

# EMMAR ENTERPRISES

(OVERSEAS RECRUITING CONSULTANTS)



Recognized by Ministry of External Affairs  
vide Registration No. Lic. No. B- 0854/MUM/PER/1000+/5/9287/2017

## BETTER WE SERVE FASTER WE GROW

# FOUNDER MESSAGE



**Late Mr. M. R. VARGHESE**

“Way back in 1976, Mr. M. R. Varghese realized that there were various businesses, especially in the booming oil-rich Gulf economy, which were in need of good employees. On the other hand there were qualified and hardworking people in India looking for suitable jobs that paid well. To bridge this gap the young, dynamic and enterprising Mr. M.R. Varghese founded EMMAR, named so after his initials.

To be successful, Mr. Varghese's mission statement emphasized the importance of ethics while conducting his business. Secondly, he made sure that his staff listen to the client patiently and learn about their needs. Only this way they could implement a logical and reasonable solution for the client, even if that meant recommending another consultant.

After the initial hiccup like long deployment period, the strong, steady and calming influence of Mr. Varghese paid off. Today, EMMAR has carved a niche in placing thousands of personnel who not only act as brand ambassadors but also have promoted India as hot spot destination for intelligent & competent manpower. Although he has passed away and handed over the reins to his son Mr. Nelson Varghese, EMMAR Team is poised to take forward his vision.

Mr. M. R. Varghese had always been a philanthropist and spared time to work and support charities that lead to the betterment of the society. He will always remain, an inspiration and guidance to all of us.”

# MD MESSAGE



“ I am delighted to introduce Emmar Enterprises, a trusted name in the field of overseas Manpower Recruitment. We are authorized by Ministry of External Affairs vide Lic. No. B- 0854/MUM/PER/1000+/5/9287/2017. After spending decades in the industry as an HR Professional, I took a decision to create a world class organization to support professional companies in selecting the most important asset by providing them the best resources in the Market.

We adhere to our words & values such as personal level client interaction and long term relationship with the client organization. Considering this, I ensure my client are always content with my company's services. I keep encouraging my employees from time to time to come up with innovative ideas and follow new trends in market.

We have efficient network throughout Gulf and capable of recruiting personnel to fulfil the requirement of our valuable overseas employer. We have earned reputation of deploying thousands of workers who are very dedicated, loyal, honest and hardworking and able to provide utmost satisfaction to their employer in their respective field. We are capable of fulfilling the requirement of skilled, semi-skilled and un-skilled workers for present labour market.

Me and my team of professional staff are dedicated towards servicing our valuable clients & candidates by assisting them meet each others requirements and short term as well as long term goals.

Lastly, I would like to thank all our Clients, Business Partners & Employees for their continuous support and strength given to us in our progress, success, and realizing our vision and goals.”

**NELSON VARGHESE**  
MANAGING DIRECTOR

# COMPANY PROFILE

Emmar Enterprises is a premier talent solutions company that brings dependable manpower to professional multinational with our 4 decades of experience. We are leading in providing manpower for skilled & unskilled categories to private & government sector in Abroad.

Emmar Enterprises derives its strength from the inspiring wisdom & accomplishment of its founder Late Mr. M. R. Varghese. His professional tie-up & personal association with top companies from several industries has helped him to understand the requirements of major companies.

Emmar Enterprises since its inception has grown in leaps & bounds providing quality staffing & HR solutions to various corporates. We maintain a comprehensive databank of personnel based on research & client demands which is updated regularly. Our certified agency caters to Mega Projects in Oil & Gas, Power, Energy, Heavy Engineering, Civil construction, Hospitality etc. helping client to create win win situation. Our talent expertise makes us the worldwide leader in innovative work solutions. In an economy that has been in a state of volatility for years, recruitment has been all about precision. Today we boast of the trust of our clients, guaranteed services in competitive edge, international expertise, right candidates placement and virtueness of team have made us specialists and pioneers of industry. We continue to strive manpower efficiency to our clients.

Located at a prime area in Nariman Point - Mumbai, we are not very far away from International & Domestic Airports. We have network offices all over India viz. Chennai, Cochin, Rajasthan, Delhi, Gujarat, Punjab, UP & Bihar. We have International associates in Nepal & Bangladesh that has added to the efficiency in business execution.

If you would like to plan & execute a challenging recruitment assignment from one or more countries for your good organization & simultaneously benefit from the advantages of working with some of the most capable recruiters, then recruitment process outsourcing to Emmar Enterprises must be part of your manpower hiring strategy this year.



# VISION & MISSION

## VISION

Our vision is to be the most preferred recruitment company for Manpower Placement and HR solutions offering quality services to our clients.

## MISSION

To emerge as a HR outsourcing solutions provider of trust anchored on values of dignity, transparency, and insight.

## QUALITY POLICY

“The company is dedicated to the stringent quality measures which will ensure that its services fully meet the requirements of its clients at all times. The goal is to achieve a high level of customer satisfaction. Commitment to the implementation of supporting managerial and operational systems is essential to realizing that goal.

Believes in the concept of Client and Recruiting Agency working in sync, together in pursuing the policy and in continually striving for improvements in its quality.”



# RECRUITMENT PROCEDURE

At Emmar Enterprises, we have designed a pragmatic framework that is result oriented and caters to the most complex demands of our client. Through extensive use of technology, we are evolving the workforce dynamics to provide cutting-edge consulting solutions.



## OUR SCOPE OF WORK INVOLVES THE FOLLOWING METHODOLOGY:

### ▼ PLANNING

The planning phase for us means understanding the client requirements and the utility of such requirements to strengthen our search. On the basis of the requirements, we further work to plan a strategy that would follow to serve the needs. Our work plan strategy is based on the possible challenges, the mechanism to counter such challenges, the ongoing trends in the market, competency levels available, parameters required for the position etc. With the blueprint present we initiate our work on the R & D.

### ▼ R & D

In our R&D phase we put our efforts to search for the right competency levels on the parameters of skill, experience, stability and performance. By ranking the candidates on these parameters we select and share the quality candidates with our clients.

### ▼ PRELIMINARY SCREENING & INTERVIEW

- Preparing / modifying job description / job profile, job specification and advising to the branch offices to get suitable resumes.
- Inviting job applications with complete documents against given requirements in the newspaper & job portals.
- Call shortlisted candidates for preliminary interview as per the client requirements.

### ▼ CLIENT INTERVIEW

After the initial screening and validation we refer the candidate for the client interview where the client can directly assess the capability and potential of the candidate either face to face / skype / telephonic interview.

### ▼ SELECTION STATUS & MEDICAL

Arrange to dispatch CVs of shortlisted / selected applicants to the clients for their final management approval for preparation of Offer Letters. After selection and signing of offer letters, arranging to send applicants for medical test and get fitness report from the doctors and forward all the documents for visa processing.

### ▼ DEPARTURE

The last phase of the process is safe departure of candidate. After stamping / paper visa, we check / monitor all departure files as well as company record files ensuring that the respective files are completed with all the required documents for each employee. Ticket booking of the candidates and give flight details of candidates to the client 3-4 days prior to their departure date. Organizing to make immigration clearance and make necessary arrangements for safe departure from airport to arrival on destination and keeping records.

# YOU CAN TRUST US BECAUSE OF

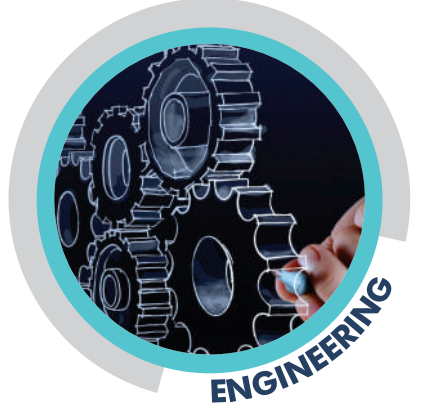
- Transparent Work Culture
- We strongly believe that time is of essence and thereby provide prompt and expeditious response.
- Successfully handled placements at all levels in all departments of Technical & Administrative field.
- Ever growing Data Bank of over 50,000 profiles which is updated regularly.
- We provide different kinds of recruitment services and formalities through our office like ticketing, trade test and many more.
- We provide diverse categories viz. lower management, mid management, upper management, skilled, semi-skilled, unskilled, trained and professional manpower.
- Also, we continue to maintain our relationship with both our client and candidate to ensure smooth integration of the candidate in the organization.

## THE BENEFIT TO OUR CLIENTS

- You will get a dedicated service, ensuring a total commitment to our clients and customers.
- You will get expert knowledge combined with comprehensive candidates database which means you get the optimum solution to all your requirements.
- All our staffs have extensive operational experience and are able to provide effective support and advice at every stage of the operation.
- Most importantly, what makes us deliver our service on schedule is sheer passion and devotion towards our clients.



# INDUSTRY





# LICENCE



PARTICULARS OF THE AGENCY	
1. Registration Certificate Number <u>B-0854/mum/PER/1000/19287/2017</u>	10. Fax Number of the Agency <u>22 83 45 62</u>
2. Name of the Agency <u>M/s. Emmar Enterprises</u>	11. Email address of the Agency <u>mum@emmar.com</u>
3. Office Address of the Agency <u>G12, Rakeja Centre, 214, Nariman Point, Mumbai, Maharashtra, 400021.</u>	12. Date of issue of RC <u>03.11.2017</u>
4. Nature of Agency <input checked="" type="checkbox"/> Proprietorship (Company / Proprietorship firm / Partnership firm)	13. Period of validity <u>5</u> Years from <u>03.11.2017</u> To <u>17.10.2022</u>
5. Name of RC Holder <u>Mr. Nelsen Manjari Verghese</u>	14. Date of expiry of validity <u>17.10.2022</u>
6. Date of birth of the RC Holder <u>23.01.1978</u>	15. Limit of workers to be recruited <u>1000 (i.e. unlimited)</u>
7. Nationality of the RC Holder <u>Indian</u>	
8. Position in the Agency <u>Proprietor</u>	
9. Telephone Number of the Agency <u>22 83 15 77</u>	

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY

जयवर्ती महाराष्ट्र  
Protector General of Emigrants

<p>CERTIFICATE NO. B- <u>0854/mum</u> <u>PER/1000/19287/2017</u></p> <p>Form - V जयवर्ती महाराष्ट्र Protector General of Emigrants</p> <p>GOVERNMENT OF INDIA MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE (See rule 10 (2))</p> <p>With reference to the application dated <u>14.07.2016</u> 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, Mr. <u>Emmar Enterprises</u> 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) that the business shall be conducted at <u>G12 Rakeja Centre, 214, Nariman Point, Mumbai, Maharashtra - 400021.</u></p>	<p>(ii) that this certificate is valid for a period of <u>5</u> years or (B) the completion of the recruitment of <u>1000 (i.e. unlimited)</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) 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) 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;</p> <p>(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</p>
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## E-MIGRATE REGISTRATION PROCESS

All foreign employers will have to get registered by the Indian Embassy. Only registered employers will be able to raise demand / apply for permits for recruiting Indian emigrants.

## MANDATORY DOCUMENTS REQUIRED



**Demand letter**



**Power of Attorney**

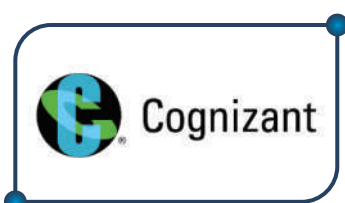


**Specimen Agreement**

# CLIENTS WE SERVED



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**EMMAR  
ENTERPRISES**  
(OVERSEAS RECRUITING CONSULTANTS)




**HEAD OFFICE**

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