

# ARKK

## Recruiting Agency

(Govt. Approved Recruiting Agency)





(Proprietor)

## ABOUT US

ARKK is a Young ,vibrant and fast growing recruitment agency with a prime commitment of providing professional and value added services to both our clients and our candidates, for last 2 Decades . We have been providing Manpower solutions to a large spectrum of reputed companies in overseas by the company.

We are a well established and reputed Recruitment Consultant, having an excellent track record by its credit. Our clients have always rated us as an extremely trustworthy, professional, prompt and in dependable recruitment agency. Apart from regular recruitments, we also have a great deal of expertise in headhunting for Top/Middle Level or for industry Specific Recruitments.

We first understand you and your requirements then work in tandem with your expectations to deliver services on time. always & every time, this make us stand apart, as we are able to quickly understand & respond to your specific clients needs. Our extensive data Bank and head hunt abilities empower us to seek specific candidates for diverse needs.

# WHY WORK WITH US

- 1. Highly skilled team– Specialized recruiters in our civil,oil and gas division know the unique skills and requirements of the construction and energy industry.**
- 2. Fast track response time–As we are constantly recruiting people for the gulf countries as we have a data base of qualified and trade tested people ready to go to work .**
- 3. Carefully screened ,qualified candidates with our vast experience in civil industry,MEP,O&G Recruiting Which states right match for the right job.**
- 4. We provide only Physically and Medically fit workers approved by the GCCpanel Medical Centers .**
- 5. As we provide the right skilled person for the right skilled job due to which we have maintain Good relations with the clients for the long term.**
- 6. We do everything possible we can to lower down the burden of recruitments to the best possible way for our clients.**

# SELECTION PROCEDURE

## FIRST STAGE

1. Generating the demand by the employer company in the name of ARKK Recruiting Agency .
2. Discussion on salary, accommodation, food and other benefits for workers and related terms & condition.
3. Receipt of Original Documents like Demand Letter, Power of Attorney and employment contract .
4. Document verified by chamber of commerce and Indian Embassy of respective countries ,So to start the process of recruitment .
5. Finalization of the Employment Terms, Recruitment Fee & Mobilization Structure for the particular Project of Recruitment.



# SELECTION PROCEDURE

## SECOND STAGE

1. Search the Database for sufficient candidates in the Data Bank, advertise through news paper , media and head hunt until sufficient Candidates are procured.
2. Screening of candidates & lining up sufficient candidates as per the clients specification by our expert team.
3. Prepare for final interview.
4. Selection of candidates by trade test (Practical Test ) by the experienced engineers as we have tie ups with the modernized trade test centres with latest tools and equipment .
5. ARKK AGENCY always welcome our clients to visit our office in Delhi (INDIA) for final selection.
6. Candidates undergoes Medical examination with GCC Countries Panel Doctors.



# SELECTION PROCEDURE

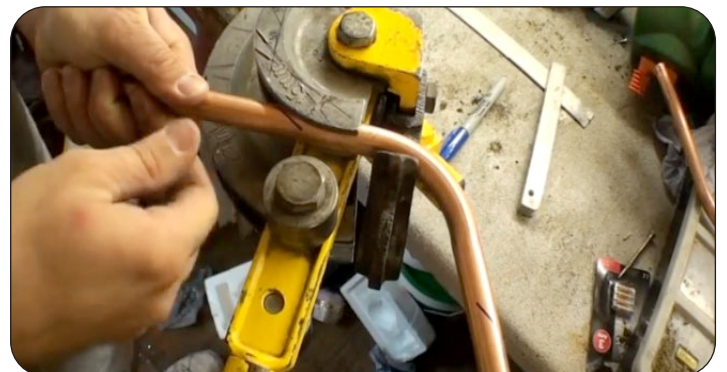
## THIRD STAGE

1. Sign Employment Contract / Formal Offer Letter.
2. Prepares all documents required for visa processing.
3. Complete Immigration Formalities
4. Start Air Ticketing Reservation.
5. Collection of Local fee & forward bills to the client.
6. Pre-Departure Assistance and Orientation to the workers.
7. Departure of the contract workers to the country of employment..



# FIELDS OF EXPERTISE

- Construction ( Skilled and Semi Skilled workers )
- Engineering ( Civil , Electrical & Electronics, Mechanical , MEP )
- Oil and gas
- Automotive | Automobile Industry
- Road Construction and Maintenance Engineers, Foreman, Workers
- Hotel Industry
- Medical Staff
- Electrical and Electro-Mechanical Engineer
- Fertilizer Plants, Petrochemical Industry
- Airline & Aviation
- Shipping & Marine Industry
- Power Distribution
- Dairy farming and Meat Seafood process workers
- IT & Telecom Industry
- Accounts & Finance
- Staffing Agency for Bio Technology, Scientific Research, Clinical Research Jobs
- Printing and packaging | Skilled Packing Workers, Publishing Recruitment



# REQUIRED DOCUMENTS

The following documents need to be provided by the employer for recruitment through e-migrate systems.

## 1.AGENCY/ SERVICE AGREEMENT

This agreement is made between the Employer and ARKK Recruiting Agency Starting clearly and precisely all the terms and conditions regarding manpower supply from respected government.

## 2.POWER OF ATTORNEY

A letter issued by the employer authorizing ARKK Recruiting Agency To act on behalf of the employer in recruiting the required number of workers and to carry out all the necessary formalities .





# REQUIRED DOCUMENTS

## 3. Demand Letter

A formal letter issued by the employer addressing ARKK Recruiting Agency With full details of:

- The job categories and number of workers
- Monthly salary
- Contract Period
- Working hours
- Descriptions of all other facilities like food ,accommodation, medical and air passage.

## 4. Employment Contract

Employment Contract duly signed between the Overseas Employer and the employee.



# LICENSE

4

CERTIFICATE NO. B - **0858/DEL/**  
**PER/10007/5/9253/2017** जस  
Form - Protector General of Emigrants

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

With reference to the application dated **22.04.2016**  
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. **ARKK Recruiting 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 **27/D,**  
**Zamrudpur Community Centre,**  
**New Delhi - 110048**




5

(ii) that this certificate is valid for a period of **5** years or till the completion of the recruitment of **10000** (i.e., **unlimited**) 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;

(iii) that the holder of the certificate shall conduct business under signatures and seal of the director /partners/proprietor and the certificate shall not be transferable;

(iv) 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;

(v) 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



# CONTACT US

## ARKK RECRUITING AGENCY

Get in  
**TOUCH**



**Contact Person:** Rajesh Sharma

**Mobile:** +91-9810344724, +91-8588823964

**Office Landline:** 011-49096890

**Email:** arkkagency@gmail.com, info@arkkagency.com

**Address:** 27/D, Zamrudpur Community Centre,  
New Delhi-110048 .

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





# ARKK

## Recruiting Agency

(Govt. Approved Recruiting Agency)

27/D, Zamrudpur, Community Centre, New Delhi- 110048, Tel.: + 91-11- 49096890,

Mobile: + 91-11-9810344724, +91-11- 8588823964

Email: [info@arkkagency.com](mailto:info@arkkagency.com), [arkkagency@gmail.com](mailto:arkkagency@gmail.com), Web.: [www.arkkrecruitingagency.com](http://www.arkkrecruitingagency.com)

Licence No.:0858/DEL/PER/1000+/5/9253/2017