



**Aftab Overseas Pvt. Ltd.**

Approved by Govt. of India, Ministry of External Affairs  
Lic. No.: B-1972/DEL/COM/1000+/5/10145/2022

Manpower Recruitment Agency



Unit No.: 1, Building No. 81, 2nd Floor  
Sarai Jullena, Okhla Road, New Delhi-110025

☎ 011-43451189 ☎ +91-9818665986 ✉ [aftaboverseas@gmail.com](mailto:aftaboverseas@gmail.com)

🌐 [www.aftaboverseas.com](http://www.aftaboverseas.com)

## MISSION

**Our Mission:**

Our mission is to be a leading provider of services and facilities driven by our commitment towards our clients and to constantly improve our services for their benefits, and those of our staff & workers.



## VISION

**Our Vision:**

Our Vision is to be the leading name in the market driven by a spirit of excellence and a passion to establish businesses that enhances prosperity. We believe in continued growth, and we endeavor to succeed by serving the present in favor of reshaping the future.





## INTRODUCTION



**AFTAB AHMAD**  
Managing Director

Dynamic and enterprising from a young age, Aftab Ahmad, Managing Director (DIN-07489825) is a man with high levels of interpersonal skills and a desire to do something new, breaking frontiers, set out to set up his own overseas recruitment company Aftab Overseas Pvt. Ltd. His vision and a unique knack for spotting the right opportunities soon saw him forging ahead in overseas recruitment. Aftab Ahmad has traveled widely in India and abroad to further business interests and in the process has built up enduring ties with people across the world, helping him broaden his vision and gain a deeper perspective into the travel and overseas recruitment.



**NAUSHAD AHMAD**  
Director

Mr. Naushad Ahmad, Director (DIN- 07771524), holds a bachelor's degree. He has great exposure and experience in manpower recruitment. He was appointed as a director of the company from March 2017. He has approximately 15 years of experience in Manpower Recruitment. He brings years of experience and insight to this part of the operations, assuring the company's growth and success.



## COMPANY PROFILE

Professional & One of the leading Recruitment Consultancy providing end to end recruitment solutions worldwide.

Aftab Overseas Pvt. Ltd., is one of the reputed manpower consultants and exporters established in India and approved by Ministry of External Affairs, Government of India, New Delhi, Registration No. B-1972/DEL/COM/1000+/5/10145/2022.

Aftab Overseas Pvt. Ltd. has tremendous experience in sourcing and deploying most competent work force in all spheres to internationally reputed clients. We specializes in identifying, evaluating and placing the right people to meet our client's specific requirements. Our workforce spread over India has one mission to fulfill -- to find the right people to meet our client's specific requirements - in the particular rung that you have a need and at the specific locations where you need people. From our experience we have learned that every company has its own culture, values and expectations of its employees. The better we understand you the easier it is to tailor our search and narrow down the field of candidates so that the rates of conversion are higher.

Once we understand your requirement we are able to source the people with the right skill set, aptitude, attitude and commitment to help you achieve your goals.

We meet the requirements of our clients who need unskilled, semi-skilled and highly skilled professionals to be deployed across the world to execute projects within desired deadlines. Our client relationships are informed by trust, discretion and confidentiality. We are absolutely focused on, and dedicated to, the long-term success of our clients without compromising the careers of our candidates





## OUR SERVICES

### ***International Recruitment***

Best Placement Company with talented professional team is here for you for any occasion. Providing high quality service and expertise.

Right from understanding the pulse of an employer to a successful deployment of the perfect candidate for the same. Aftab Overseas Pvt. Ltd. is a one stop solution to understand and execute every step in a swift and successful recruitment drive. We not just provide advice with regards to the administrative and executive processes but also comprehensive legalities in order to overcome every department and document with regards to the approvals and affirmations in a recruitment drive.

To initiate an official overseas recruitment from India, a Foreign employer must register itself under the Indian Embassy by submitting all the required documents and thus generating a FE (Foreign Employer) log in identification number and a password. The Foreign Employer, through the above mentioned Log in ID and password can access the Government of India website, [www.emigrate.gov.in](http://www.emigrate.gov.in), and raise a demand in favor of Aftab Overseas Pvt. Ltd. Once a Foreign Employer raises a valid demand as per the above mentioned process, we at Aftab Overseas Pvt. Ltd. receive an email from the Government of India about the demand raised in our favor. We acknowledge the same and initiate by sourcing the candidates.

Further, as per the Indian law, the Foreign Employer needs to execute three documents in the favor of the Recruiter ( Aftab Overseas Pvt. Ltd.)

Our team of expert recruiters gets designated as per the project requirement to submit required short-listed resumes as per the schedule with the help of our exclusive databank, Our specialized recruitment managers test the responding candidates for their skills matching the job description and trade test if required.

- ❖ Preliminary interviews are conducted by our expert recruitment managers to provide the right candidate.
- ❖ Interview panel and to ensure that in limited time the best candidates are targeted.
- ❖ Screening, assessment and short-listing of the candidates for final interview.
- ❖ Carried out by our highly experienced recruiter.

The candidate's short listed by us is then presented to the client's representative for the final selection.

CV of short-listed candidates' are sent to the clients for their approval or the clients are invited to our offices to personally evaluate the candidates. Along with Certificate Attestation Candidates undergo their Medical formalities with Panel Doctors and their Medical Fitness Report is informed to the Clients.



## OUR SERVICES

On receipt of the Visa documents from the Clients, Candidates Passports along with the required documents are submitted to the Consulate for Visa stamping. Visa stamped Passports are then submitted to Protector of Emigrants (POE) for Emigration clearance on the passports of the candidates.

The candidates are given brief orientation about the Company, Project site and the country of placement before their departure from India. The Candidates are handed over their departures file with the copy of their Bio data form, Employment contract, Visa stamped passport with Emigration & copy of Insurance and Ticket two days prior to the date of Travel, consequently the arrival details of the candidates are informed to the Client.

### ***Visa Assistance***

We also hold expertise in arranging/handling on behalf of the candidates visa & international emigration clearance services. Having complete understanding of the intricacies involved in international recruitment procedure, we specialize in providing fast as well as dependable visa assistance services.

### ***Emigration***

we are engaged in prompt services such as Immigration services, where we help our clients with all the suggestions on the financial support and various other related factors. We also provide proper guidance regarding facing temporary immigration suspension or permanent immigration suspension; in that case we can help them to get immigration clearance.

We are one of the leading organizations, engaged in offering Immigration Services to our clients. With our thorough expertise in the domain, we assist our clients with legal advises and also provide them with services right from filling an application till interview preparation. We also provide suggestion to the necessary documentations and each and every solution regarding immigration at the clients' doorstep.

### ***Medical Assistance***

All short-listed candidates have to compulsorily undergo a thorough medical.

No chances are taken and the physical suitability is never compromised. We engage in arranging medical examination from GCC Countries approved GAMCA medical centers and ask the candidate to undertake the relevant tests to determine appropriate physical health of every candidate. Further down the process, we seek endorsement from the Government authorities ensuring you of healthy employees.



## OUR SERVICES

### **Air-Ticket Arrangement**

For the further processing of the interview, the complete arrangement of air ticketing and traveling is taken care of at our end. The complete responsibility of the process is taken care of by us and we try to benefit both candidates as well as clients.

**Backed by well developed networking and suitable tie ups, we hold expertise in arranging for –**

- ❖ To and fro Air Tickets.
- ❖ Handling all paper works.
- ❖ Obtaining "Emigration Clearance" from concerned Department.

We Have A Broad Footprint In Providing Recruitment Services across the middle-east and other gulf countries. We are serving to almost every vertical of the industry and offering our manpower and recruiting services.

### **Our Objective**

**"Our Objective is to open new venture  
between the employees and employers  
for the people by the people"**

Our main motive behind establishing this company was to become an active member of Indian Initiative to create resources for unemployed people and to erase the poverty rate in India. As a result of this initiative we have established business ties in different parts of the world and started providing best solutions for their recruitment needs.

Our main objectives are to:

**Place the best people for other countries and also to  
recognize best employer for our countrymen.**

**Place people according to their skills and negotiate the best remuneration  
in the industry with our fellow employer.**

**Provide better job prospects and initiate faster procedures, so that in less time  
they (candidates) are placed well in time.**

**Provide best & competent services with less procedures.**

#### **Data Bank Management**

Aftab Overseas Pvt. Ltd. has developed its own data bank management software with the help of industry's best experts to deliver the best solution to the candidates and the recruiter as well. This software helps to maintain:

**Brief history of candidate • Complete Bio-Data of candidate • Maintained in alphabetical order  
Maintained in qualification order • Maintained by domestic and international experience wise order.**





# SCOPE OF SERVICE

## **GLIMPSES OF OUR ENDLESS RESERVES**

- ✧ Oil & Gas
- ✧ Shipping & Marine
- ✧ Power & Energy
- ✧ Heavy Engineering
- ✧ Pharmaceutical Industry
- ✧ Transport & Logistics
- ✧ Medical / Hospital
- ✧ Construction & Infrastructure
- ✧ Electro-Mechanical & Plumbing
- ✧ Dairy Industry
- ✧ Hospitality
- ✧ Facility Management
- ✧ Consultation Companies
- ✧ Educational Institutions
- ✧ Manufacturing/Contracting/Trading Companies
- ✧ IT (Computer Hardware & Software Companies)

## **CONSTRUCTION - CIVIL ENGINEERING**

- ✧ Structural Engineers Superintendents Managers & Inspector
- ✧ Operators (Crane, Shovel, Backhole & Dozer)
- ✧ QA/QC Engineers, Fire Alarm Technicians
- ✧ QA/QC Document Controllers
- ✧ Construction Manager
- ✧ Project Manager
- ✧ Planning Manager
- ✧ Geological Engineer
- ✧ Civil Engineer
- ✧ Project Engineer
- ✧ Quantity Surveyors
- ✧ Land Surveyors
- ✧ Safety Engineer
- ✧ HSE Officers
- ✧ Architects/Architectural Engineer
- ✧ Site Engineers
- ✧ Estimation Engineers
- ✧ AutoCAD Draughtsman
- ✧ Accountants
- ✧ Foremen
- ✧ Chargehands
- ✧ Sorekeepers
- ✧ Timekeepers
- ✧ Carpenters (Shuttering/Furniture)
- ✧ Gypsum Carpenters
- ✧ Painters
- ✧ Wood Carvers
- ✧ Upholsteries
- ✧ POP Design Maker
- ✧ Excavators/Loaders
- ✧ Masons (Block/Tile/Plaster)
- ✧ Operators (Crane, Shovel, Backhole & Dozer)
- ✧ Fabricators (Str., Tank & Pressure Vessel)
- ✧ Fitters (Structural & Tank)
- ✧ Security Guard

## **STRUCTURAL/MECHANICAL ENGINEERING**

- ✧ Mechanical Engineers
- ✧ Project Engineers
- ✧ Planning Engineers
- ✧ Quantity Surveyors
- ✧ Site Engineers
- ✧ Mechanical Supervisor
- ✧ Steel Fabricators
- ✧ Welders
- ✧ Scaffolding Workmen
- ✧ Pipe Fitters
- ✧ Sand Blasters
- ✧ Painters (Sign. Board & Spray)

## **INFRASTRUCTURE**

- ✧ Project Managers
- ✧ Planning Engineers
- ✧ Quantity Surveyors
- ✧ Structural Design Engineers
- ✧ Estimation Engineers
- ✧ AutoCAD Draughtsmen
- ✧ Mechanical Supervisors
- ✧ Male Nurses
- ✧ Secretary
- ✧ Storekeepers
- ✧ Time Keepers
- ✧ Security Guard

## **INSTRUMENTATION**

- ✧ Instrumentation Engineer
- ✧ Instrument Technician
- ✧ Instrument Fitter
- ✧ Instrumentation Foremen/Chargehands





# SCOPE OF SERVICE

## **ELECTRO - MECHANICAL**

- ✧ Electrical Engineers
- ✧ Plumbing Engineers
- ✧ Electrical Supervisors
- ✧ AutoCAD Draughtsmen
- ✧ HVAC Technicians
- ✧ Generator Technicians
- ✧ Pipe Fitters
- ✧ Rotating Equipment Operator
- ✧ Mechanical Engineers
- ✧ HVAC Engineers
- ✧ Mechanical Supervisors
- ✧ Store Keepers
- ✧ BMS Technicians
- ✧ Plumbers
- ✧ Insulators
- ✧ Project Managers
- ✧ Commissioning Engineers
- ✧ MEP Engineers/Coordinators
- ✧ Chargehand (Electrical, HVAC, Plumbing)
- ✧ Chiller Technicians
- ✧ Duct Workers
- ✧ Duct Workers
- ✧ Mechanics  
(Engine, Heavy Vehicle/Equipment)

## **OIL & GAS**

- ✧ Planning Engineer
- ✧ Instrumentation Construction Engineer
- ✧ Administration - Technical Assistant
- ✧ Engineering - Construction Engineering - HVAC Engineering - Pressure Vessel
- ✧ Environment - Ground Water Remediation
- ✧ Personnel / Training - Human Resources
- ✧ Quality / Inspection NDT
- ✧ Project Engineer
- ✧ Civil Construction Engineer
- ✧ Commercial / Financial / Legal - Analyst
- ✧ Oil & Gas Production Operator
- ✧ Technician - Gas Turbine
- ✧ Mechanical Construction Engineer
- ✧ Riggers

## **TRADING**

- ✧ Sales Manager
- ✧ Software/Hardware Engineers
- ✧ Database Administrators
- ✧ Sales Executive / Representatives
- ✧ Counter Salesmen
- ✧ Accountant
- ✧ Logistics / Warehouse Staff
- ✧ Storekeepers
- ✧ Computer Professionals
- ✧ Network Specialist
- ✧ Marketing Staff / Salesman
- ✧ Computer Operators (Billing)
- ✧ Cashier
- ✧ Merchandisers

## **POWER GENERATION**

- ✧ Program Manager: Power Electric Transmission
- ✧ Quality Assurance Supervisors
- ✧ Fossil Power - Industrial Lighting Designer
- ✧ Power Generation Design Engineers
- ✧ Manager - Power Generation / Central Power Distribution
- ✧ Electrician
- ✧ Electrical Power Engineers (Turbine)
- ✧ Senior Designers
- ✧ Senior Piping Engineers
- ✧ Cable Jointer / Linemen

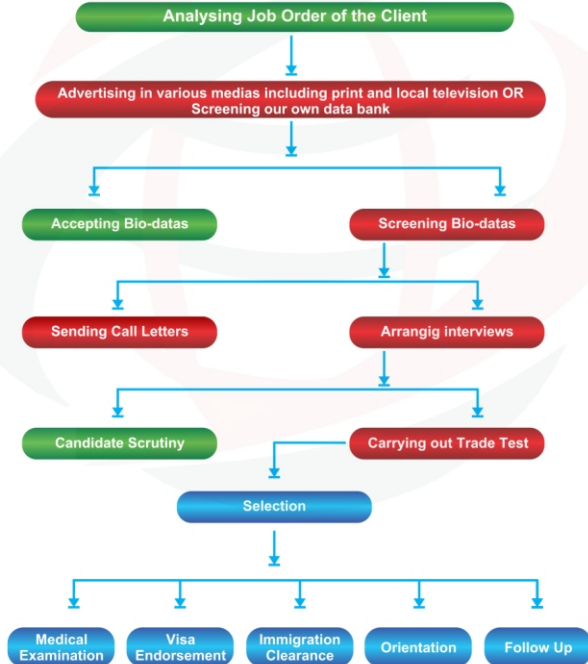
## **ALUMINIUM AND GLASS**

- ✧ General Managers
- ✧ AutoCAD Draughtsmen
- ✧ Site Supervisors
- ✧ Timekeepers
- ✧ Technical Managers
- ✧ Secretaries
- ✧ Shift Supervisors
- ✧ Aluminium Fabricators
- ✧ Workshop Managers
- ✧ Purchase Managers / Officers
- ✧ Store Keepers
- ✧ Glass - Cutters



# GROUP OF COMPANIES

## A brief overview of our Recruitment Plan





## DOCUMENTS REQUIRED

Documents Required by Indian Mission for Recruitment of Indian Personnel in Group.

- » Power of Attorney (in Duplicate)
- » Demand Letter
- » Specimen Work Agreement for each category of Personnel (in Duplicate)
- » Undertaking in case of un-skilled / semi-skilled workers
- » Company's contact details and brief history  
(All the above documents need to be printed on Company's / Employer's letterhead).
- » Permit from Indian Mission in country of Employment.

### Documents Required: Sample Formats

#### POWER OF ATTORNEY

Know all men by these presents that we M/s. .... a company organized under the Laws of ..... do hereby nominate, constitute and appoint M/s. Aftab Overseas Pvt. Ltd. # Unit No.: 1, Building No. 81, 2nd Floor, Sarai Jullena , Okhla Road, New Delhi-25, India, Overseas Manpower Recruitment Services, Accredited by Ministry of External Affairs, Lic. No. B-1972/DEL/COM/1000+5/10145/2022 to be our true lawful attorneys and agents in india in respect of handling all the affairs concerning recruitment, entering into contracts with the Protector of Emigrants, Government of India and to sign all necessary documents required by the said offices in connection with the recruitment of persons for service with the said company and to arrange for their Passport, Passages etc.

Thanking You,  
Your's Faithfully



# DOCUMENTS REQUIRED

Date

## DEMAND LETTER

This is to authorized M/s. Aftab Overseas Pvt. Ltd. # Unit No.: 1, Building No. 81, 2nd Floor, Sarai Jullena , Okhla Road, New Delhi-25, India, Overseas Manpower Recruitment Services, Accredited by Ministry of External Affairs, Lic. No. B-1972/DEL/COM/1000+5/10145/2022 to recruit the below mentioned personnel from Indian on behalf of ..... (Country Name)

Required category and terms & conditions of employment

The employees will be entitled to the following facilities which will be duly mentioned in their individual employment contracts:

Normally the employment period will be for ..... years that can be extended for similar period subject to mutual consent.

The employees are entitled to free food, accommodation, medical, free local transportation and ..... months paid leave after ..... years service with up and down ticket. There will be a probation period for ..... months and if found unsatisfactory during that period, the service of such candidates will be ceased as per the provisions of ..... Labor Law.

Your's Faithfully,

For .....

## EMPLOYMENT SPECIMEN CONTRACT

We have pleasure in offering you an employment in our organization on the following terms and conditions.

1. Designation :
2. Contract Period : Your contract will be initially for an estimated period of ..... years extendable for further period at the discretion of the employer as per project requirement. You will be required to work ..... hrs per day.
3. Salary : .....
4. Passage : Economy air passage for the sectors to home country will be provided on completion of ..... months service with ..... days paid leave.
5. Accommodation : You will be provided with sharing bachelor type accommodation with Food by the employer.
6. Transport : You will be provided free common transportation from your place to work.
7. Medical Facilities : Free medical services are provided only by the company's approval clinic except dental service. All medical services are also provided by the medical department on the state of ..... as per government regulations.
8. Termination : Your employment will be terminated by either party giving ..... days notice.
9. Resignation : In case you resign from service or any reason whatsoever during the agreed duration of contract, you shall be obliged to pay all costs and charges arising from its brings into ..... Further to other penalties imposed in accordance with regulations of the employer and you shall travel back to your country at your own cost.
10. General : You will be covered under company's workmen's compensation insurance policy for payment of Compensation for accidents, disability or death in the course of employment accordance with the ..... Labor Law.
11. Other Condition : In case of disability, permanent injury or death arising of and incurred while on duty, payment of compensation will be made by the employer to the employee in accordance with the labor laws in the event of death of employee, the employer will make arrangements for disposal of the body and for sending his personal belongings, dues and legitimate savings to his dependent relative in india at employer's cost.



# CERTIFICATE

उपरोक्त नं. का  
CERTIFICATE NO. B - 1972 DEL/COE/1085/1/2017

फॉर्म-IV  
बिना शुल्क  
फॉर्म - IV  
GOVERNMENT OF INDIAN OVERSEAS  
MINISTRY OF EXTERNAL AFFAIRS  
CERTIFICATE  
(धारा 19 का अन्तर्गत)  
(See rule 19 (2))



यदि कोई व्यक्ति (Individual) को नया निदेशन देना है तो वह अपने पास  
वकील के साथ ही अपना अधिसूचना, पासपोर्ट नं. और ए. ई. में उल्लेख प्रमाण पत्र  
को सबूत के साथ प्रस्तुत करना चाहिए।

With reference to the application dated 24/11/17 for grant of a  
Certificate under Section 19 of the Emigration Act, 1963 to commence or carry  
on the business of procuring for employment of Indian workers with foreign  
employers, M/s. DELHI CHEMICALS PVT. LTD., is hereby  
granted the said certificate effective from the date of issue of this certificate.

It is hereby stated that the business shall be conducted at Unit No. 1,  
3rd Floor, Okhla Road, Gurgaon, Delhi - 110035  
के द्वारा।

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को सबूत के साथ प्रस्तुत करना चाहिए।

## एजेंसी का विवरण PARTICULARS OF THE AGENCY

- उपरोक्त प्रमाण पत्र  
Registration Certificate  
Number: DEL/COE/1085/1/2017/2033
- एजेंसी का नाम  
Name of the Agency: M/s. Ajtob Chemicals Pvt. Ltd.
- एजेंसी का कार्यालय का पता  
Office Address of the Agency: Unit No. 1, Building No. 03,  
3rd Floor, Okhla Road, Gurgaon, Delhi - 110035
- एजेंसी की प्रकृति (संस्था, साझेदारी, साझेदारी कंपनी)  
Nature of Agency: Company/Partnership Firm/Partnership Firm  
Company
- ए. ई. उद्देश्य का धारक  
Name of PC Holder: Mr. Ajtob Ahmad
- ए. ई. उद्देश्य का जन्म की तारीख  
Date of Birth of the PC Holder: 20-05-1945
- ए. ई. उद्देश्य की राष्ट्रियता  
Nationality of the PC Holder: Indian
- एजेंसी का पता  
Position in the Agency: Managing Director

- एजेंसी की टेलीफोन नं.  
Telephone Number of the Agency: 91-9818235186
- एजेंसी की फैक्स नं.  
Fax Number of the Agency: 91-11-43451129
- एजेंसी का ई-मेल पता  
Email address of the Agency: ajtabseas@aftaboverseas.com
- ए. ई. का जारी की तारीख  
Date of Issue of PC: 25.10.2022
- बिना शुल्क/वैधता का अवधि  
Valid from: 25.10.2022 to: 25.10.2027
- बिना शुल्क की तारीख  
Date of expiry of validity: 25.10.2027
- ए. ई. में कार्य करने वाले लोगों की संख्या  
List of workers to be recruited: Level 1 (Civil/Hotel)





## OUR CLIENT

### CLIENT K.S.A.

- ❖ Suleman Turki Group
- ❖ Engineering House Company
- ❖ Kanz Group
- ❖ Al-Benna Ready-min
- ❖ Sasi Company
- ❖ Humiyan Workshop
- ❖ Alan Company Limited



**AALOK KUMAR**  
Marketing Manager

Mr. Aalok Kumar has been actively managing the recruitment process of Aftab Overseas Pvt. Ltd. in Saudi Arabia. In-depth knowledge on the job market of Saudi is his forte. He has been successfully visiting different companies on behalf of Aftab Overseas Pvt. Ltd. and creating employment opportunities. (K.S.A.)  
Mobile: (+966) 53302 4739



## آفتاب اوفرسيز برايفيت ليميتيد

المرخص بالحكومة الهندية من وزارة الأمور الخارجية  
رقم التسجيل: بي-١٩٧٢/دليل/كوم+/١٠٠٠/٥/١٠٤٥/١٠٢٢/٢٠٢٢

