



## GREAT INDIA TRAVELS AGENCY

### Manpower Consultant

Regn. No. B-0805 / MUM / PER / 1000+ / 5 / 7677 / 2006

205, Kulsum Apartment, Opp. 'L' Ward Municipal Office,  
S. G. Barve Road, Kurla (W), Mumbai - 400 070. India

Tel. : 0091 22 2654 9595 / 2654 9695 Fax : 0091 22 2650 0153

E-mail : greatindia\_03@yahoo.co.in / info@greatindiatagency.com

Website : www.greatindiatagency.com

**Associates Offices : DELHI, LUCKNOW**



# Methodology

## Our Processing Special Features

- Computerized Personnel Data Bank.
- Qualified, Experienced and Expert Staff in Processing Unit.
- Test in ISO registered Trade Test Centers.
- The assurance that candidates are forwarded to you only after they have passed through our Selection & Processing Expert Team.
- A services designed to save your time, money and efforts without compromising the quality.

**We send our recruits after 3 most crucial phases.**

## 1 Receiving Inquiries / Requirements

- ★ Searching in Manual / Computerized Data Bank and Job Portals.
- ★ Advertising & Publications, if necessary clients approval.
- ★ Search with Associates as per job specializing area.
- ★ Search with Head Hunting Team.
- ★ Final Short listing.
- ★ Receiving Demand Letter, Power of Attorney and Specimen Contract.

## 2 Interview / Selection

### (i) Client Interview

- ★ Fixing interview places & schedule dates with client consent
- ★ Advertising & Publication
- ★ Client welcome at the airport
- ★ We arrange all short listed recruits from different states and cities for interview.
- ★ Interview / Trade Test and Final Selection
- ★ Sending Medical Fitness Reports to the client for applying visas
- ★ Receiving Visas.
- ★ Visa Stamping, Immigration and Ticketing.

### (ii) CV Selection

- ★ Scrutinized candidates by management from the short listed recruits by our Processing Team.
- ★ Sending CVs for final selection to the Client by courier / email / fax.
- ★ Receiving final selected candidates list and Offer Letters.
- ★ Sending Medical Fitness Reports, signed Offer Letters and passport copies (if required) for visa processing.
- ★ Receiving Visas
- ★ Visa Stamping, Immigration and Ticketing.

### (iii) Telephonic Interview.

- ★ Sending short listed and management scrutinized Cvs for Client selection.
- ★ Client taking interviews of selected candidates over the phone / internet in educational & technical aspects and sending us final selection list and Offer Letters.
- ★ Sending Medical Fitness Reports, signed Offer Letters and Passport copies (if required) for visa processing.
- ★ Receiving Visas.
- ★ Immigration, Ticketing and Visa Stamping

## 3 Workers Deployment

- ★ Receiving Demand Letter, Power of Attorney and Employment Agreement attested by Indian or (related) Embassy.
- ★ Receiving original / copy Visas.
- ★ Visa Stamping, Obtaining Immigration Clearance and Ticketing.
- ★ Deployment of the recruited workers within the given time frame by our Client.

- **ABOVE IS THE NORMAL PRACTICE METHODOLOGY, AND WILL BE UPDATED AS PER THE CLIENTS REQUIREMENT, JOB TYPE AND SIZE AND COUNTRY GOVERNMENT PROCEDURES.**





# *Documents Required*

## **Documents Required From The Client**

- \* **A Demand Letter** addressed to us on the Employers letterhead indicating the required Trade & Quantity Salary offered, Period of contract, Normal working hours, Weekend holidays / Leave & Benefits, Accommodation, Transportation, Food / Allowance, Medical Assistance, Insurance and other benefit etc. Dully attested by Indian Embassy. (Specimen Attached)
- \* **A Power of Attorney** to be executed on the Employer's Letterhead authorizing us to be your recruitment agent duly attested by the India Embassy (Specimen Attached)
- \* **Commercial Registration Copy.**
- \* **Visa Approval Slip Copy.**
- \* **Employment Agreement in Arabic and English.**

## **Information Required**

- \* The Employer / Sponsor has to provide us detailed Job Description, Qualification and Experience Required, Age Group, Salary Guideness and Benefit Package with the principal knowledge to enable us to provide right candidate. We should be totally aware of the environment & surroundings of work place.
- \* Employer has to provide us deployment schedule guidellines for recruities.
- \* As we are legally bounded to the source country. The employer/sponser should provide us company business.objectives, aims and project details.

## *Our Clients*

**AL - JETATHEN** (Industrial & Trading Group)  
**AI - KHILWI GROUP**  
**BOUDAL GROUP**  
**NOKIA & SEMENS CO.** (In Gulf)  
**AL - KHOBER CONSTRUCTION CO.**  
**WESTERN** (Bakeries)  
**MOHD ALI AL QAHAATNI EAST**

**AL - RAIES ADVERTISING & SIGN WRITER**  
**AL - MASHARRAF** (Manpower)  
**SALEH NASIR AL-KHILAIWI & SONS TRADING CO.**  
**AL-MAHANNA TRADING EST.**  
**AL-BAIJAN TRADING AGENCIES AL-JERI GROUP**  
**GIFT VILLAGE** (Trading)



# Registration Certificate



Government of India  
Ministry of Overseas Indian Affairs

## REGISTRATION CERTIFICATE

ISSUED UNDER SECTION 11 OF THE  
EMIGRATION ACT, 1983

THIS REGISTRATION CERTIFICATE IS ISSUED UNDER THE PROVISION OF SECTION 11 OF THE EMIGRATION ACT, 1983 TO THE AGENCY WHOSE PARTICULARS HAVE BEEN GIVEN IN THE CERTIFICATE TO COMMENCE OR CARRY ON THE BUSINESS OF RECRUITMENT FOR DEPLOYMENT OF INDIAN WORKERS WITH FOREIGN EMPLOYERS WITH EFFECT FROM THE DATE OF ISSUE OF THE CERTIFICATE AND SUBJECT TO THE TERMS AND CONDITIONS STIPULATED IN THE CERTIFICATE.



SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY.  
Protector General of Emigrants,  
Ministry of Overseas Indian Affairs,  
Government of India,  
New Delhi

### PARTICULARS OF THE AGENCY

1. Registration Certificate Number: B-5885/PIU/PER/1000/15/767/2004
2. Name of the Agency: M/S. Grand India Travel Agency
3. Office Address of the Agency: Shop No. 6, Ground Floor, T.P.S.V. Firoz Shah Mehta Road, near Hotel Mithan, International Khar Road, Santa Cruz, Mumbai 400054
4. Nature of Agency: Partnership Firm  
(Company/Proprietorship firm/Partnership firm)
5. Name of RC Holder: Shri. S. V. Anand Kumar
6. Date of birth of the RC Holder: 24-07-1966
7. Nationality of the RC Holder: Indian
8. Position in the Agency: Proprietor
9. Telephone Number of the Agency: 22-2639772

10. Fax Number of the Agency: 022-2612559
11. Email address of the Agency: grandindia@yahoo.co.in
12. Date of issue of RC: 20-11-2006
13. Period of validity: Five Years  
from 20-11-2006 To 19-11-2011
14. Date of expiry of validity: 19-11-2011
15. Limit of workers to be recruited: 10000 (Ten thousand) only



SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY.  
Protector General of Emigrants,  
Ministry of Overseas Indian Affairs,  
Government of India,  
New Delhi

RC issued in date of 20-11-2006  
R.C. No. 4885/PIU/PER/1000/15/767/2004  
2-06

Multi-CERTIFICATE NO. B-  
PIU/PER/1000/15/767/2004  
Form - V

GOVERNMENT OF INDIA  
MINISTRY OF OVERSEAS INDIAN AFFAIRS  
CERTIFICATE  
(See rule 10 (2))

With reference to the application dated 22-07-2006 for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for deployment of Indian workers with foreign employers, M/s. Grand India Travel Agency 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 Shop No. 6, Ground Floor, T.P.S.V. Firoz Shah Mehta Road, near Hotel Mithan, International Khar Road, Santa Cruz, Mumbai - 400054

- that this certificate is valid for a period of Five years or till the completion of the recruitment of 10000 (Ten thousand) 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;
- that the holder of the certificate shall conduct business under signature and seal of the director/partner/proprietor and the certificate shall not be transferable;
- 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/law enforcing authorities and employers;
- 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;

- death, as the case may be, date of accident, name, address of the recipients, name and address of the employer, and the receipt in original in token of having made the payment of compensation be pasted.
- such other records as may be required to be maintained by the registering authority;
  - that the holder of the certificate shall furnish return of the preceding month in Form IV by the 10th of the succeeding month;
  - that copies of advertisements for recruitment of the emigrants shall be filed with the Protector of Emigrants; and
  - that recruiting agent shall not charge the registration expenses from the emigrant as well as compliance to CIO & LIA



SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY.  
Protector General of Emigrants,  
Ministry of Overseas Indian Affairs,  
Government of India,  
New Delhi

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/ BRANCH OFFICE/RECRUITMENT CENTRE/CHANGE OF DIRECTOR/PARTNER ETC./ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.

Shifting of office premises at 205 Kulsam Apartment, opp. L-Ward, S.G. Bore Marg, Kurla CW, Mumbai - 400070.

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY.  
उत्प्रवासी महासंरक्षी  
Protector General of Emigrants

### SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM TIME TO TIME

Validity of the Registration Certificate extended upto  
19-11-2016

Protector General of Emigrants

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY.  
उत्प्रवासी महासंरक्षी  
Protector General of Emigrants

Validity of the Registration Certificate extended upto  
19-11-2021

Protector General of Emigrants

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY.  
उत्प्रवासी महासंरक्षी  
Protector General of Emigrants



## *About Us*

**Committed towards establishing and serving clients staffing needs, we at “ GREAT INDIA TRAVEL AGENCY “ have established a long term relationship with our clients, by providing them premium quality value-added services.**

**Our competent employees are known for providing exemplary customer service to the Corporate, in India and Abroad. We have an abundance of experience and expertise in understanding client's manpower requirements and matching it with the right profiles. We make use of selective parameters for procuring right candidates and give equal emphasis to the productive nature of the employee, their positive attitude and if, they have the qualities to be a team players.**

**GREAT INDIA TRAVEL AGENCY is one of the leading Government Recognized recruiting agency from Mumbai, India established in 1992 vide Registration No. B-0805/MUM/PER/1000+/5/7677/2006 approved by Ministry of Labour of India. Our Highly Motivated Professionals with an Organized Administrative have been successfully providing the promising career opportunities to Innumerable Job Seeker from India, through our unflinching commitment towards the employers and potential job seeker, we have made our reputation of being reliable, fair - minded and straight forward in our recruitment and consultancy services. Our dedicated approach has aided us in becoming one of the numero uno companies in the recruiting and consulting field. We also, have a large number of Database of Highly experience and hardworking Professionals in the Category - wise i.e. Skilled and Un-skilled.**





# *Apply Online & Contacts*

## **Apply online**

Thank you for visiting this page. Currently, we have the following position available for our reputed clients, who are based in the Middle East Countries.

The level of Education & experience is described in details :

Please remember that these positions are available for male / female candidates, at this time.

Please forward us your UPDATED CURRICULAM VITAE & if, you require any additional information,

Please tingle the Administrative Department on  
0091 - 22 - 2654 9595 / 2654 9695

OR

Send your resume to

[greatindia\\_03@yahoo.co.in](mailto:greatindia_03@yahoo.co.in)

[Info@greatindiatagency.com](mailto:Info@greatindiatagency.com)

## **Contact Us**

### **GREAT INDIA TRAVEL AGENCY**

**Manpower Consultant**

**Lic. No. : B - 0805/MUM/PER/1000+/5/7677/2006**

**205, Kulsum Apartment, Opp. 'L' Ward Municipal Office,**

**S. G. Barve Road, Kurla (W), Mumbai - 400 070. India**

**Tel. : 0091 22 2654 9595 / 2654 9695**

**Fax : 0091 22 2650 0153**

**Contact Person : Sarfaraz A. Khan**

**Mobile : 09833112460 / 09821375480**

**E-mail : [greatindia\\_03@yahoo.co.in](mailto:greatindia_03@yahoo.co.in)**

**[info@greatindiatagency.com](mailto:info@greatindiatagency.com)**

**Website : [www.greatindiatagency.com](http://www.greatindiatagency.com)**

Know all men by these presents,  
that we \_\_\_\_\_ do hereby certify  
we hire and authorize

**GREAT INDIA TRAVEL AGENCY**  
**Lic. No. B-0805/MUM/PER/100+/5/7677/2006**

As our representative to perform the following :

- 1) To hire and make agreements with workers that we need to work for us in the Kingdom of Saudi Arabia according to our Visa.

No:  
Dated:

- 2) To make all necessary arrangements to the aforementioned workers such as selecting workers, testing professionally, health examination, traveling documents,.. Etc.  
And to sign employments contract as per article 76 of Saudi Labour Law.

- 3) To act and sign of behalf of us/me any necessary documents needed by the authority for the same purpose.

Yours Sincerely,

For \_\_\_\_\_

**GREAT INDIA TRAVEL AGENCY**  
**Lic. No.: B-0805/MUM/PER/100+/5/7677/2006**

Dear Sir

This is to request you to kindly select and prepare the following workers for us against our valid Block visa

No:  
Dated:

On the following terms and conditions:

Category	Qty.Monthly Salary
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Terms and Conditions:

- Contract Period : 2 Years
- Medical Facilities : Free
- Accommodation & Food : Free
- Probation Period : 90 days
- Working Hours : 8 Hours
- Economy class air ticket from the point of hire back on contract expiry provided.
- Overtime and the conditions shall be subject to the Local Laws.

Best Regards,  
For \_\_\_\_\_

“ WAKALA ”

**غریت انڈیا تراویل ایجنسی**

رقم التسجيل: ۰۸۰۵ - بی / موم / بر / + / ۱۰۰۰ / ۵ / ۷۶۷۷ / ۲۰۰۶

۲۰۰۵، عمارة كلثوم، امام مكتب بلدية (ايل وارد)، شارع ايس-جى-بارو،  
كرلا (مغرب)، مومباي-۰۷۰۰ ۴۰۰ (الهند)