

Procedure for Recruitment, Selection & Mobilization of Manpower

1. OBJECTIVE

The purpose of this procedure is to lay down an effective standard operating procedure for smooth and speedy recruitment, selection and mobilization of the required categories of manpower for Clients abroad as well as selection / hiring of manpower from abroad to meet any manpower requirement of our Client.

2. SCOPE

This procedure shall apply to locations of XL OEP offices, connected with the mobilization of requested manpower and identifies the areas of responsibilities and coordination with concerned Clients.

3. RESPONSIBILITIES

Team Leader HR, XL OEP shall be responsible for the recruitment / selection of Manpower & its mobilization from Pakistan and from other Countries such as India, Bangladesh, Nepal, Philippines, Sri Lanka and Malaysia for all Overseas Projects as well as Shutdowns.

4. DEFINITIONS

XL OEP:	XL Overseas Employment Promoter
POE:	Protector of Emigrants
CNIC:	Computerized National Identity Card
NICOP:	National Identity Card for Overseas Pakistani

5. PROCEDURES

5.1 Demand Letter & Power of Attorney

- 5.1.1 Client shall send Demand Letter in favor of XL OEP with their craft wise manpower requirement, salary bracket, duration of stay, leave rotation (if required) and other facilities.
- 5.1.2 Client shall send Demand Letter, Power of Attorney and in case of KSA E-Wakala in the name of XL OEP. And in case of Malaysia calling visa information shall be passed on to XL OEP by the respective client.

5.2 Required Permission

- 5.2.1 XL OEP will prepare a letter addressed to Protector of Emigrants and take the permission for mobilization of manpower to concerned Client's destination according to the demand letter. Partial permission can also be obtained (if required).

5.3 Advertising

- 5.3.1 XL OEP will advertise job requirement in E-Paper after getting permission from POE.

5.4 Recruitment / Selection

- 5.4.1 Selection of manpower shall be carried out by XL OEP through its interview / selection team. However, Client may also constitute their selection team with coordination of XL OEP. Manpower recruitment will be performed through following sources:

- 5.4.1.1 Database (PPASOFT)
- 5.4.1.2 In Company Recourses
- 5.4.1.3 Walk in Candidates
- 5.4.1.4 Press Advertisement
- 5.4.1.5 Interviews in various cities throughout the country.
- 5.4.1.6 In case of any short fall of manpower for overseas projects, XL OEP shall arrange the same from other countries like Bangladesh, Philippine, Sri Lanka, Nepal, India etc.

Manpower already available in Database shall not require any further interview, however the candidate will be re-interviewed if he wants to be promoted in next cadre.

- 5.4.2 The selection list shall be strictly on merit and based on individual performance, trainings, experience and educational record.

5.5 Lining up of Candidates for Interview

- 5.5.1 HR Executive / R&P Staff shall invite the candidates through most effective means of communications which should indicate the date, place and time of interview. The candidates also must be advised to bring the following documents/testimonials at the time of interview:

- 5.5.1.1 Valid passport (Minimum for One Year), along with one clear color photocopy.
- 5.5.1.2 Computerized National Identity Card with one photocopy.

- 5.5.1.3 Passport size photographs as required.
- 5.5.1.4 CNIC copy of Next of Kin (NOK).
- 5.5.1.5 Original Educational / Experience Certificates with copies.
- 5.5.1.6 Job Cards for Welders / Valid Driving License for Drivers.

In case of requirement of any other Document, The candidates must be informed to produce the same documents to XL OEP. The candidate will also be informed that no TA/DA (Traveling Allowance / Disturbance Allowance) shall be paid to him for the interview.

5.6 Interview Procedure

- 5.6.1 The candidates shall be called for interview according to the requirement, craft wise in groups. Each candidate shall be interviewed on "FIRST COME FIRST SERVED BASIS" or as per lining up by the HR office staff of XL OEP with interview token allocations.
- 5.6.2 The candidate shall report at counter to obtain the Application Forms i.e. "Application Form for Temporary Employment" or "Application for Employment (Management)" after presenting his original certificates.
- 5.6.3 The interview coordinator will take the candidate to the concerned interviewer.
- 5.6.4 The interview shall be conducted in line with job description of the particular craft.
- 5.6.5 The candidate shall also refer for trade test if required, especially in case of Welder / Equipment Operator etc.
- 5.6.6 The Salary per Month or per Day shall be communicated to candidate upon qualifying the interview or trade test as per Client approved Salary Structure.

5.7 List of Selected / Standby Candidates

Based upon the interview result the final selection list shall be prepared by HR Executive / R&P Staff wherein at least 10% standby candidates shall be included to take care of any drop outs. Personal files of the selected candidates shall therefore, be prepared / opened according to the craft code sequence.

5.8 Documentation / Visa Processing

5.8.1 Personal Files

Mobilization Executive / Coordinator shall arrange to prepare personal files for all selected candidates including standby candidates in accordance with the checklist, separately for valid visa holders and the persons proceeding against fresh visa. Checklist should also be placed in each personal file duly signed/verified by the person/persons responsible for documentation. XL OEP Emp. # shall be allocated to the personal files of new selected candidates. Protection Fee and Miscellaneous Expenses shall be deposited in designated Bank from selected candidates in view of Long Term or Short Term deployment as per Government rules / Company Policy. All data collected shall be upload in soft format in PPASOFT for further processing.

5.8.2 NICOP (National Identity Card Overseas Pakistani)

The selected candidates shall be referred to NADRA (National Database & Registration Authority) Office for preparation of NICOP. The candidate is required to take following documents along with him:

- 5.8.2.1 Original CNIC
- 5.8.2.2 Copy of Passport
- 5.8.2.3 Previous NICOP (if any)

5.8.3 Medical Test

The selected candidates shall be sent for mandatory Medical Examination (cost of Medical will be borne by the individual). Medical for KSA, Bahrain & Oman shall be carried from GAMCA approved Medical Center and in case of Malaysia approved medical center of Malaysian government shall be engaged.

5.8.4 Passport Particulars to Overseas Offices

After getting the medical fitness certificate, the concerned HR Executive shall send the documents to Client's Office for the arrangement of visa.

5.8.5 Visa Confirmation

- 5.8.5.1 Client shall be responsible to arrange the visas for the number of persons to be mobilized and communicate the confirmation to XL OEP Head Office.
- 5.8.5.2 Client after having obtained the visa, shall forward visa document to XL OEP Head Office at the earliest.
- 5.8.5.3 Upon receipt of visa same shall be entered in Database.

5.9 Protection Formalities

5.9.1 Demand Letter & Power of Attorney

- 5.9.1.1 XL OEP staff shall prepare all necessary documents required for protection including Foreign Service Agreement (FSA) on behalf of Client.

5.9.2 Funds Arrangement / Bank Deposits

- 5.9.2.1 Fund request shall be raised with Name, Passport number, Receipt No. & Amount to be withdrawn duly approved by Chief Executive or his nominee and the same shall be submitted to Finance Department.
- 5.9.2.2 Finance department shall issue the cheque against fund request and deliver it to Mobilization Executive/ Protection Coordinator. Mobilization Executive / Protection Coordinator will deposit the amount in designated bank/s and get the insurance of person from POE Office.
- 5.9.2.3 POE office shall endorse their approval on passport and FSA.
- 5.9.2.4 After completion of protection formalities adjustment against funds shall be submitted to Finance department duly supported by the following documents i.e. Copy of fund request, receipt copy of service charges deposited in Allied Bank, receipt copy of Welfare Fund deposited in United Bank, copy of challan deposited in National Bank, original cash receipt & copy of insurance.

5.10 Mobilization

5.10.1 Booking for Air Passage

- 5.10.1.1 On receipt of the information regarding availability of visa and the documents required from Client's office, XL OEP shall arrange the blockage of seats.
- 5.10.1.2 At the same time a tentative air booking will be arranged and list of persons to be mobilized (date-wise) should also be provided to the Travel Agent/Airline.
- 5.10.1.3 Departure schedule for all personnel will be prepared in close co-ordination with concerned Client after the visa confirmation and receipt of the other required documents through Travel Agent/Airline.
- 5.10.1.4 The candidates shall be advised to be available one day prior to the date of departure at designated Office or as the case may be.

5.10.2 Foreign Service Agreements

Mobilization Executives shall prepare the service agreements for long term deployment (in case of Projects) or short term deployment (in case of Shutdowns) prior to the mobilization of individuals, which includes the following: like Personal information, Salary Details, Other Benefits etc. XL OEP representative or any nominated person will take the sign and left thumb impression of an individual on this form and place one of its copy in individual's personal file.

5.10.3 Mobilization Executive shall carefully prepare the following documents to be carried by the individuals while traveling:

- 5.10.3.1 Passport with National Identity Card.
- 5.10.3.2 F. S. A & Insurance
- 5.10.3.3 Visa copy confirming that visa will be available on arrival at destination Airport.
- 5.10.3.4 Health/Vaccination Card if required.
- 5.10.3.5 Air Ticket.
- 5.10.3.6 Other documents if required.

5.10.4 Prior to departure, the persons in each group, are to be completely briefed about Safety/General Orientation, their traveling arrangements and reception at the point of disembarkation by any nominated representative of XL OEP. A group leader should be nominated to co-ordinate all instructions to be communicated to the individuals being mobilized. On the date of departure depending upon the size of the group, the representative from XL OEP should be available to coordinate at the airport and ensure all logistic arrangements for boarding of the group.

5.10.5 Prior to the departure of a group complete information should be communicated to Client through email, for smooth handling and necessary clearance by the Immigration Authorities at the point of disembarkation.

5.11 De-mobilization

- 5.11.1 Client shall send demobilization schedules of employee to XL OEP, Lahore irrespective of Nationalities prior to their demobilization.
- 5.11.2 Client shall send detailed report of any employee who is being demobilized on disciplinary or any other ground.
- 5.11.3 Overall Performance Evaluation:
Client shall send Overall Performance of each employee who is being demobilized due to any reason. Grading of each employee shall be fed in database same shall be kept in personal file of the candidate.

5.12 Death of Employee

- 5.12.1 In case of death of Employee, the Client shall bear the expenses for the repatriation of the remains of Employee and his personal Properties to the family of decease through XL OEP. The Client shall ensure that the benefits due are made available to the XL OEP within the shortest period of time. While Team Leader HR will ensure to provide the same to employee's next of kin after receiving copy of succession certificate/evidence of heir-ship.
- 5.12.2 Client shall provide complete report explaining cause of death along with evidence (if available) to XL OEP

6. RELATED DOCUMENTS

- 6.1 Application Temporary Employment
- 6.2 Application for Employment (Management)
- 6.3 Interview Evaluation Form
- 6.4 Service Agreement
- 6.5 Check List

WRITTEN BY:

MANAGER R&P

APPROVED BY:

CHIEF EXECUTIVE