual demand and on furnishing additional security under sub rule (2) of Rule 8.
 (iii) that the holder of the certificate shall conduct business under signatures and seal of the director/partner/proprietor and the certificate shall not be transmissible.
 (iv) that a photocopy of this registration certificate shall be prominently displayed at a conspicuous place in the premises of the business. Also, a copy attested by the registering authority with an endorsement of having authorized the recruiting agent to carry on the business at additional premises, if any, shall be displayed at a conspicuous place in the business premises of such Branch Office. Original Certificate shall be produced on demand by the emigration authorities/enforcing authorities and employers;
 (v) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate has to obtain the prior approval of Registering Authority.

PARTICULARS OF THE AGENCY

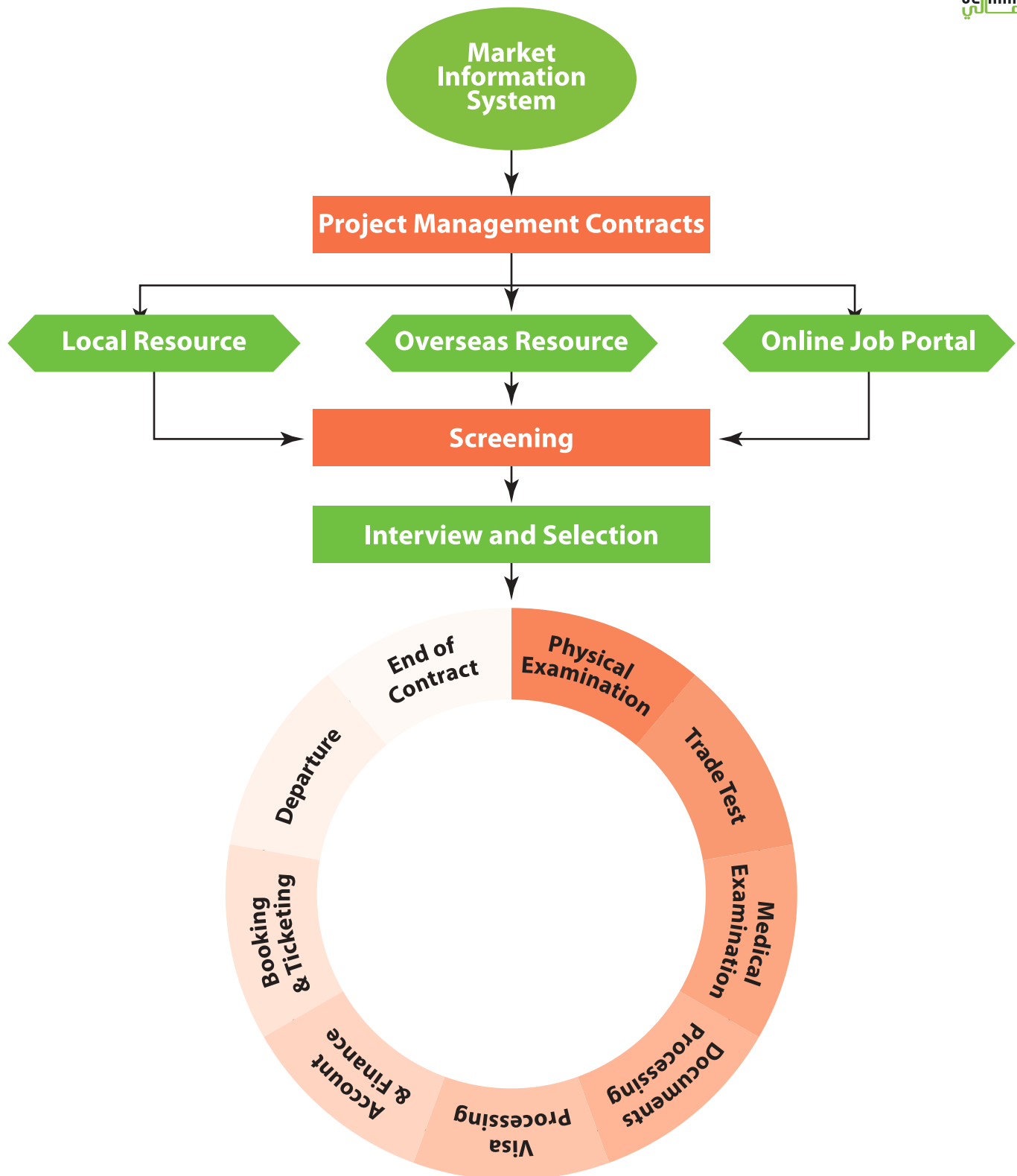
- Registration Certificate Number **1617/QMS/CXII/04/05/2016**
- Name of the Agency **Elmaaly India Manpower Services**
- Office Address of the Agency **101/102, Sunny CHS, 1st Floor, LBS Marg, Kuria West, Mumbai - 400070**
- Nature of Agency **Proprietorship firm**
- Name of RC Holder **Shri. Ashwagha Chandra Khan**
- Date of birth of the RC Holder **13/12/1972**
- Nationality of the RC Holder **Indian**
- Position in the Agency **Proprietor**
- Telephone Number of the Agency **824525249**

- Fax Number of the Agency **214525227**
- Email address of the Agency **elmaalyindia@gmail.com**
- Date of issue of RC **22.02.2016**
- Period of validity **05 (five)** Years
from **22.02.2016** To **27.01.2021**
- Date of expiry of validity **27.01.2021**
- Limit of workers to be recruited **1500 workers**

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY

 Registering Officer, Ministry of Overseas Indian Affairs, New Delhi



HOW IT WORKS



SERVICE OFFERED



CATEGORIES



• *Building Construction Recruitment*

- Project Manager
- Architect
- Design Engineer
- Civil Engineer
- Quantity Surveyor
- Civil Foreman
- Auto-Cad
- HVAC Engineer
- Electrical Engineer
- Civil Supervisor
- Plumbing Engineer
- **Blue collar construction industry**
- Finishing Carpenters
- Shuttering Carpenters
- Tile & Marble Masons
- Block & Plaster Masons
- Scaffolders
- Construction Electricians
- Steel Fixers
- Polishers
- Wall & Spray Painters
- Construction Labor
- Light / Heavy Drivers.
- **Finishing Carpenters**
- **Shuttering Carpenters**
- Tile and Plaster Masons
- Steel Fixers / Bar benders
- Plumbers
- Electricians
- Construction Helpers
- Supervisors
- Pipe fitters
- Light & Heavy Drivers
- Mechanics
- Excavator Operators

• *Oil & Gas Industry*

- Project Managers
- Engineers - mechanical, civil, electrical, design and instrument
- Safety Engineers
- QA/QC Engineers
- Operation Technicians
- Welders
- Sheet metal Fabricators
- Pipe Fitters
- Scaff holders
- Riggers other skilled , semi skilled and un-skilled Labors
- NDT technicians, drilling supervisors / engineers
- Drivers
- Security Guards

Hospitality / Restaurant & Catering Services

Food & Beverage

- Food & Beverage Manager
- Restaurant Manager
- Assistant Restaurant Manager
- Butler
- Steward
- Captain
- Head Waiter
- Waiter/Waitress
- Bar Waiter/Waitress
- Bartender
- Assistant Bartender
- Host / Hostess
- Commis
- Executive Sous Chef / Chef De Cuisine
- General Manager

Front Office / Customer Care:

- Receptionist
- Reservations Manager
- Travel Desk Manager
- Cashier
- Front Office / Guest Relations Exec. / Managers
- Lobby / Duty Manager
- Senior Management
- Head / VP / GM-F&B;
- Head / VP / GM-F&B;
- Head / VP / GM-Accounts
- Head / VP / -PR / Corp. Communication
- CEO / MD / Director
- Night Auditor

Housekeeping

- Housekeeper
- Assistant Housekeeper
- Housekeeping Team Member
- Linen Porter
- Conference & Banqueting
- Conference & Banqueting Manager
- Conference & Banqueting Sales Manage
- **Conference & Banqueting**
- Conference & Banqueting Manager
- Conference & Banqueting Sales Manager



CATEGORIES



Electromechanical & Maintenance Plumbing recruitment

- Maintenance Manager - Manufacturing Operations
- Assistant Operations Manager
- Mechanical Maintenance
- Ride Maintenance
- Maintenance Technician
- Maintenance Mechanic
- Lite Maintenance Person
- Facility Maintenance Planner/Scheduler
- Machine Operator
- Maintenance Mechanic- CNC Operator
- Extruder Operator
- Chemical Operators
- Maintenance Team Leader
- Maintenance Technician - Mechanical
- Planning/Scheduling Engineers
- QA/QC Engineers
- HVAC Supervisors
- Electrical Supervisors
- Coded Welders
- Over Head Linesman
- HT/LT Elect Cable Layers
- Pullers • Lagers
- Sandblasters • Spray Painters
- A/C Mechanics
- A/C Duct Fabricators
- Duct Erectors
- Pipe Fabricators and Insulators
- Industrial Electricians
- Aluminium Fabricators
- Grader Operators
- Maintenance Engineers
- Instrumentation Design Engineers
- Air Conditioning Engineers
- Mechanical Maintenance Planning Engineers
- Mechanical Design Engineers (Piping, Rotating, Static)
- Condition Monitoring Engineers
- Mechanical Inspection Engineers
- Mechanical Rotating Equipment Engineers
- Mechanical Cost Engineers
- Cost Planning & Scheduling Engineers
- Instrument Design Engineers
- Instrument Maintenance engineers
- Electrical Design Engineers
- Process Engineers (Polyethylene, Polypropylene, Methanol, MTBE)
- Safety Engineers
- Environment Engineers
- Relay/Protection & Control
- Electrical Commissioning Engineers
- Installation Engineers
- System Engineers
- Electrical Fitters
- Mechanical Fitters
- Maintenance Technicians
- Electrical Foremen
- Electrical Engineers
- HVAC Engineers Designer)
- Maintenance Engineers
- Refrigeration Engineers

Air conditioning Industry:

- Air Conditioning Installer
- Air Conditioning Engineer
- Senior Air Con Technician
- Air Con Installers (team)
- Commercial/ Domestic Engineer
- Commercial Gas Engineer
- Area Sales Manager
- Strategic Marketing Engineer
- Consulting Sales Engineer
- Financial Analyst (Strategic Planning Officer)
- Sales Planning Officer
- Design Engineer System Engineer
- Corporate Planning Officer
- Safety Officer
- Facility engineer
- SAP/APO functional analyst
- Process Engineer
- Technical Service Engineer
- Customer Services Officer
- Distribution Network Planner
- Logistics Planning Officer
- HVAC Engineers
- HVAC technicians
- Draftsman,
- Foreman
- Chiller Operators
- Welder
- Pipe fitters
- Duct man
- Insulator
- Brazer
- Electricians
- Plumbers



CATEGORIES



Office Administration / Office Staff

- Secretary
- Receptionist
- Office Boy
- Clerks
- Computer operators
- Typist
- Managers
- Administration / HR / Sales
- Personal Assistant
- Executive Assistant
- Office Manager
- Facilities Manager
- Audio Secretary
- Senior Administrator
- DTP Operator
- Office Support Assistant
- Word Processing Operator
- Data Entry Clerk
- Junior Secretary
- Research Administrator
- Database Administrator
- Contracts Administrator
- Accounts Clerk
- Sales Ledger Clerk
- Purchase Ledger Clerk
- Payroll Assistant
- Human Resources
- Administrator
- Training Administrators
- Press
- Office Manager
- Conference Organizer
- Sales / Marketing Assistant
- Membership Co-ordinator
- Post Room Clerk
- Telephonist
- Document Controller
- Filing Clerk
- Bi-Lingual Customer Services Representative
- Inventory Manager
- Information Technology executive
- Office Equipment up-keeper
- Basic Office Administrator
- Customer Service executive
- Database and project manager

Automobile Industry

- Motor Technicians
- Industry Approved Panel Beater
- Petrol / Diesel Technicians
- Mechanics
- Auto Electricians
- Electrician,
- Design Engineer
- Sales Person
- Drivers
- Painters
- Dentors
- Radiator Mechanics



CATEGORIES



Manager of Supply Chain Transportation

- Facility Manager
- Distribution Supervisor
- Logistics Coordinator
- Process Manager
- Warehouse Associate
- Delivery / Bulk Merchandiser
- Supply Chain Engineering Manager
- Warehouse Supervisor
- Productivity / Training Manager
- Sr. Supervisor
- Logistics Manager
- Operations Manager
- Transportation / Operation Manager
- Logistics Delivery Operator
- Warehouse Manager
- Breakdown & Logistics Supervisor (2nd Shift)
- Assistant Manager of Operations
- Service Vehicle Driver
- Logistics Engineer
- Database Administrator
- Technical Product Support Specialist-Fluid Power
- Terminal Superintendent
- Regional Transportation Manager
- Transportation Broker
- Logistics Manager
- Transportation Dispatcher
- Security Guards
- Director of Transportation and Warehousing
- Project Leader
- Distribution Operations Coordinator
- Supply Chain Analyst
- Distribution Center Associate
- Terminal Superintendent
- Human Resources Manager
- Regional Transportation Manager
- Distribution Supervisor (multiple positions)
- Supervisor
- Transportation Manager
- Warehouse Supervisor
- Fulfillment Center Supervisor
- Regional VP- Fulfillment & Delivery Operations
- Business Development Manager Warehouse Solutions
- Inventory Supervisor
- Operations Supervisor
- Safety - Transportation & Facility
- Logistics Analyst
- Shipping and Receiving Associate
- Director of Transportation & Logistics
- Process Manager(3rd shift)
- Freight Agent / Broker
- Regional Transportation Manager
- Distribution Supervisor
- Delivery Drivers
- Drivers

- *Textile & Garment Industry*
- *Telecom Industry*
- *Information Technology Industry (IT)*
- *Security & Personal Armed Department*
- *Aviation / Airline Industry*
- *Power Generation & Distribution*
- *Health & Hospital*
- *Petrochemical Industry*



DOCUMENTS REQUIRE



DOCUMENTS REQUIRED

1. Power of Attorney (E-WAKALA) through Enjaz Website.
2. Power of attorney in favour of Elmaaly India Manpower Services.
3. Demand Letter in favour of Elmaaly India Manpower Services.
4. Actual Demand Letter in favour of Elmaaly India Manpower Services.
5. Employment Agreement.

NOTE:

All these letters duly seal and sign by authorised signatory on company's letter head.

سعادة/قنصل المملكة العربية السعودية حفظه الله
مومبائي - الهند

السلام عليكم ورحمة الله وبركاته و بعد

نفيد سعادتكم بهذا افوضنا نيابة عنا السادة / _____

بالرياض ترخيص رقم _____ وذلك لمراجعة السفارة.

بغرض النهاء اجراءات سحب التأشيرة رقم : _____ وتاريخ _____ هـ

عدد _____ بمهنة _____

وبذلك يصبح لهم الحق في التقديم والتسليم والاستلام

جوازات سفرهم من

السفارة كمالهم الحق في توكيل الغير بخصوص ماذكر اعلاه.

شاكرين و مقدرين حسن تعاونكم معنا و تقبلوا تحياتنا



DOCUMENTS REQUIRE

: 1 :

EMPLOYMENT AGREEMENT

Full Name & Address of employer

Telephone No. _____
 Visa No. _____
 Date of Issue _____ referred to as
 FIRST PARTY in this agreement and/or Mr.

an Indian National, holder of Passport No. _____
 Issued at _____ Dated _____
 and resident of _____
 referred to as SECOND PARTY have agreed as follows:

- As of the effective date of this agreement, the Second Party shall work for the First Party in accordance with the terms of this agreement and of any supplements thereto, as _____ at the Head Office or branches of _____ or in any organization associated or in cooperation with it.
- This agreement shall become effective as of the date on which the Second Party arrives in Saudi Arabia, stated at the bottom of the last page hereof and shall be in force for a period of _____ years under the same terms and conditions unless either party expresses his desire in writing not to renew this agreement at least 30 days in advance of the date of completion of the contract.
- The First Party shall pay to the Second Party, during the latter's performance of his duties, a monthly salary of SR. _____ only.
- The First Party will provide free suitable accommodation with furnishings to the Second Party.
- The First Party will provide to the Second Party free food (three meals daily).
- The Second Party shall be entitled to an annual vacation of _____ days after each twelve months of continuous service under this Agreement. Salary for vacation shall be paid in advance.

عقد عمل

الإسم الكامل وعنوان الجهة المستفيدة

هاتف _____
 رقم التأشيرة _____
 تاريخ الإصدار _____
 المشار إليه في هذا العقد هو السيد /

هندي الجنسية حامل جواز سفر رقم _____
 صادر من _____ بتاريخ _____
 الساكن في _____
 يسمى كطرف ثاني يوافق على ما يلي:

- اعتباراً من تاريخ هذا العقد يوافق الطرف الثاني على العمل لدى الطرف الأول وفق شروط هذا العقد وأية ملاحق أخرى بوظيفة _____ في المكتب الرئيسي أو أي فرع في _____ أو أية مؤسسة تابعة لنا بالملكة العربية السعودية.
- يسري هذا العقد اعتباراً من تاريخ وصول الطرف الثاني إلى المملكة العربية السعودية ولحق ما هو موضح في ذيل هذا العقد وسيكون صالحاً لمدة _____ سنة شمسية / هجرية وقابل للتجديد لمدة لاحقة أخرى بنفس الشروط والتشريع إذا لم يبد أحد الطرفين رغبة خطية في عدم تجديد هذا العقد مقدماً قبل ٣٠ يوماً من نهاية العقد.
- يدفع الطرف الأول للطرف الثاني خلال قيامه بكامل واجباته راتباً شهرياً قدره _____ ريال سعودي فقط.
- يسكن الطرف الأول السكن الجانبي المناسب مع المرافق للطرف الثاني.
- يعطي الطرف الأول الطعام مجاناً ثلاث وجبات كل يوم للطرف الثاني.
- يحق للطرف الثاني إجازة سنوية مدتها _____ يوماً بعد كل اثني عشر شهراً من الخدمة المستمرة بموجب هذا العقد وتضعف أجور هذه الإجازة مقدماً.

: 3 :

termination of this agreement by either party in accordance with its terms except if he remains in the Kingdom with the agreement of the First Party and the authorities concerned.

- This agreement may be terminated in any of the following cases:
 - At any time by a 30 days written notice from either of the two parties or immediately upon serving such notice and after making to the other party a payment of wages in lieu of the notice period of 30 days.
 - By the First Party, without need for any notice or cash payment in lieu thereof or award of compensation by reasons of any infractions committed by the Second Party, determined by the Labour and Workman Law in Article 83 thereof.
 - By the First Party, in the course of the first three months which shall be considered a probation period under the provisions of the law in which case the First Party will bear the cost of transportation of the Second Party.
- In case of death of Second Party in Saudi Arabia while employed with the First Party in terms of this contract it would be the responsibility of the First Party to despatch the dead body and personal belongings to his next of kin in the country of his origin.
- Both parties acknowledge that this Agreement cancels and supersedes all agreements prior to the date thereof, if any, and after the execution of this agreement neither party shall claim to have any right, privilege, or benefit other than those mentioned herein. Exception is however made in respect of the Second Party's right, to an end-of-service award and unused annual vacations upto the date of execution of this Agreement.
- The First Party acknowledges that it shall be fully responsible for payment of death compensation, including blood money, on behalf of the Second Party should the latter be held guilty of causing the death of a third party and is required to pay any compensation, including blood money, to the next of kin of the deceased.
- This agreement has been drawn up in triplicate, one copy for each party and the third copy to be

١٥ يجوز إنهاء هذا العقد في إحدى الحالات الآتية

- في أي وقت بتقديم إذار قبل ثلاثين يوماً من قبل أي من الطرفين أو فور تقديم إذار للطرف الآخر ودفع مستحقات مقدماً بدلا من مدة الإذار أو ثلاثين يوماً.
- من قبل الطرف الأول بدون الحاجة إلى الإذار أو الدفع التقديري بدلا عنه أو دفع التعويض بسبب أية مخالقات من قبل الطرف الثاني كما هو مذكور في قانون العمل والمعاملة في مادة (٨٣).
- من قبل الطرف الأول خلال الأشهر الثلاثة الأولى التي تعتبر فترة اختبار وبموجب أحكام النظام وسيكون في هذه الحالة الطرف الأول مسئولاً عن أجور سفر الطرف الثاني.
- في حالة وفاة الطرف الثاني بالملكة العربية السعودية حينما هو موظف لدى الطرف الأول يكون الطرف الأول مسئولاً عن ترحيل الجثمان ومشتقات إلى القرب دونه إلى بلاده الأصلية.
- يوافق الطرفان بأن هذا العقد ينسخ ويحل محل كافة العقود السابقة من هذا التاريخ إن وجدت وبعد تنفيذ هذا العقد لا يمكن لأي من الطرفين أن يقوم بمطالبة أي حق أو امتياز أو منفعة معاد ما ذكر في هذا العقد ويستثنى من حق الطرف الثاني فقط في مكافأة نهاية الخدمة والإجازات السنوية غير المستعملة حتى تاريخ نفاذ هذا العقد.
- يوافق الطرف الأول بأنه يكون مسئولاً عن دفع تعويض الوفاة بما فيه الدية نهاية من الطرف الثاني إذا أدين الطرف الثاني مسئولاً في وفاة الطرف الثالث ويضاح دفع التعويض عن الوفاة والدية إلى ورثة المتوفي.

١٩ حرر هذا العقد من ثلاث نسخ يستلم كل طرف نسخة ويحفظ النسخة الثالثة في ملف الطرف الثاني لدى الطرف الأول بعد توقيعها من قبل الطرفين اعترافاً بالموافقة على ما جاء فيها وبمضور شهود التوقيع.

: 2 :

- Free medical treatment shall be provided by First Party as per Saudi Labour Law.
- The First Party shall bear the cost of transportation of the Second Party from _____ to _____ by air (economy class) for the latter's incoming trip before the effective date of this Agreement and his return after its termination accompanied by _____ and _____.
 - The First Party shall bear all fees pertaining to residence, passport, entry and exit visas as well as cost of transportation of the Second Party on a round trip at economy class air fare accompanied by _____ and _____ between _____ and _____ where the Second Party shall spend his vacation once after each of one/two years of uninterrupted service.
 - The Second Party shall bear all kinds of taxes for which he is liable under the provision of the laws and regulations in force in the Kingdom of Saudi Arabia.
 - The employment of the Second Party, under the present agreement, in respect of all matters relating to working hours, weekly rest, sick leave, cases of absence, injuries, disability, and death, and as regard termination of services and compensation due to the Second Party in the form of an end-of-service award, as well as in all matters for which this agreement does not contain a specific provision, shall be governed by provisions of the Labour and Workman's law in force in the Kingdom of Saudi Arabia, which provisions shall constitute the only terms of reference which either party can invoke.
 - The Second Party must observe all rules, regulations and instructions issued by the First Party, and must so conduct himself as to avoid anything that would detract from his reputation or the reputation of the First Party. The Second Party must also abide by all general and local laws and regulations in force within the territorial boundaries of the Kingdom of Saudi Arabia.
 - The Second Party shall have no right to directly or indirectly perform any job or service, or engage in any commercial activity except as assigned to him by the First Party, as long as this Agreement is in effect.
 - The Second Party agrees to depart from the Kingdom of Saudi Arabia immediately upon

- يوفر الطرف الأول المعالجة الطبية مجاناً للطرف الثاني حسب نظام العمل والمعامل السعودي.
- يتحمل الطرف الأول تكاليف انتقال الطرف الثاني من _____ إلى _____ بالطائرة (درجة اقتصادية) قبل بدء العمل بموجب هذا الاتفاق وقبل عودته بعد انتهاء عمله من المملكة العربية السعودية.
- يتحمل الطرف الأول كافة الرسوم الخاصة بالاقامة والحوارات وتأشيرات الدخول والخروج وكما يتحمل تكاليف انتقال الطرف الثاني دخراً وأياً بالدرجة السياحية جواً من _____ إلى _____ مع _____ حيث يقضي الطرف الثاني إجازته السنوية مرة واحدة بعد كل سنة / سنتين من الخدمة المتصلة.
- يتحمل الطرف الثاني كافة أنواع الضرائب التي تفرض عليه بموجب النصوص القانونية المعمول بها في المملكة العربية السعودية.
- يخضع استخدام الطرف الثاني بموجب هذا العقد بخصوص كافة الأمور المتعلقة بساعات العمل والراحة الأسبوعية والإجازات المرضية وحالات الغياب والأمراض والعجز والوفاة وفقاً بما يتفق برزءاء الخدمات وما يستحق الطرف الثاني من تعويض في مكافأة نهاية الخدمة وفي جميع الأمور التي لم يرد عنها نص خاص في هذا العقد لاحكام قانون العمل والمعامل ساري المعمول بالملكة العربية السعودية وتشكل هذه الأحكام المرجع الوحيد لكل من الطرفين.
- يجب على الطرف الثاني أن يتقيد بجميع الأنظمة والتعليمات التي يصدرها الطرف الأول ويسلك طريقاً يتجنب مما ينقص من سمعته أو سمعة الطرف الأول وعلى الطرف الثاني أن يلتزم بجميع الأنظمة العامة والمالية النافذة والمعمول بها ضمن أراضي المملكة العربية السعودية.
- كما لا يحق للطرف الثاني أن يعمل بصورة مباشرة أو غير مباشرة في أي وظيفة أو خدمة أو عمل تجاري طيلة مدة نفاذ هذا العقد سوى ما يكلفه من قبل الطرف الأول.
- يوافق الطرف الثاني على مغادرة أراضي المملكة العربية السعودية فور إنهاء هذا العقد من قبل أحد الطرفين وفق شروط العقد إلا في حالة قبضائه بموافقة الطرف الأول والسلطات المختصة.

: 4 :

- سيحتفظ هذا العقد ساري المفعول وإن أي عقد ملاحق ما : صاحب العمل والمعامل يدل هذا لا يعتبر صالحاً فيما يتعلق بهذا العقد.
- إن مفهوماً من السفارة الهندية بالملكة العربية السعودية له حق زيارة مخيم العمال الهنود لمعرفة أحوالهم المعيشية والوظيفية وشؤونهم.
- لطرفين حق إنهاء هذا العقد في أي وقت قبل انتهاء إبطاء إذار مسبق لثلاثين يوماً من أي طرف إلى طرف آخر.
- تاريخ نفاذ هذا العقد هو يوم _____ الموافق _____

Emigrants Signature

RA Signature

Foreign Employer Signature



DOCUMENTS REQUIRE



ACTUAL DEMAND LETTER

To,

M/s. ELMAALY INDIA MANPOWER SERVICES

Mumbai - India

Attn : Mr. Ashfaque Ahmed Khan

Sub : MANPOWER RECRUITMENT FROM

Please arrange to recruit the workers of the under mentioned categories from _____ on terms and conditions given below against block visa No. _____ Dated _____ H for M/s _____

S.#	Actual Categories	Qty.	Salary (SR)	Food Allow	Remarks
01					
02					
03					
04					
05					
	TOTAL				

Terms & Conditions

- 1) Accommodation :
- 2) Transportation :
- 3) Iqama :
- 4) Air Ticket (Both Way) :
- After completion of contract
- 5) Working Hour per day :
- 6) Vacation every year :
- 7) Period of contract :
- 8) Probationary Period :

All terms & Condition as per Saudi Labour Laws

Thanking You

Name, Signature & Seal



DOCUMENTS REQUIRE



POWER OF ATTORNEY

Know all man by these present that we,

_____ - Kingdom
Of Saudi Arabia do hereby appoint.
M/s. ELMAALY INDIA MANPOWER SERVICES
Lic. No.: B-0741/MUM/PER/1000+/5/9109/2014
Recognised by Ministry of Labour - Govt. of India

Hereby appoint them to be our lawful attorney and agent to handle all necessary work involve including deposit of registration fees etc. With the emigrant Govt. of Indian signing all documents for their passport & passage.

This power of attorney valid for the recruitment of (Qty. Of Visa) Indian workers of different categories "under our block,
Visa Number : _____
Date of Issue : _____

This said company is also authorized to make agreement, select them, and also sign contract for this purpose on our behalf according to the demand letter.

Thanking You,

مدير عام الموارد البشرية

General Manager - HR

Name, Signature & Seal

خطاب توكيل

ليكون معلوما للجميع باننا

السعودية لقد فوصنا

السادة /المعالي إنديا منباور سرويسز

ترخيص رقم بي - ٠٧٤١/موم/بر/١٠٠٠+/٥/٩١٠٩/٢٠١٤
ممبائي، الهند

لقد قمنا بتعيينهم وكلاء شرعيين لنا يقوموا انياية
عنا لاكمال جميع الامور المتعلقة بالاستقدام
اضافة الى دفع رسوم التسجيل وغيرها
ونكملت الاجراءات الرسمية من دولة الهند
والتوقيع على جميع الوثائق المطلوبة
والتي تخص الاستقدام.

من هذا التوكيل صالح لا استقدام () عمال بمعنة
مختلفة وبموجب.

التاشيرة رقم: _____

التاريخ: _____

كما ان سعادة المذكورين بعالية لهم الحق في
التوقيع ليابة عنا على الاتفاقيات والعقود في هذا
المجاز كم لهم حق اختصار الايدي العاملة بموجب
خطاب الطلب المرفق.

ولكم جزيل الشكر



CONTACT Us.....



Address : 101, 102, Sunny Co-Operative Housing Society Ltd.
156, L.B.S. Marg, Near SBI Bank, Kurla (W)
Mumbai - 400 070, Maharashtra, India

Tel. : +91-22-26525299 / 26525793

Fax : +91-22-26523272

Email : info@elmaaly.in / elmaalymumbai@gmail.com

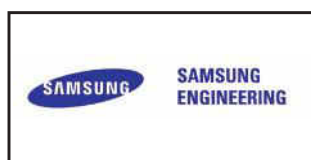
Website : www.elmaaly.in

GROUP OF COMPANIES

MANAGEMENT EXPERIENCE SINCE 1985



OUR CLIENTS





An ISO 9001:2015 Certified Company



المعالي إنديا منباور سرويسز
المستشارون لأيدي العمال

تحت وزارة العمل المعترف بالحكومة الهندية رقم التسجيل: بي- ٠٧٤١ / موم / بر / + ١٠٠٠ / ٥ / ٩١٠٩ / ٢٠١٤

101, 102, Sunny Co-Operative Housing Society Ltd., 156, L.B.S. Marg, Near SBI Bank, Kurla (W), Mumbai - 400 070, Maharashtra, India
Tel.: +91-22-26525299 / 26525793 | Fax: +91-22-26523272 | Email: info@elmaaly.in / elmaalymumbai@gmail.com | www.elmaaly.in

Our Associates in Overseas

SAUDI ARABIA • QATAR • KUWAIT • BAHRAIN • OMAN • UNITED ARAB EMIRATE • EGYPT • SINGAPORE • BANGLADESH • NEPAL • SRILANKA