


Recruitment for ITIHADI INFRA..... is categorized as a vital necessity for implementing the projects in the Kingdom of Saudi Arabia. As per the Saudi Arabian Law, ITIHADI INFRA.... is on the verge of hiring its employees from Hashim Al Mosowi Contracting Establishment based in Saihat, Kingdom of Saudi Arabia. Yet, the direct recruitment to ITIHADI INFRA... will turn a new page in walking into active business. Therefore, ITIHADI INFRA..... sets the following guidelines and ground rules in its Foreign Employment Policy. An Information Flow Plan is also developed to support the policy.

- All registered foreign recruitment agencies in countries of origin such as India, Nepal, Pakistan, Sri Lanka etc are recognized as high caliber manpower supply establishments.
- All agencies situated in the aforesaid countries of origin should advertise the manpower necessity of ITIHADI INFRA..... in their local newspapers well ahead of recruitment period.
- All agencies in the countries of origin should collect applications for the posts advertised for ITIHADI INFRA....., scan the applications and email them to the HO HR Department of ITIHADI INFRA..... with copies to the CEO as soon as applicant closing dates are completed.
- The Board of Selection / Board of Directors / Top Management of ITIHADIN INFRA... will short list the highly qualified and amiable candidates at its Head Office in the Kingdom. These short listed applications will be announced to the agencies in the countries of origin within seven days (one week) of receiving same.
- The Board of Selection / Board of Directors / Top Management will also inform the date/s of ITIHADI INFRA... management's arrival in the specific country of origin well ahead of time to conduct interviews and selections for recruitment. This will provide the recruitment agency in the country of origin with sufficient time for informing the short listed candidates regarding the date/s of interview/s.
- ITIHADI INFRA... will conduct a written test as well as video conferencing for all recruitments to assess their knowledge of writing and subject proficiency. This will be conducted prior to conducting of face to face interview between ITIHADI INFRA... and the candidate.
- ITIHADI INFRA... will also display its activities and achievements at the recruitment agency in the country of origin during the date/s of interview/s. This will provide the candidate/s with proper awareness creation pertaining to ITIHADI INFRA... prior to arrival in the Kingdom.
- ITIHADI INFRA... will produce a well documented Contract Paper to be completed and signed between the candidate/s and ITIHADI INFRA.... The selected candidate will be requested to annex photo copies of academic and professional certificates, marriage certificate (if married), basic information regarding immediate family and other general information sheets along with the Contract Paper. This Contract Paper is categorized as the personal file of ITIHADI INFRA.....

ITIHAD I SAUDIA INFRASTRUCTURE CO. LIMITED			ADMIN/POLICY-06 DEC. 2009
	CEO	VC	

	<u>FOREIGN EMPLOYMENT POLICY</u>	CORPORATE POLICIES 006
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General Rules for Candidates

- All candidates should possess the necessary academic and professional qualifications when applying for position/s prevalent in ITHIHADI INFRA....
- Candidates should attach a passport size photo along with the application form for easy identification.
- Candidates who have been selected after interviewing should be ready to fly into the Kingdom within a minimum period of three (03) months.
- Candidates selected to work for ITHIHADI INFRA... should not postpone his flight once the air tickets have been purchased and scheduled.
- Candidates who have been selected should obtain their Contract Paper issued by ITHIHADI INFRA... before leaving the recruitment agency.
- Any discrepancies arising pertaining to the Contract Paper issued by ITHIHADI INFRA..... should be clarified and sorted out before leaving the country of origin.
- Candidates selected to work for ITHIHADI INFRA.... should carry with them their original credentials when traveling.
- Selected candidates should carry with them suitable attire as per their profession. Safety wear such as safety glasses, safety shoes and helmets will be provided by ITHIHADI INFRA... for those employed on sites.

General Rules for the Recruitment Agencies

- All recruitment agencies recruiting employees for ITHIHADI INFRA.... should have been duly registered with the Ministry of Foreign Affairs or representative Department in the country of origin.
- All agencies should have maintained a good rapport with conducting genuine business in the country of origin. This is primary as ITHIHADI INFRA... will not accept any malpractices meted out by agencies towards employees recruited for the company. ITHIHADI INFRA... will always hold the recruitment agency responsible for any unjust meted out for its employees during or after recruitment. In such cases, ITHIHADI INFRA.... will immediately terminate business with the said recruitment agency in the country of origin.
- The recruitment agency in the country of origin should always recruit genuine applicants for ITHIHADI INFRA.... Any malpractice found out will immediately permit ITHIHADI INFRA.... to terminate relationships with the specific recruitment agency in the country of origin.

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- Visas provided by ITIHADI INFRA... to the recruitment agency in the country of origin should not be utilized for blasphemy of ITIHADI INFRA.... The employment visas should always be treated as top priority.
- The recruitment agencies in the country of origin should always create a good image regarding ITIHADI INFRA... Therefore, visibility regarding ITIHADI INFRA.... is a prime necessity and exhibiting ITIHADI INFRA.... should be treated top priority. INTHADI INFRA... will provide all recruitment agencies in the country of origin with visibility material.
- The recruitment agencies in the countries of origin should always correspond with the HO / Administrative Executive regarding day to day developments and other official matters.
- The recruitment agencies in the countries of origin should treat all documentations of ITIHADI INFRA... with top secrecy and uphold such documentations with high responsibility. This refers to the Contract Papers, Visas and other important documentation.

ITIHAD I NFRA... is always ready and open to recruitment agencies in the countries of origin for maintaining a high quality relationship. It is also prime that such relationships be developed with trust and transparency.

Work together; rewards will follow.

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