



We would like to grow our self on the top most brand HR Consultant of India. we would definitely work for the development of our clients by implementing our team's expert knowledge, experiences, ideas and efforts.

*"We value your relations with commitments and results .....not just handshakes".*



# **NEW MARHABA TRAVELS**

International HR Consultant

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# Preface

## IN THE NAME OF ALLAH, THE MOST BENEFICENT AND MERCIFUL

IN THIS UNIVERSE EVERY THING IS A CREATION OF "GOD".GOD ALONE KNOWS ABOUT THE MANAGEMENT OF WORLD AND THE UNIVERSE. EVERY LIVING THING HAS ITS OWN WAY OF LIFE, ITS OWN INDIVIDUALITY AND ITS OWN PURPOSE AND FUNCTION.

IN THE SAME WAY, WITH SO MANY ROLES TO PERFORM IN A SPAN OF LIFE WE HAVE TO MOULD OURSELVES TO DIFFERENT SITUATIONS AND MOVE AHEAD. WE REALISE HOW IMPORTANT IT IS FOR US TO SURVIVE IN HARMONY WITH OTHER LIVING CREATURES AND YET WE SAIL THROUGH-BECAUSE ALLAH SUBHANATAALAH HAS GIVEN US THE ADEPTNESS AND THE DEXTERITY TO EITHER HANDLE SITUATIONS AND TO MOULD THEM ACCORDING TO OUR NEEDS AND DEMANDS OR TO SIMPLY MOULD OURSELVES ACCORDING TO THE SITUATIONS AND MOVE ON.

A SUNSET IS A PROMISE FOR THOSE WITH A DREAM. DON'T SPEND YOUR LIFE WAITING FOR THE "AHA" MOMENT. TRUE PROGRESS COMES FROM SMART PLANNING, RELENTLESS DEDICATION AND THE POWER TO MAKE REAL WHAT OTHERS CAN'T EVEN PERCEIVE.

TO ACCOMPLISH GREAT THINGS, WE MUST NOT ONLY ACT, BUT ALSO DREAM; NOT ONLY PLAN, BUT ALSO BELIEVE.

WE AT NEW MARHABA TRAVELS, ARE HERE TO SHOW YOU A PATH FOR YOUR SUCCESS IN TERMS OF CAREER GROWTH. NOTHING IS IMPOSSIBLE. FOR IF YOU HAVE A VISION IN YOUR MIND, ACT TO ACHIEVE YOUR PICTURE, THE PICTURE WILL TURN INTO REALITY. AND YOU WILL HAVE PROVEN THAT IMPOSSIBLE IS NOTHING.

THANKING YOU IN ANTICIPATION

**NEW MARHABA TRAVELS**

# Message

## FROM THE DESK OF MANAGING DIRECTOR

Since the year 1985, we are expertise in managing Human Resource and the best service provider in the field of Recruitment.

Our greatest assets is people management because I like & enjoy interacting with different levels of people.

Our strategy is 'Manage the talent and our talented people will manage the results'.

I believe in ACHIEVEMENT because 'Achievement is never an accident, it is always the result of high intension, sincere efforts, intelligence direction & skillful execution'.



**MOHAMMAD KHALID ILIYAS**

(Managing Director)

# Message

## FROM THE DESK OF HUMAN RESOURCE

Thank you for taking Interest in NMT-IHRC. The fundamental concept of our organization policy is to see everybody on the path of success. Our Aim is at advancing business operation with Integrity-meaning Fairness, Honesty, Perseverance and Contributing to society and also to provide high quality Cutting-edge Human Resource solutions at affordable prices.

Our value is placing the Right People at the Right Time on the Right Salary with our reputed employer of Middle East and the entire world. We care our candidates/clients from the process of Pre Selection – Final Deployment – Employer Satisfaction.

Thanking you for taking the time to get to know us.



### **NADIR AHMAD**

(Manager)  
Human Resource

### **SHAQUIB RAZA**

(Asst. Manager)  
Human Resource & Communication

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# NEW MARHABA TRAVELS

International HR Consultant

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## *Company Introduction*

India is one of the best service provider of Manpower, the company has the experience and capability to manage even the most complicated and innovative requirements of our clients.

Established in 1985, New Marhaba Travels has been acting as a channel between organizations and job seekers. We are a professionally managed organization (approved by the Ministry of Labour, Government of India vide registration no. 000926/BOM/PER/1000 +/ 3/1776/85), offers overseas placements and visa assistance services. Our company encompasses highly analytical and cogent minds that do the requisite job of selecting the right candidates as per their skills and level of intellect. We also provide International Travel Arrangements, Work Permits, and Travel Visas to any part of the world. Our name and our authenticity have helped us establish openings in various countries across the globe.

NMT International HR Consultant has been working internationally with a wide variety of clients ranging from large to small.



New Marhaba Travels is constantly shaping the world of work. We have experience in Human Resource, with the focus at Recruitment. The company has its offices at New Delhi and Mumbai. Our dedicated team works for the better client economics, minimise risks and improve their processes within quick turnaround times. We have a satisfied clientele in private, public and non- profit sectors. We provide top quality outsourced HR services, including redundancy selection, outplacement and talent management.

## OBJECTIVES

The NMT International HR Consultant aims to provide best solution to fulfil the needs of manpower importing nations to alleviate increasing unemployment in India. The specific objectives are:

- To place Indian workers as the most competent and honest workforce.
- To negotiate better positions for Indian workers in the Country importing Indian workforce.
- To find better job opportunities for skilled, semi-skilled, trained, and professional Indians.
- To provide best possible Indian manpower to the manpower sourcing countries.
- To supply competent and disciplined youth as per the company requirement.

## MISSION

Becoming the leader among all the consultants in providing services of manpower to the employer in terms of skilled and unskilled employees. We value our candidates through "changing career ..... transforming lives". We work on P3, i.e. People – Process – Performance. Also our mission is to improve the effectiveness of corporate recruitment process of employer.

- Reduce 'time-to-hire'.
- Provide 'delivery on demand'.
- Reduce time spent resolving support issues.
- Improve quality and statistical data.

## OUR VALUE

Placing the right people at the right time on the right salary with a reputed employer of middle east, our brand stands for results, integrity, personal services and long term relationship, and provides access to business leaders at the highest level across the globe.

## FUTURE PROSPECTS

NMT INTERNATIONAL HR CONSULTANT has planned to expand the scope of its operations to the middle east and entire world. In addition to exporting Indian manpower, it will also source professionals from other countries to supply the need of manpower importing nations. The company has planned to open their branches in different locations of the countries. This would enable better communication between the employee and employer.

## WHY NMT INTERNATIONAL HR SERVICES

New Marhaba Travels International HR Consultant is the excellence in recruitment for Overseas, specially for Middle East. Competent management, better service delivery, prompt and quick communication are the components that lead us to make better. We believe in quality services and it is Affiliate Company provide complete solution (Recruitment, Documentation, Visa Stamping, Emigration and Ticketing) under one roof. The satisfaction of all those concerned reflects in our achievement.

## EXCELLENT MANAGEMENT

We select the candidates across India. We also provide assistance in recruiting skilled people from entry level positions to the higher management. We will provide all essentially needed facilities to the employers for proper mobilization of worker to the job site beginning from Trade Testing facilities for the proper conduct of Interviews/Trade Test and selection of Manpower, Medical examination of the selected candidates by the qualified Doctors, Necessary Government approvals of the employees.

Over the last few years, we have offered focused and exclusive business service solutions to our clients. These services are designed, developed and customized to meet specific organisational needs. We help and partner our clients to increase productivity through better use of their Human Resource and enable clients to achieve real competitive advantage.



## DATA BANK MANAGEMENT

The company has developed its own Data Bank Software. Complete bio-data of the personnel is entered in the software along with the photograph. The result can be sorted in the following manner:

- Name wise
- Category wise
- Qualification wise
- Gulf experience wise
- Experience wise



**Recruitment Team**



## Recruitment Categories:

The New Marhaba Travels International HR is one-stop complete overseas recruitment Consultant to Foreign Companies prospecting to recruit Indian Workers. We place priority on healthy, competent, honest and professional manpower. We, through our national and International network, provide all kinds of workers that employers might demand abroad. We supply skilled, semi-skilled, professional and trained manpower including general labour/helpers.

These following categories are currently available for immediate employment.

- Ministry of Higher Education , Kingdom of Saudi Arabia (All faculties )
- Lecturer, Assistant Professor, Associate Professor, Professor
- Engineers ( Civil, Architect , Electronics, Electrical, Mechanical, Computer and others)
- Managers (Project, Hotel, Marketing and Sales, Administration)
- Chartered Accountant
- Nurses and Lab Technician
- Computer programmer/ Computer operator/Data entry operator
- Secretary/ Accountant/ Cashier/Receptionist
- Store Keeper/ Housekeeping Supervisor/Store manager/ Managers
- Technician (A.C/ Computer/ Auto/ Mechanics/ Electronics/ Electricals)
- Cook (Chinese/ Indian/ Continental/ Mughlai and others)
- Security Guard/ Watchman/ Gardeners/House keepers
- Draftsman /Foreman/Labourer/
- Carpenter/Shuttering Carpenter/Fabricator/Plumber
- INFORMATION TECHNOLOGY
- (Computer Engineer, System Administrator, Software Engineer, Programmer, System Analyst, Network Administrator, Data Entry Operator, Computer Operator, Database Operator, Data Entry clerk)



- **VEHICLE / HEAVY EQUIPMENTS OPERATOR/ AUTO MECHANIC AND MAINTENANCE**

Light Vehicle Driver, Car/Van/Mini-Bus Driver, Heavy equipment operator, Truck/Lorry/Trailer/Forklift/ Crane, Motor/ Girder /Dozer/ Backhoe/ Roller, Bulldozer/ Scrapper Operators/Auto Mechanic/Diesel Mechanic, Heavy Duty Mechanics/ AC Maintenance, Ducting Installation, AC Electrician, Wireless Technician, Bar Bender, Cable Jointer.

- **OFFICE PERSONNEL MANAGEMENT**

Office Manager, Asst. Manager, Manager-Marketing, Sales, Admin./ Accountant, Cashier, Secretary, Storekeeper, Purchaser/ Clerk, Typist, Data Entry Operator/ Computer programmer/Sales man, Office Boy, Tea Boy.

- **SUPERMARKET**

Supermarkets Salesmen, Checkout Cashier, Trolley Boy, Shelves Rack Organizer, Cleaners.

- **HOTELAND CATERING STAFF**

Manager, Asst. Manager, Restaurant Captain, Cooks (Chinese, Indian, Continental), Asst. Cook, Cook (Arabic), Waiters, Stewards, Fast Food Crew, Food and Beverage Manager, Food and Beverage controller, Sales and Marketing, Accountant, Cashier, Baker, Bar man, Janitors, Watchman, Laundry man, Service man, Security Guard, Security officer, Housekeepers, Cleaners ,Room Boy, Kitchen helper, Dishwasher, Trolley Helper, Bell boy

- **HOSPITAL MAINTENANCE STAFF**

Electrician, Plumbers, Electronic Technicians, Hospital Equipment Technician, Hospital helpers, Ambulance Drivers, Security Guards, Gardeners, HVAC Technicians, General Cleaners, Laundry Man, Press man, Cashier, General material purchasers, Hospital Manager (Administrators) Admin Degree, Accountant, Auditors (C.A), Counterstaff.



- **CIVIL ENGINEERING**

Civil Engineers, Project Manager, Project Engineer, Foreman-Civil, Foreman Plumbing, Surveyor Assistant, Carpenter, Concrete Finisher, Mason, Tile Fixer, Plaster, Plumber, Iron Worker, Rebar Bending & Fixing, Architectural, Civil Helper, Plumber Helper, Labourer.

- **ELECTRICAL ENGINEERING**

Electrical Engineer, Foreman - Electrical, Electrical Supervisor, Electrician, Technician, Cable Jointer H.T, Electrical Helper.

- **MECHANICAL ENGINEERING**

QC Engineer, Safety Engineer, Piping Engineer, Welding Engineer, Foreman Structural Steel, Foreman Equipment Erection, Foreman Rigging, Foreman Scaffolding, Foreman Insulation, Foreman Painting/ Sandblasting, Iron Worker/Structural, Fabrication & Erection Rigger, Millwright Fitter, Tank Fitter, Welder Arc, Welder Tig & Arc, Welder Structural, Painter (Spray), Sand Blaster, Insulator, Mechanical Helper, Pipe Fabricator, Pipe Fitter, Scaffolder.

- **EQUIPMENT**

Operator-HD Equipment & Vehicles, Operator Crane, Heavy Driver (Truck, Bus, Trailer), Light Driver, Mechanic - Light Vehicle, Auto Electrician, Mechanic Junior, Senior Mechanic Light Duty, Senior Mechanic Heavy Duty, Senior Auto Electrician, Senior Crane Operator, Denter /Painter, Mechanist.



- **MEDICAL-DOCTORS/ SPECIALISTS**

Physicians (General), MRCP, Gynaecology (Surgeon), MRCOG, Physician (General) MD, Surgeon (General) MD, Doctor (Paediatrics) MD, Doctor (Genecology) MS, Urology (MS), Cardiology (MD), Dermatology (MD/MS), MBBS & Others.

- **NURSES**

(Nurses-Diploma, B.Sc, M.Sc) - ICU, PICU, NICU, OT, Midwifery Gynaecology.

- **PATHOLOGY**

X-Ray Technicians, Lab Technician, others.

- **SAFETY OFFICERS/SAFETY SUPERVISOR/ SAFETY INCHARGE/ SAFETY MANAGER&OTHERS.**

- **SECURITY GUARDS, GATEKEEPER, WATCHMAN**

- **GARMENTSANDTEXTILE**

Pattern maker, Cutting Master, Production Manager, Supervisor, Tailors, Checker, Helpers.



# Recruitment Procedure

NMT International HR Consultant work on Recruitment process for searching prospective employees and encourages them to apply for jobs in the organization. Before recruiting, we give our careful thought about what the position entails, what characteristics are required to carry out its responsibilities successfully, and who would make a good candidate.

## Sources of Recruitment

- Employee References
- Educational and Training Institute
- Advertisement
- News papers
- Jobs portals
- Jobs posting
- Other management consultant

## SELECTION

Our selection process is based on choosing the best out of recruit. We always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorized representatives. We arrange their accommodation, transport and all other logistic support required for the purpose. In case we are entrusted with the selection & testing of worker, we normally do it with the help of a team of experts for technical & professional categories under direct supervision of our professional executives.

## OUR SELECTION PROCESS

Screening CVs -- Short listing CVs -- Call for Preliminary Interview -- Application Bank -- Selection Test (**Interviews through video conferencing**) -- Employee Interview -- Medical Examination -- Reference Check -- Final Approval.



## MEDICAL CHECKUP

After final selection we send the candidates for medical checkup to the authorized medical center of the respective embassies of the country of employment.

## APPLICATION FOR VISA

For selected candidates, we apply for visa in the respective embassy as authorized by the employer.

## TICKETING AND EMIGRATION

The employer may send PTA or remit necessary traveling expenses in favor of NMT IHR to facilitate traveling as scheduled.

## ORIENTATION BEFORE DEPARTURE

NMT IHR provides 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.

## DOCUMENTATION

We require the documents before making a final deal with employer for sending workers overseas.

The Documents are:

- Demand Letter
- Power of Attorney
- Consular Letter
- Employment Contract
- Service Agreement between employer and our company
- Guarantee Letter
- Company Registration Copy
- Visa Approval Slip

### (a) DEMAND LETTER:

Demand letter should be addressed to New Marhaba Travels International HR Consultant. The letter should have details of number of workers, Job responsibilities with required category, Salary, Duty hours, Food and Accommodation facilities, Overtime, Transport, Insurance, Residence Permit and other benefits. Demand letter should be signed by authorized person, bear Company seal, and attested from Chamber of Commerce and Ministry of Foreign Affairs.

### (b) POWER OF ATTORNEY:

Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. It should be signed by authorized person, bear Company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

### (c) Consular Letter:

The employing company has to write a letter according to Visa approval slip to the consular office authorizing the New Marhaba Travels International HR for visa endorsement and other legal processes. Consular letter should be signed by authorized person, bearing company seal and attested from Chamber of Commerce and Ministry of Foreign Affairs.

### (d) EMPLOYMENT CONTRACT:

The employing company provides the employee employment agreement as per demand letter. The employment contract should be signed by authorized person and bear company seal.

### (e) SERVICE AGREEMENT:

Employing Company should provide us service agreement between company and recruitment agency in India. The service agreement should be signed by authorized person and bear company seal.

### (f) Guarantee Letter:

The employing company should not transfer any workers to another country

without approval of competent Indian Government authorities. The Guarantee Letter should be signed by authorized person and bear company seal.

**(g) VISA SLIP:**

The original visa slip is required in case of Block visa. However, the photocopies of Block Visa are acceptable in case of multiple Block visa.

**(h) COMPANY REGISTRATION (C.R.)**

One photocopy only

## OUR HR POLICIES / STRATEGY FOR ORGANISATION SUCCESS

- Goal setting (Short and long term)
- Performance measurement
- Coaching and Mentoring
- Rewards and Recognition



**Documentation Department**





AL JIBO TRAVING EST. **الجزيرة** مؤسسة الجزيرة للتصاريح

AL JIBO **AL JIBO** التاريخ: ١٤٣٧-١٢-٠١ هـ

**COLLECT LETTER** خطاب التجميع

**Heure d'arrivée:** الساعة ( التجميع الساعة العربية  
**The Canal Street, New Delhi, India.** السعودية - يوم تالي الهد

**Also Greeting:** السلام عليكم وبرحمة الرحمن الرحيم  
 أهيا واحتراما

**Your Country:** ليبيا

We would like to inform your country that we have issued a Power of Attorney for **مستشار ( التجميع الساعة العربية**  
**Ms. NEW MARHABA TRAVELS** المستشارة المسؤولة مسيرتها مسيرتها  
**Magazine's Courtyard, New Delhi, India.** رقم التليفون: ٠١١-٢٦٢٢٧٩٦٠  
**Head Office: www.newmarhabatravels.com** رقم التليفون: ٠١١-٢٦٢٢٧٩٦٠  
**New Delhi, India.**

To sign off documents and to submit passport and visas that this Power of Attorney is valid for the convenience of our Travel Bureau from Tripoli

We would be grateful if your returned office would kindly issue the Visa from **مستشار ( التجميع الساعة العربية**  
**Blank Visa** المستشارة مسيرتها مسيرتها

Number : 00000000  
 Date : 1436/12/01  
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Thanking you for your cooperation and very cordial regards,  
 Very truly yours,  
**BEACH E. JIBO AL-GHAYOURY** **مستشار ( التجميع الساعة العربية**

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**AFRAS** **افراس**

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 ٠١١-٢٦٢٢٧٩٦٠



**شركة تابت للمسابقات د.م.م.**  
**TABET ENTERPRISES P.L.L.**  
**DEMAND LETTER**

Date: 21/08/2006

Messrs. New Marhaba Travels  
Reg. # 060529BOMPER1800-3/177885  
Mumbai, INDIA

Dear Sirs,

In terms of special power of attorney given to you for ITT works on 27<sup>th</sup> June 2006, we hereby authorize you to incur the following personnel on the terms and conditions given below:

Category	Qty	Rate
1st Engineer	1	500/-/M
Second Engineer	1	350/-/M
Deck Officer (Master/Capt)	2	250/-/M
Mechanical/Electrical Machinery Equipment	1	200/-/M
Mechanical/Electrical Machinery Equipment	1	200/-/M
Technician	1	200/-/M
Purser	4	50/-/M
Van/Car/Driver	1	500/-/M
Personal Expenses/Contaminations	1	300/-/M
Corporate Contribution	1	50/-/M
Personal Staff/Board	1	200/-/M
Hotel/Travel/Contribution	10	500/-/M
Corporate Members Staff/Travel	10	250/-/M
Business Multi-Trip: Books, Printing, Tolls Pass	2	500/-/M
Insurance	1	500/-/M
ITTT	15	15

**Terms & Conditions**

- Medical & Accommodation Free
- Transportation Free
- Food Included in the Salary
- Air Passage Free
- Vacation as per contract As per Bahrain Labor Law with travelling Allow
- Working Hours 8 Hours
- Period of Contract 2 Years, extendable for further period
- OverTime As per Bahrain Labor Law

All the other terms and conditions are to be as per the regulation of Bahrain's Labor Law

Best Regards,

**Abdul J. Qasbi**  
Managing Director



م.م.م. تابت للمسابقات - مقر الشركة  
مبنى 1500 - شارع الملك فيصل - حي الصفاة - الرياض 11564  
م.م.م. تابت للمسابقات - مقر الشركة  
مبنى 1500 - شارع الملك فيصل - حي الصفاة - الرياض 11564



Ref: 40006

التاريخ: 21/08/2006  
رقم الطلب: 2006

**التفويض**  
**Authorization letter**  
**MR EXCELLENCY, THE CHIEF GENERAL MANAGER**  
**THE ROYAL SAUDI EMBAFFY**  
**NEW DELHI, INDIA**  
السيد - محامي  
السيد محمد بن عبد الله بن محمد

We would like to give authority to you for ITT works on 27<sup>th</sup> June 2006, we hereby authorize you to incur the following personnel on the terms and conditions given below:

التفويض  
السيد محمد بن عبد الله بن محمد  
السيد محمد بن عبد الله بن محمد  
السيد محمد بن عبد الله بن محمد

Abdul Aziz Sheikh Al-Fozari  
Managing Director

**AZRB**  
التفويض  
السيد محمد بن عبد الله بن محمد

**Javed S. Ash Malaniro Boards**  
**ation & his Partner Ltd. Co.**  
**(Forensic)**  
Industrial License No. (102/11)  
C. B. 200044978  
Paid Capital S.R. 508800

**شركة ج.إ.ش. مالنيرو**  
**أحمد محمد عليان وبكر محمد العبدان**  
**(مستشار)**  
تراخيص صناعية رقم (102/11)  
ح.ب. 200044978  
رأسمال مسجل 508800 ريال

**DEMAND LETTER**

MR. NEW MARHABA TRAVELS  
111, No. 100044978 & 1000-007048  
NEW DELHI, INDIA

Category	Qty	Rate
1st Engineer	1	500/-/M
Second Engineer	1	350/-/M
Deck Officer (Master/Capt)	2	250/-/M
Mechanical/Electrical Machinery Equipment	1	200/-/M
Mechanical/Electrical Machinery Equipment	1	200/-/M
Technician	1	200/-/M
Purser	4	50/-/M
Van/Car/Driver	1	500/-/M
Personal Expenses/Contaminations	1	300/-/M
Corporate Contribution	1	50/-/M
Personal Staff/Board	1	200/-/M
Hotel/Travel/Contribution	10	500/-/M
Corporate Members Staff/Travel	10	250/-/M
Business Multi-Trip: Books, Printing, Tolls Pass	2	500/-/M
Insurance	1	500/-/M
ITTT	15	15

**TERMS AND CONDITIONS**

- Medical & Accommodation Free
- Transportation Free
- Food Included in the Salary
- Air Passage Free
- Vacation as per contract As per Bahrain Labor Law with travelling Allow
- Working Hours 8 Hours
- Period of Contract 2 Years

**Abdul Aziz Sheikh Al-Fozari**  
Managing Director

**Javed S. Ash Malaniro Boards**  
**ation & his Partner Ltd. Co.**  
**(Forensic)**



**JAWAL JABROUDI EST.**

السيد محمد بن عبد الله بن محمد  
السيد محمد بن عبد الله بن محمد  
السيد محمد بن عبد الله بن محمد

**Abdul Aziz Sheikh Al-Fozari**  
Managing Director

**JAWAL JABROUDI EST.**





**Al-Mehani Recruitment Office**  
Recruitment Office of Public Post  
The Government of Jordan  
PO Box 957, J.S.R. Amman  
Tel: 011 969 618 618  
www.goc.gov.jo

**الكتبت المهني للاستقدام**  
الهيئة العامة للغور  
القطاع العام  
صندوق بري 957 - عمان  
هاتف: 011 969 618 618  
www.goc.gov.jo

التاريخ: 2019/07/21  
موضوع: **مخاطبة وإعلان مناقرة على الامتحان للتعيين في الوظيفة الرئيسية**  
السنة: ظهور في رسالة التوظيف

وبعد جاءني من أرقام المهني التالية من أرقام المهني التالية والمختارة  
المختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21  
المختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21  
المختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

والمختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

التاريخ: 2019/07/21  
موضوع: **مخاطبة وإعلان مناقرة على الامتحان للتعيين في الوظيفة الرئيسية**  
السنة: ظهور في رسالة التوظيف

والمختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

المختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

المختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

**Mohamed Al-Mehani Recruitment Office**  
Recruitment Office of Public Post  
The Government of Jordan  
PO Box 957, J.S.R. Amman  
Tel: 011 969 618 618  
www.goc.gov.jo

**مكتب محمد صالح المهني للاستقدام**  
الهيئة العامة للغور  
القطاع العام  
صندوق بري 957 - عمان  
هاتف: 011 969 618 618  
www.goc.gov.jo

التاريخ: 2019/07/21  
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The Government of Jordan  
PO Box 957, J.S.R. Amman  
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**الكتبت المهني للاستقدام**  
الهيئة العامة للغور  
القطاع العام  
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**الكتبت المهني للاستقدام**  
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التاريخ: 2019/07/21  
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والمختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

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المختارة في أرقام المهني التالية: 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21 - 2019/07/21

**وزارة الخارجية**  
Ministry of Foreign Affairs

**الصورة للاستقدام - الصورة للاستقدام**

التصديق على توظيف

رقم التوظيف: 47.964 - تاريخ التوظيف: 2019/07/21

الفرقة أو المكتب المصدق:	فرقة الرياض
اسم صاحب العمل:	مكتب دولي للخدمات التجارية عبدالعزيز علي العربي
رقم صاحب العمل:	1.18813774
المفوض:	تومر حيا تروينس للتجديد الأيدي العاملة رقم التسجيل: 199001991100
رقم التأشيرة:	11-1119285
الحد:	5
ملاحظات:	جهة التقييم: مومياي

تاريخ: 2019/07/21



**الشركة السعودية للتميز والريادة السياحية**  
Saudi Maintenance Specialties Co. Ltd.

التاريخ: 15/05/2019  
رقم الطلب: 1500000000

Job Description	Qty	Rate	Total	Unit
Electrician	5	1400	7000	1400
Electronic Tech	4	1300	5200	1300
Civil Supervisor	3	1500	4500	1500
Maintenance Tech	5	900	4500	900
Water Treatment Tech	2	800	1600	800
Heavy B. Worker	3	700	2100	700
Water Worker	3	700	2100	700
Auto Electrician	3	800	2400	800
Mechanical Tech	3	1100	3300	1100
Pump Tech	1	400	400	400
A.C. Mechanic	1	800	800	800
Painter Tech	1	800	800	800
<b>Total</b>	<b>39</b>	<b>100</b>	<b>39000</b>	<b>1000</b>

**Terms & Conditions:**

1. Site: [Blank]  
2. Period: 3 months  
3. Working hours: 8 hrs  
4. Payment: 15 days  
5. All other terms and conditions as per Saudi Labor Law.

**General Manager:** [Signature]

**الشركة السعودية للتميز والريادة السياحية**  
Al Mahada Recruitment

التاريخ: 15/05/2019  
رقم الطلب: 1500000000

**Job Description:**

Job Description	Qty	Rate	Total	Unit
Electrician	5	1400	7000	1400
Electronic Tech	4	1300	5200	1300
Civil Supervisor	3	1500	4500	1500
Maintenance Tech	5	900	4500	900
Water Treatment Tech	2	800	1600	800
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Mechanical Tech	3	1100	3300	1100
Pump Tech	1	400	400	400
A.C. Mechanic	1	800	800	800
Painter Tech	1	800	800	800
<b>Total</b>	<b>39</b>	<b>100</b>	<b>39000</b>	<b>1000</b>

**Terms & Conditions:**

1. Site: [Blank]  
2. Period: 3 months  
3. Working hours: 8 hrs  
4. Payment: 15 days  
5. All other terms and conditions as per Saudi Labor Law.

**General Manager:** [Signature]

**الشركة السعودية للتميز والريادة السياحية**  
MAHAB TRAVELS

التاريخ: 15/05/2019  
رقم الطلب: 1500000000

**Job Description:**

Job Description	Qty	Rate	Total	Unit
Electrician	5	1400	7000	1400
Electronic Tech	4	1300	5200	1300
Civil Supervisor	3	1500	4500	1500
Maintenance Tech	5	900	4500	900
Water Treatment Tech	2	800	1600	800
Heavy B. Worker	3	700	2100	700
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Auto Electrician	3	800	2400	800
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A.C. Mechanic	1	800	800	800
Painter Tech	1	800	800	800
<b>Total</b>	<b>39</b>	<b>100</b>	<b>39000</b>	<b>1000</b>

**Terms & Conditions:**

1. Site: [Blank]  
2. Period: 3 months  
3. Working hours: 8 hrs  
4. Payment: 15 days  
5. All other terms and conditions as per Saudi Labor Law.

**General Manager:** [Signature]

**الشركة السعودية للتميز والريادة السياحية**  
Saudi Maintenance Specialties Co. Ltd.

التاريخ: 15/05/2019  
رقم الطلب: 1500000000

**Job Description:**

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Painter Tech	1	800	800	800
<b>Total</b>	<b>39</b>	<b>100</b>	<b>39000</b>	<b>1000</b>

**Terms & Conditions:**

1. Site: [Blank]  
2. Period: 3 months  
3. Working hours: 8 hrs  
4. Payment: 15 days  
5. All other terms and conditions as per Saudi Labor Law.

**General Manager:** [Signature]

**وزارة الخارجية**  
MINISTRY OF FOREIGN AFFAIRS

**مكتب الصانع للاستخدام : مكتب الصانع للاستخدام**

**التصديق على التأشيرة**

رقم التأشيرة: 1762906 - تاريخ التأشيرة: 20101207

الفرقة أو المكتب المصدري	مكتب الصانع للاستخدام
اسم صاحب العمل	شركة راشد العبد الرحمن راشد واولاده
رقم صاحب العمل	7000077045
المؤرخ	NEW MARHABA TRAVELS 000926 BOM PER 1000 3 1776 86
رقم التأشيرة	2100798377
العدد	6
ملاحظات	

## PARTIAL LIST OF NMT'S CLIENTS

### MINISTRY OF HIGHER EDUCATION:

- AL-JOUF UNIVERSITY ([www.ju.edu.sa](http://www.ju.edu.sa))
- AL-KHARJ UNIVERSITY
- AL-MAJMAAH UNIVERSITY ([www.mu.edu.sa](http://www.mu.edu.sa))
- JIZAN UNIVERSITY ([www.jazanu.edu.sa](http://www.jazanu.edu.sa))
- KING ABDULAZIZ UNIVERSITY ([www.kau.edu.sa](http://www.kau.edu.sa))
- KING ABDULLAH UNIVERSITY OF SCIENCE & TECHNOLOGY ([www.kaust.edu.sa](http://www.kaust.edu.sa))
- KING FAHD UNIVERSITY FOR PETROLEUM & MINERALS. ([www.kfupm.edu.sa](http://www.kfupm.edu.sa))
- KING FAISAL UNIVERSITY ([www.kfu.edu.sa](http://www.kfu.edu.sa))
- KING KHALID UNIVERSITY ([www.kku.edu.sa](http://www.kku.edu.sa))
- KING SAUD BIN ABDULAZIZ UNIVERSITY FOR HEALTH SCIENCES ([www.ksau-hs.edu.sa](http://www.ksau-hs.edu.sa))
- KING SAUD UNIVERSITY ([www.ksu.edu.sa](http://www.ksu.edu.sa))
- NAJRAN UNIVERSITY ([nu.edu.sa](http://nu.edu.sa))
- PRINCE SULTAN UNIVERSITY ([www.psu.edu.sa](http://www.psu.edu.sa))
- QASSIM UNIVERSITY ([www.ku.edu.sa](http://www.ku.edu.sa))
- RIYADH COLLEGE OF DENTISTRY AND PHARMACY ([www.riyadh.edu.sa](http://www.riyadh.edu.sa))
- SHAQRA UNIVERSITY ([www.su.edu.sa](http://www.su.edu.sa))
- SULAIMAN AL-RAJHI UNIVERSITY ([www.sr.edu.sa](http://www.sr.edu.sa))
- TABUK UNIVERSITY ([www.ut.edu.sa](http://www.ut.edu.sa))
- TAIF UNIVERSITY ([www.tu.edu.sa](http://www.tu.edu.sa))
- UNIVERSITY OF HAIL ([www.uoh.edu.sa](http://www.uoh.edu.sa))

### CORPORATES:

- ABDEL HADI ABDULLAH AL-QAHTANI & SONS COMPANY, DAMMAM
- ABDULAZIZ HAMAD AL-UDAH ESTABLISHMENT, AL-HASA, HAFUF
- AH ESTABLISHMENT FOR BUILDING CONTRACTING, RIYADH, K.S.A
- AL-ESTAHQAQ TRADING ESTABLISHMENT
- AL-KHOBAR, SAUDI ARABIA
- AL-NASIYAN GROUP FOR CONSTRUCTION LTD. RIYADH, K.S.A
- AL-OBEID HOSPITAL, RIYADH



- AL-SELOULY AGRICULTURAL ESTABLISHMENT
- AL-TEJARAT CONSTRUCTION ESTABLISHMENT, RIYADH
- ANWAR AL-SHARQ CONSTRUCTION, RIYADH
- ARABIAN COMPANY FOR COMFORTERS AND PILLOW
- BADAR AL-MOUSA TRADING CONTRACTING ESTABLISHMENT
- BINTAMI WATER PROOFING & CONCRETE REPAIR COMPANY LTD.
- DESERT RIYADH CONTRACTING ESTABLISHMENT
- ETEC, RIYADH, SAUDI ARABIA
- INDUSTRIAL & MANAGEMENT TECHNOLOGY METHODS ESTABLISHMENT
- ITM, DAMMAM
- JERRISY COMPUTER & COMMUNICATION SERVICES, RIYADH, K.S.A
- M.AL-SHAWI ESTABLISHMENT
- MAAL-SHUBAILI AND PARTNERS COMPANY & FOUZ CHEMICAL, DAMMAM
- NAFAAY ESTABLISHMENT FOR TRADING AND OBLIGATION
- NATIONAL REFRIGERATION COMPANY, RIYADH
- RASHED AL-RASHED GROUP & SONS, DAMMAM
- SAWA'IL CHEMICAL INDUSTRIES COMPANY, RIYADH, SAUDI ARABIA
- SCIENTIFIC AND MEDICAL EQUIPMENT HOUSE, RIYADH, K.S.A
- TWAIK ESTABLISHMENT, RIYADH, SAUDI ARABIA





# NEW MARHABA TRAVELS

International HR Consultants

AFFIX RECENT  
PASSPORT SIZE  
PHOTOGRAPH

Visit us: [www.newmarhabatravels.com](http://www.newmarhabatravels.com)

## APPLICATION FORM

DATE:

POST APPLIED FOR

USE BLOCK LETTERS ONLY

1. FULL NAME \_\_\_\_\_

2. FATHER'S NAME \_\_\_\_\_

3. DATE & PLACE OF BIRTH \_\_\_\_\_

4. PASSPORT NO. \_\_\_\_\_

5. DATE & PLACE OF ISSUE \_\_\_\_\_ DATE OF EXPIRY \_\_\_\_\_

6. PERMANENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PIN NO.

TEL NO.

7. EMAIL \_\_\_\_\_

8. PRESENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PIN NO.

TEL NO.

9. TECHNICAL QUALIFICATION \_\_\_\_\_

10. ACADEMIC QUALIFICATION \_\_\_\_\_

11. EXPERIENCE IN INDIA \_\_\_\_\_  
\_\_\_\_\_

12. OVERSEAS EXPERIENCE \_\_\_\_\_  
\_\_\_\_\_

13. LANGUAGES KNOWN \_\_\_\_\_

14. DRIVING KNOWN  YES  NO If Yes, mention DL No. \_\_\_\_\_

NOTE: INCOMPLETE APPLICATION WILL NOT BE ACCEPTED

APPLICANT SIGNATURE \_\_\_\_\_

FOR OFFICE USE ONLY



Reception



HR Discussion



Team Marhaba



**Team Marhaba**



**Recruitment Division**



**Account Section**



Office Overview



M.D.'s Cabin



Employees Meet for the Up-coming Project



# **NEW MARHABA TRAVELS**

International HR Consultant

152, 3rd Floor, Mohan Bhawan, Sarai Jullena, New Delhi-110025 (INDIA)

Ph. +91-11-40454500 (20 Lines), +91-11-26842444, Fax: +91-11-26927095

[hr@newmarhabatravels.com](mailto:hr@newmarhabatravels.com), [jobs@newmarhabatravels.com](mailto:jobs@newmarhabatravels.com), [recruitment@newmarhabatravels.com](mailto:recruitment@newmarhabatravels.com)

Website: [www.newmarhabatravels.com](http://www.newmarhabatravels.com)