

WE ARE SPECIALIZED IN SELECTING

QUALIFIED PEOPLE

FOR SUITABLE JOBS



LET US
RECRUIT
FOR YOU



R.K Travel Bureau

Overseas Manpower Consultant

www.rkjobsindia.com

ABOUT US

R.K Travel Bureau is one of India's leading International Recruitment Agency for Overseas, particularly the Gulf Sector. R.K Travel Bureau started operating in the year 2013, with approval by the Ministry of External Affairs, Government of India, under License No.B-1524/TEL/PER/100/5/9482/2019 valid up to 03.12.2028 for recruitment of manpower overseas for the past 12 years.

Through our dedicated and sincere efforts, we have assisted many entrepreneurs and business houses to acquire the right persons for any specified requirements.

FROM MANAGEMENT DESK

"We at R.K Travel Bureau are ever committed to deliver the highest levels of skilled and qualified personnel through an approach of customer dedication, focus on innovation and uncompromising business ethics.

We aim to be the preferred Global Human Resource Consultants, by achieving international standards in operations that meet the expectations of our business partners. Integrating high quality and ethical approach, we have been able to create long-standing relationships and retain our business partners. We have evolved into a one stop destination consultant for our business partners to fulfil all their human resource requirements.

The key towards our success has been that we don't simply aim to fill the vacancy, we aspire to find the perfect match. Moreover, we assume our responsibility doesn't end with the dispatch of the personnel, but expands to the role of ensuring they are efficient in their contribution and are fulfilling their assigned roles. Furthermore, we are always receptive to all forms of feedback, and therefore have been an ever evolving consultant that doesn't shy away from change that leads us to the path of success."

RAVI DEVVAKA

Managing Director

+91 9441545000

ravi@rkjobsindia.com



OUR MISSION

Our Mission is to support our clients achieve their Human Capital objectives.

OUR VISION

Our Vision is to deliver high quality consulting services that address our client requirements.

CORE VALUES

The 06 pillars of our core values are as follows:

- **Respect:** Treating everyone with dignity, empathy, and fairness, regardless of their background or position.
- **Transparency:** Transparency is the first step towards accountability.
- **Team Work:** Powerfully and potentially work together, understanding each other, and growing as we can achieve amazing results through unity.
- **Integrity:** Build and strengthen our reputation through our clients and candidates trust and respect, in alignment with our promises through actions.
- **Efficiency:** We focus our energy on doing things right.
- **Quality:** Maintaining high standards in all aspects of the business to ensure customer satisfaction.

OUR **DATA BANK**

Our database contains over 3,000 potential candidates. Our team carefully reviews the curriculum vitae of all personnel to shortlist the best candidates. Additionally, we have a wide network, which allow us to quickly find highly talented individuals from all parts of India for our international clients.

OUR **COMMITMENT**

12 Years of industry and international recruitment experience means we can assure a successful match that meets your business hiring needs. It is our business to provide you with the most reliable hiring solutions and the most qualified international candidates.

WHY **CHOOSE US**

- Our team consists of professionals who have proven reliable, both in terms of Education & Experience.
- All payment transactions to accounts in the name of the Company.
- We are a trusted company with excellent and fast service.

RECRUITMENT **TRIP TO INDIA**

We are happy to organise international recruiting trips to India throughout the year to hire participants. Our clients can visit exciting international destinations and learn about new cultures while recruiting. Start planning your tour today by emailing us at ravi@rkjobsindia.com hrd@rkjobsindia.com

OUR PROMISE

Our consultant will ensure that the candidates recruited through us are well taken care of. They are briefed about the organisation and its activities, they are recruited for. We also explain the local labour laws, safety measures, and company policies to avoid any misunderstanding between the employer and the employee.

ADVANTAGES

Once a mutually agreed-upon technical profile is established, our experts shortlist accurately assessed and qualified candidates. All candidates recruited through R.K. Travels come with a six-months guaranteed period. During this period, if found unsuitable, R.K. Travel will replacement to the client. This clause does not apply if the candidates is selected by a company representative.

OUR RESPONSIBILITIES

- To Source candidates matching your job description.
- To arrange and conduct trade tests / interviews for certain categories as may be required.
- Final Interview are scheduled as desired by you and we provide all necessary facilities.
- We shall provide medical report of the selected candidates as per country medical standard.
- Arranging government formalities like emigration clearance, visa stamping, Police Clearance Certificate and attestation of certificates.
- To maintain records of all personnel deployed to the clients.
- Placing the approved candidates within your desired time limit under prior intimation to you.
- To give orientation to the workers before departure about the customs, traditions and laws of the destination countries.

SOURCING **PROCESS**

CV SHORTLISTING

A single job posting attracts 300-500 application on a weekly basis. Our recruiters analyze each and every resume matching the job requirement and shortlist the best profiles (based on the job duties experience and education).

TELEPHONIC INTERVIEW

Our consultants conduct telephonic / video interviews to reach the candidates quickly. This helps us to learn the candidates better and clarify a set of questions before confirming a face-to-face interview.

FACE TO FACE INTERVIEW

Apart from the general set of interview questions and aptitude tests, the most important factors such as body language, Confidence, personality, Interest are analyzed in a face-to-face interview. We talk to our clients to understand their requirement in-depth and match the candidate profiles accordingly.

REFERENCE CHECKS

We believe that conducting reference checks can be one of the most important steps in the selection process. Since past performance is often the best indicator of future performance, our recruiters speak to past supervisors in order to determine if the applicant being considered is recommended / suited for the role.

TOP 3 CANDIDATES

Upon completion of multiple interviews, tests and verifications, we submit the top three (3) candidates to our clients for review. Upon their confirmation, a final round of interview will be held at any of our network offices. As per convenience.

RECRUITMENT PROCEDURES

STEP
1

RECEIVING **DEMAND LETTER**

For Gulf Employers, receive online demand on emigrate portal on our RA ID- "RA5470984" (www.emigrate.gov.in)

ACKNOWLEDGING **DEMAND**

Acknowledgment of demand sent by employer, by accepting the power of attorney and demand letter.

STEP
2

STEP
3

ADVERTISEMENT & **SHORT LISTING**

Advertisement in major National & Local Newspapers as well as online , social media (Facebook, LinkedIn, Instagram) for public information, and short listing the potential candidates.

CONDUCTING **INTERVIEWS**

Interviews are taken online or in-person by our experts & professionals. Employer's who prefer to interview short listed candidates, we arrange premium facilities for them.

STEP
4

STEP
5

POST INTERVIEW **DOCUMENTATION**

All necessary documents are collected from the selected candidates. We complete the necessary pendencies such as apostille & translation of documents, medical check-up, police clearance & others.

VISA **APPLICATION**

Upon receiving work permit, we prepare the application for visa stamping and assist candidates for application submission.

STEP
6

STEP
7

ORIENTATION & **DEPARTURE**

After receiving visa, the candidates are given the pre-departure orientation and handed over their files for departure.

INDUSTRIES WE SERVE



Aviation



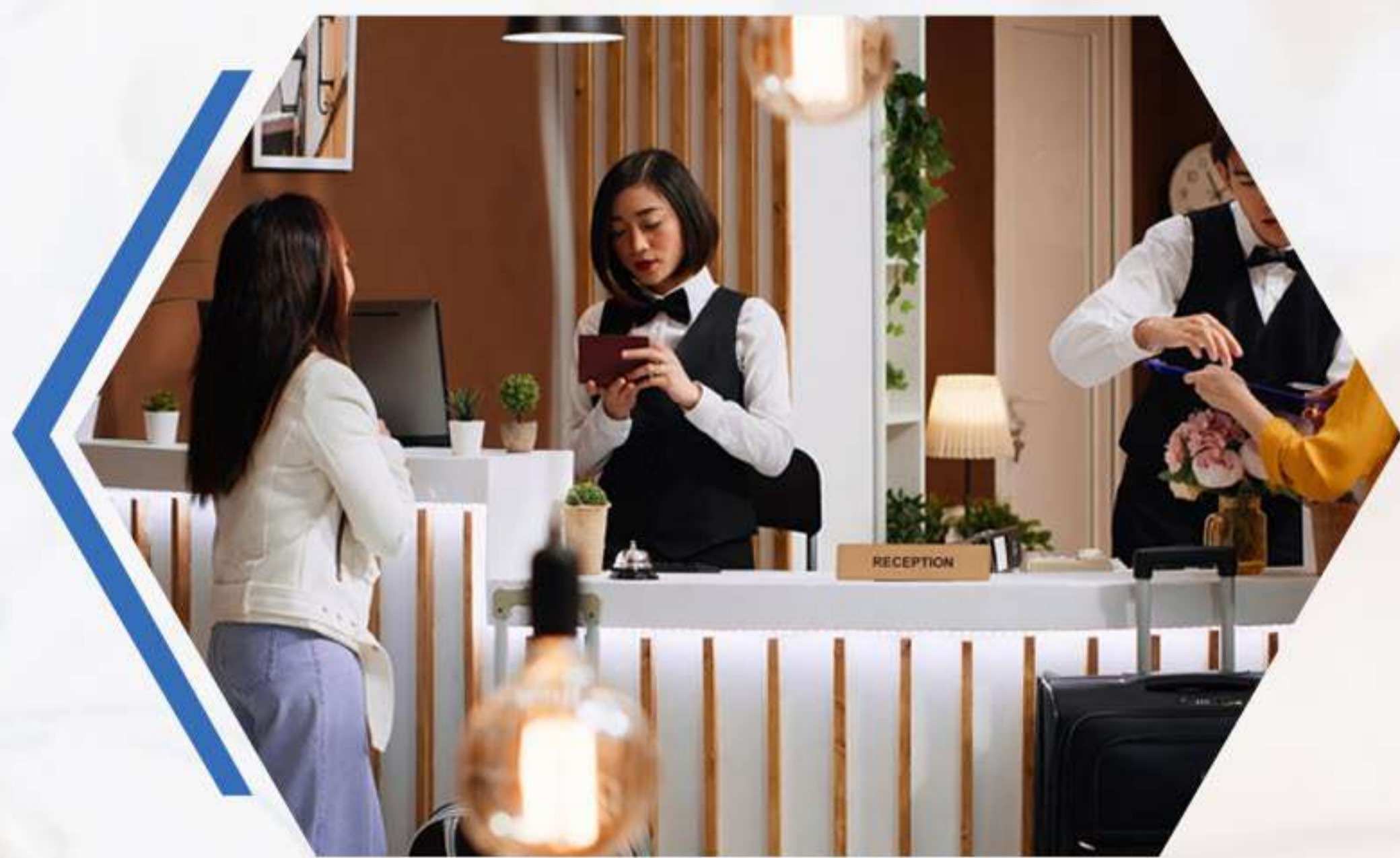
Construction & Engineering



Security



Vehicle & Heavy Equipment Operators



Hospitality



Electromechanical construction



Facility Management



Oil & Gas

WE R.K TRAVEL CAN PROVIDE THE BELOW MENTIONED CATEGORIES FROM DIFFERENT PARTS OF INDIA

AVIATION

- » Customer Care Agent
- » Cargo and Baggage Transport Driver
- » Baggage Loader
- » Trolley Boy
- » Cargo Loader
- » Porters
- » Aircraft Cleaners
- » Forklift Operator
- » Tractor Driver
- » Light Driver
- » General Cleaner
- » General Helper



SECURITY

- » Security Guards
- » Body Guard
- » Security Guard (SIRA Licensed)
- » Security Guard (PSBD Licensed)
- » CCTV Operator
- » Cash Custodian
- » Security Supervisor
- » Watchman



HOSPITALITY

- » Restaurant Captain
- » Cook (Continental, Chinese, Indian & Arabic)
- » Asst. Cooks
- » Steward
- » Waiter
- » Room Boy
- » Cook
- » House Keeper / Cleaner
- » Barman
- » Butcher
- » Kitchen Helper
- » Chapati Maker
- » Laundryman
- » Salad Maker
- » Accountant
- » Bakery helpers
- » Watchman
- » Security Officer
- » Office Boy /Tea Boy



FACILITY MANAGEMENT

- » Cleaners
- » Office Boy
- » Room Boy
- » Electrical Technicians
- » Mechanical Technicians
- » Plumber
- » MEP Technician
- » Light Driver
- » Heavy Bus Driver



CONSTRUCTION & ENGINEERING

- » Engineers (Civil, Electrical, Mechanical, HVAC)
- » General Foreman (Civil, Electrical, Mechanical, HVAC, Mason, Steel Fixer, Carpenter)
- » Charge Hand (Labour, Mason, Steel Fixer, Carpenter)
- » Store Keeper
- » Time Keeper
- » Document Controller
- » Data Entry Operator
- » Computer Operator
- » Camp boss
- » Office Assistant
- » Office Boy
- » Mason
(Block, Plaster, Tiles, Marble, Finishing)
- » Steel Fixer
- » Furniture Carpenter
- » Shuttering Carpenters
- » Scaffolder
- » General Helpers



VEHICLE & HEAVY EQUIPMENT OPERATORS



- » Light Driver
- » Light Bus Driver
- » Heavy Bus Driver
- » Heavy Duty Drivers (Truck / Trailer)
- » Concrete Mixer (Transit Mixer) Driver
- » Bobcat Operator
- » Dumper Operator
- » Forklift Operator
- » JCB / Backhoe Loader Operator
- » Shovel / Wheel Loader Operator
- » Boom Loader Operator
- » Roller Operator
- » PTR Operator
- » Bulldozer Operator
- » Grader Operator
- » Excavator Operator
- » Mobile Crane Operator
- » Tower Crane Operator
- » Placing Boom Operator
- » Concrete Pump Operator

ELECTROMECHANICAL CONSTRUCTION

- » Electrician (House, Industrial, High, Tension, HVAC)
- » Electrician
- » Electrical Helpers
- » Cable Jointer
- » Fitter Plumber / Asst. Plumber
- » Pipe Fitter
- » Rigger
- » CNC Lathe Operators
- » Duct man
- » Duct Fabricator
- » Duct Erector
- » Duct Insulator
- » Welders
(Structural, X-Ray, TIG, MIG, 3-G, 6-G, Pipe)
- » Diesel Mechanic
- » Auto Denter
- » Painter
- » Mechanical Helpers
- » Central Air Condition Mechanics
- » Window Air Condition Mechanics
- » Split Air Condition Mechanics



OIL & GAS

- » Helper / Labours
- » Rigger
- » Scaffolders
- » Welders
- » Safety Officers
- » Safety Supervisors
- » Light Drivers
- » Heavy Bus Drivers
- » Manlift Operators
- » Forklift Operators



MINISTRY OF EXTERNAL AFFAIRS GOVERNMENT OF INDIA LICENSE

<p>प्रमाणपत्र सं. ख 1524/524/TEL/PER/100/5/9482/1919 CERTIFICATE NO. B-</p> <p>प्रपत्र-IV भारत सरकार विदेश मंत्रालय प्रमाणपत्र Form - V GOVERNMENT OF INDIA MINISTRY OF EXTERNAL AFFAIRS CERTIFICATE [नियम 10 (2) देखें] [See rule 10 (2)]</p> <p>उत्प्रवासी महासंरक्षी</p> <p>भारतीय श्रमिकों को विदेशी नियोक्ताओं के पास नियोजन हेतु भर्ती करने का व्यवसाय शुरू करने या चलाने हेतु उत्प्रवास अधिनियम, 1983 की धारा 11 के अधीन प्रमाणपत्र प्रदान किये जाने हेतु आवेदन दिनांक 18/02/2019 के संदर्भ में मैसर्स _____ को उक्त प्रमाणपत्र एतद्वारा इस प्रमाणपत्र को जारी करने की तारीख से निम्नलिखित निम्न और शर्तों पर प्रदान किया जाता है, अर्थात् : With reference to the application dated 18.02.2019 for grant of a Certificate under Section 10 of the Emigration Act, 1983 to commence or carry on the business of recruitment for employment of Indian workers with foreign employers, M/s. R. K. Travel Bureaus is hereby granted the said certificate effective from the date of issue of this certificate, Subject to the following terms and conditions, namely:</p> <p>(i) कि यह व्यवसाय / that the business shall be conducted at H.No. 1-5-2/CB, Macha Shankar Building, Vempet Road, Metpally, Dist. Jagtial, Telangana - 505325 किया जाएगा।</p>	<p>(ii) कि प्रमाणपत्र _____ वर्षों की अवधि के लिए या _____ श्रमिकों की भर्ती पूरी होने तक, जो पहले हो, वैध रहेगा। विनिर्धारित अवधि से पहले निर्धारित संख्या के श्रमिकों की भर्ती पूरी हो जाने की स्थिति में प्रमाणपत्र धारक को वास्तविक माँग का साक्ष्य प्रस्तुत करने और नियम 8 के उप नियम (2) के अधीन अतिरिक्त प्रतिभूति प्रस्तुत करने पर प्रमाणपत्र की वैधता अवधि पूरी होने तक भर्ती करते रहने की अनुमति दी जा सकेगी। that this certificate is valid for a period of <u>Five</u> years or till the completion of the recruitment of <u>100</u> 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;</p> <p>(iii) कि प्रमाणपत्र धारक यह व्यवसाय निदेशक/साझेदार/स्वामी के हस्ताक्षर और मोहर के अंतर्गत करेगा और यह प्रमाणपत्र हस्तांतरणीय नहीं होगा। 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;</p> <p>(iv) कि इस पंजीकरण प्रमाणपत्र की एक फोटोकॉपी व्यवसाय-परिसर में एक ध्यानाकर्षी स्थल पर पठनीय बड़े अक्षरों में लिखकर दर्शाया जाएगा। इसके साथ ही किसी अन्य परिसर में, यदि कोई उपलब्ध है, पंजीकरण प्राधिकारी द्वारा सत्यापित उसकी एक प्रति ऐसे शाखा कार्यालय के व्यवसाय परिसर में ध्यानाकर्षी स्थल पर पठनीय बड़े अक्षरों में लिखकर दर्शायी जाएगी जिसमें भर्ती एजेंट को व्यवसाय करने के लिए प्राधिकृत करने हेतु पृष्ठांकित किया गया होगा। मूल प्रमाणपत्र उत्प्रवास प्राधिकारियों/विधि प्रवर्तन प्राधिकारियों और नियोक्ताओं द्वारा माँगे जाने पर प्रस्तुत किया जाएगा। 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 employer;</p>
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<p>एजेंसी का विवरण PARTICULARS OF THE AGENCY</p> <p>1. पंजीकरण प्रमाणपत्र सं. Registration Certificate Number <u>B-1524/TEL/PER/100/5/9482/2019</u></p> <p>2. एजेंसी का नाम Name of the Agency <u>M/s. R. K. Travel Bureaus</u></p> <p>3. एजेंसी के कार्यालय का पता Office Address of the Agency <u>H.No. 1-5-2/CB, Macha Shankar Building, Vempet Road, Metpally, Dist. Jagtial, Telangana - 505325.</u></p> <p>4. एजेंसी की प्रकृति (कम्पनी/स्वायत्त फर्म/साझेदारी फर्म) Nature of Agency (Company/Proprietorship firm/Partnership firm) <u>Proprietorship Firm</u></p> <p>5. पं. प्र. धारक का नाम Name of RC Holder <u>M. Devvaka Ravi</u></p> <p>6. पं. प्र. धारक के जन्म की तारीख Date of birth of the RC Holder <u>08/03/1987</u></p> <p>7. पं. प्र. धारक की राष्ट्रियता Nationality of the RC Holder <u>Indian</u></p> <p>8. एजेंसी में पदनाम Position in the Agency <u>Proprietor</u></p>	<p>9. एजेंसी की दूरभाष सं. Telephone Number of the Agency <u>91-9849240041</u></p> <p>10. एजेंसी की फैक्स सं. Fax Number of the Agency <u>91-8725-252041</u></p> <p>11. एजेंसी का ई-मेल पता Email address of the Agency <u>rktravelbureaus@gmail.com</u></p> <p>12. पं. प्र. जारी करने की तारीख Date of issue of RC <u>18.02.2019</u></p> <p>13. वैधता अवधि / Period of validity _____ वर्ष / Years from <u>18.02.2019</u> से/ to <u>03.12.2023</u> तक</p> <p>14. वैधता समाप्त होने की तारीख Date of expiry of validity <u>03.12.2023</u></p> <p>15. भर्ती के लिए श्रमिकों की सीमा Limit of workers to be recruited <u>100 (one hundred)</u></p> <p>पंजीकरण प्राधिकारी का हस्ताक्षर, नाम और मोहर SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY उत्प्रवासी महासंरक्षी Protector General of Emigrants</p>
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<p>कार्यालय पता/शाखा कार्यालय/भर्ती केंद्र के बदलने/बुद्धि होने/या कोई अन्य बदलाव जिसका उल्लेख कहीं और नहीं किया गया हो को रिकार्ड करने हेतु स्थान। SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/BRANCH OFFICE/RECRUITMENT CENTRE/ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.</p> <p>Shifting of Registered office:- H.No. 2-28/2/A-5, Sankaji Building 1st & 2nd Floor, Dharowar (V) Jagtial Telangana.</p> <p>उत्प्रवासी महासंरक्षी Protector General of Emigrants</p>	<p>कार्यालय पता/शाखा कार्यालय/भर्ती केंद्र के बदलने/बुद्धि होने/या कोई अन्य बदलाव जिसका उल्लेख कहीं और नहीं किया गया हो को रिकार्ड करने हेतु स्थान। SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/BRANCH OFFICE/RECRUITMENT CENTRE/ENHANCEMENT/ANY OTHER CHANGE NOT SPECIFIED ELSEWHERE.</p>
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MINISTRY OF EXTERNAL AFFAIRS GOVERNMENT OF INDIA LICENSE



Government Of India
Ministry Of External Affairs
Overseas Employment Division
www.mea.gov.in, www.emigrate.gov.in



REGISTRATION CERTIFICATE ISSUED UNDER SECTION 11 OF THE EMIGRATION ACT, 1983

THIS REGISTRATION CERTIFICATE IS ISSUED UNDER THE PROVISION OF SECTION 11 OF THE EMIGRATION ACT, 1983 TO THE AGENCY WHOSE PARTICULARS HAVE BEEN GIVEN IN THE CERTIFICATE TO COMMENCE OR CARRY ON THE BUSINESS OF RECRUITMENT FOR DEPLOYMENT OF INDIAN WORKERS WITH FOREIGN EMPLOYERS WITH EFFECT FROM THE DATE OF ISSUE OF THE CERTIFICATE AND SUBJECT TO THE TERMS AND CONDITIONS STIPULATED IN THE CERTIFICATE

PARTICULARS OF THE AGENCY

1. Registration Certificate Number	B-1524/TEL/PER/100/5/9482/2019
2. Name Of the Agency	M/s R.K TRAVEL BUREAUS
3. Office Address Of the Agency	H No.2-28/2/A5 SANKOJI BUILDING, FIRST & SECOND FLOOR, DHAROOR (V) , City:- JAGTIAL, District:- JAGTIAL, State:- TELANGANA, Country:- INDIA, Postal Code:- 505327
Branch Address (if any)	
4. Nature of Agency	Proprietorship
5. Name Of RC Holder	RAVI DEVVAKA
6. Date Of Birth Of the RC Holder	08 March 1987
7. Nationality Of the RC Holder	INDIA
8. Position In the Agency	
9. Telephone Number Of the Agency	91-9849240041
10. Email Address Of The Agency	rktravelbureaus@gmail.com
11. Date Of Issue Of RC	18 January 2024
12. Date Of Expiry Of RC	03 December 2028
13. Limit of Workers	100

Protector General of Emigrants(PGoE)
OE and PGE Division
Ministry Of External Affairs(MEA)
Government of India
New Delhi



R.K Travel Bureau
Overseas Manpower Consultant

*Thanking you and looking forward to serve you
at your utmost satisfactory*

Head Office:

H.No.2-28/2/A5, Sankoji Building, 1st & 2nd Floor
Opp: Reddy Convention Hall, Dharoor, Jagtial, Telangana (India) - 505 327

+91 9550620041
+91 7093260041
+91 9963540041

hrd@rkjobsindia.com
www.rkjobsindia.com