



GENERAL PROPOSAL FOR RECRITMENT SERVICES

01: DEFINATIONS and GENERAL:

- 01.1: In this proposal the following definition apply.
- 01.2: “OVERSEAS CLIENT” means the Company who appoint s as there authorized Manpower Consultant / Recruiting Agent to engage the suitable candidates required for work for the organisation.
- 01.3: “RTMC” means RUMANI TRAVELS MANPOWER CONSULTANT.

02: THE SERVICES:

Subject to the terms and condition of OVERSEAS CLIENT, RTMC shall render for OVERSEAS CLIENT all the services deemed necessary and required for the selection and recruitment of Candidates of various qualification sourced from India.

03: ADVERTISEMENTS:

- 03.1: RTMC will arrange to publish and advertisement in local leading newspaper if required and advised by the OVERSEAS CLIENT, however the OVERSEAS CLIENT has to give an written approval for the same to RTMC.
- 03.2: The OVERSEAS CLIENT has to pay all agreed advertising charges to RTMC with in 14 days of the date of invoice.
- 03.3: No advertisement will be placed by the RTMC without the written approval of OVERSEAS CLIENT.
- 03.4: If OVERSEAS CLIENT cancel an advertisement, notice of the cancelation must be provide in writing by the OVERSEAS CLIENT to RTMC will endeavour to cancel the advertisement before going to press in order to avoid cancelation charges, however the OVERSEAS CLIENT will remain responsible for any cost incurred.

04: SELECTION PROCEEDURE:

- 04.1: After publishing the advertisement, RTMC will start collecting the resumes, which will come in person, Courier and email.
- 04.2: RTMC will screen and shortlist all resumes and will forward all shortlisted resumes to OVERSEAS CLIENT with in 3-4 weeks from the receipt of the OVERSEAS CLIENT request.



Rumani Travels
MANPOWER CONSULTANTS
روماني تراويلس
إستشاري للأيدى العاملة

- 04.3: RTMC will keep all shortlisted candidates ready for Interview.
04.4: RTMC will arrange for interview of all applicant weather in person, by telephone, or by video conference or other means whichever is suitable for OVERSEAS CLIENT.
04.5: RTMC will bear all cost related to para 04.4.
04.6: RTMC will ensure that all interviewees have valid passports and they should present at the time of interview along with their all educational certificates and testimonials.
04.7: RTMC will guarantees the physical and mental fitness of all candidates recruited to the OVERSEAS CLIENT.
04.8: RTMC will hold original passports of all selected candidates till the time specified by OVERSEAS CLIENT. RTMC will release the passports if OVERSEAS CLIENT will not forward the visa with in the time specified to RTMC and will not hold any responsibility of candidate.

05: **DEPLOYMENT OF WORKERS:**

- 05.1: OVERSEAS CLIENT has to forward all legal documents like Visa, Agreements for all selected Candidates to RTMC with in the specified time given to RTMC.
05.2: OVERSEAS CLIENT has to forward Demand Letter, Power of Attorney and Individual Agreements attested by Indian Embassy in the Country of OVERSEAS CLIENT to RTMC for obtaining Emigration Clearance on passport of individual candidates from emigrate portal of Ministry of External Affairs, India.
05.3: OVERSEAS CLIENT has to forward the joining ticket of each selected candidate to RTMC along with their visas.
05.4: RTMC will arrange for departure of all selected candidates within 45 days of receipt of the documents on their desk.

06: **RECRUITMENT FEES:**

- 06.1: The Fees payable to RTMC by the OVERSEAS CLIENT for an selected candidate is as under.

STAFF GROUP

- A] Professionals
B] Doctors
C] Nurses
D] Para Medical
E] Teachers
F] Engineers
G] Technicians
H] Skilled and Semi-Skilled Workers

RECT. FEES

- One Salary
One Salary
One Salary
One Salary
One Salary
One Salary
USD \$ 500
USD \$ 300



Rumani Travels
MANPOWER CONSULTANTS
روماني تراويلس
إستشاري للأيدى العاملة

- 06.2: The OVERSEAS CLIENT has to pay the agreed fees to the RTMC immediately once the departure date is confirmed.
- 06.3: The RTMC will charge to all deployed candidates for the following on actuals and will provide them the Invoice/ Receipt for the same.
- A] Medical
 - B] Police Clearance Certificate (PCC)
 - C] Visa Stamping Fees - if any
 - D] Emigration Clearance- if any
 - E] Attestation Charges on Educational Documents- if demanded by OVERSEAS CLIENT.
- 06.4: The RTMC will not charge any other amount to individual candidate besides the amount mentioned in para 06.3.
- 07: **REPLACEMENT:**
- 07.1: Replacement for candidates recruited and processed by RTMC if during the probationary period of 90 days either the EMPLOYEE or the OVERSEAS CLIENT may terminate the employment contract. RTMC is only obliged to provide the OVERSEAS CLIENT with a competent alternative (if so demanded by OVERSEAS CLIENT) without any extra charges under the following conditions.
- A] If a Candidate found medically unfit
 - B] If a Candidate is found unsuitable for the specific job
 - C] If a Candidate requests to be repatriated to his point of origin due to personal reason
 - D] If OVERSEAS CLIENT decides to terminate the candidate contract due to misconduct or delinquency.
 - E] Repatriation expenses will be borne by the individual candidate if the reason for repatriation is for the reasons mentioned in para 07.1 [A, B, C and D]
- 08: **FLEXIBILITY:**
- The terms and conditions mention in our proposal is FLEXIBLE and RTMC is ready to discuss on the terms mentioned above



Rumani Travels
MANPOWER CONSULTANTS
روماني تراويلس
إستشاري للأيدى العاملة

09: OUR MOTTO:

The MOTTO of RTMC is ENTIRE SATISFACTION of our PRINCIPLES / OVERSEAS CLIENT.

FOR
[OVERSEAS CLIENT]

FOR RUMANI TRAVELS

Sign
Seal



NAME:
POSITION:
MOBILE NO:
Email:

MOHD. FAROOQUE H ROOMANEY
Managing Partner
+91-9820034987
info@rumanitravels.com
farooqueroomaney@gmail.com