



➤ Welcome

I am pleased to introduce to you our company M/S: Aaqib Overseas Employment Promoters, License No. MPD/2622/RWP. Manpower Provider agency based at Rawalpindi Pakistan.

We are manpower provider of skilled and un-skilled workers, who are fully trained and experienced in their trades. Amongst them are Taxi Drivers, Security Guard, Shuttering Carpenters, Steel Fixers, Mason, Electrician, Labors, Engineers...and others....

Our Mission is to provide to any company client with world-class professionals workforce who are highly trained and experienced in their field of work, as well as to open career opportunities enhancing the competitiveness of the Pakistani workforce globally.

The Selection Process covers every aspect including academic qualification, relevant working experience, and communication skills. A part from this candidate's personal disposition i.e., Age, Health Attitude and Personality is Minutely Scrutinized

➤ Furnish appropriate & required candidates to the Clients.

- Qualified Candidates Data Bank
- Swift access of Qualified Candidates
- Verifications of Employee Background
- Human Resources Development
- Arranging Training Program
- Providing Skilled / Semi skilled / Un-skilled Personnel

➤ Services:

As a professionally managed recruitment agency we focus on the growing needs of foreign companies. We provide highly customized and personalized Human Resource Consultancy to our clients and candidates as well as try to build a courteous as well as professional relationship with all of them.

Our main goal is to provide our clients with talent they seek and when they need it. Our employment agency has always believed the values of quality and our motto is to make the Customers delightful with satisfaction through personal, quality and professional service.

➤ Terms and condition:

- These are the minimum Terms & Conditions set by the Government of Pakistan.
- Period of Contract: Minimum one (1) year

- Probation Period: 30 to 90 days or as per the labor laws of the country.
- Working Hours: 8 hours per day, maximum 12 hours per day with, Additional 4 hours paid as overtime. (1 day weekly off)
- Transportation: Free transportation is to be provided by the employer from residence to work place (Pick and Drop).
- Accommodation: As per labor laws of the country.
- Food: As per labor laws of the country.
- Insurance: Social Security / Insurance Employment to be covered at the cost of the employer according to the labor laws of the employment country
- Leaves / Vacation: Vacation leave per year as per labor laws of the country.
- Sickness leave: Sickness leave as per labor laws of the country.
- Dead Bodies: Dispatch to homeland due to serious injuries etc will be made to Pakistan at employer's expenses.

➤ Recruitment Procedure

Recruitment process can start after receiving the following document from our foreign Principals:

- Power of Attorney
- Demand letter

Entire documents should be attested from Foreign Affairs / Pakistan's Embassy

The following Steps to be followed to legalize the demand in our country:

- Permission from the Protector of Emigrants:
- The documents received from the employer are submitted to the Protector of Emigrants Government of Pakistan, for necessary registration / permission.
- Selection of workers:
- The details regarding procedure adopted for assortment the competent worker, is as under:
- We always prefer selection of applicant either by oral or practical test to be conducted by the Employers or his authorized representative.

➤ **Advertisement:**

Advertisement of principal's demands with the prior permission of the Protector of Emigrants Government of Pakistan through release of advertisement in the leading newspapers throughout the Pakistan.

Short-listed of the prospective candidates those strictly comply with the conditions of demand and also meet the requirements of the foreign principals.

➤ **Professional:**

We normally do it with the help of team experts for technical & professional categories under direct supervision of our professional executives.

➤ **Medical Checkup:**

After final selection we send the workers / candidates for medical checkup by the authorized medical center of the respective Embassies of the country of employment.

➤ **Visa Application:**

For selected candidates, we will apply for their visas in the respective Embassy as authorized by the Employer.

➤ **Briefing before departure:**

We provide basic orientation to workers before traveling abroad. The workers are informed about their duties and responsibilities while abroad and first hand information of work environment there & salient features of labor laws of the country of employment.

➤ **Life Insurance:**

We obtain life Insurance from State life of Pakistan before endorsement Protector of Emigrant stamps, on their respected Passport as well as before traveling to abroad.

➤ **Protector of Emigrants:**

We obtain clearance from the concerned Government Department for the candidates.

➤ **Ticketing and Emigration:**

The employer may send PTA or Remit necessary traveling expenses in favor of our agency to facilitate the traveling scheduled.

➤ **VISA PROCEDURE:**

➤ **Visa processing Timeframe:**

Duration for the completion of the whole procedure is as under:

- It's estimated working days: 60 days
- The documents by the Embassy in Pakistan: 4 to 5 days
- The documents to be processed by the Ministry of Labor Government of Pakistan: 2 to 3 days
- Planning for the declaration in the press leading national daily newspapers: 3 days
- Interviews / consultation with candidate: 6 days
- Completion of the trade tests: 3 days.
- Completion of the medical tests: 3 days.
- Submission of the documents into the embassy in Pakistan to endorsement or past visa: 30 days.
- Registration / authorization from the Ministry of Labor Government of Pakistan: 2 days
- Registration endorsement from the Protector of Emigrants Government of Pakistan: 2 days
- Confirmation & arrangement for the flights booking and timely distributing the same to the candidate's: 3days

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➤ **PRE-REQUEST**

- Machine-readable valid Passport
- Medical Fitness Certificate from Approved Medical Centers only
- Computerized N.I.C. Original
- Computerized N.I.C. Copies of applicant's Father, Mother and spouse (If any).
- 12 PP size Photographs (White Background)

➤ **For higher categories**

All documents i.e., Educational & Experience Certificates should be attested by the Ministry of Education, Ministry of Foreign Affairs and the Embassy of Country of Employment.

Management: Javed Akhtar [Managing Director]

Contact address:

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Licence No. MPD/2622/RWP/2008

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