

QUALIFIED PEOPLE

FOR SUITABLE JOBS





LETUS
RECRUIT
FOR YOU



ABOUT US

R.K. Travel Bureau is a leading international recruitment agency based in India, specializing in overseas manpower placements with a strong focus on the Gulf sector. Since our establishment in 2013, we have consistently delivered reliable and skilled human resources to meet the growing demands of international markets. We are officially approved by the Ministry of External Affairs, Government of India, under License No. B-1524/TEL/PER/100/5/9482/2019, valid until 03.12.2028. With over 12 years of experience, we have built a reputation for excellence and trust in the field of global recruitment.

At R.K. Travel Bureau, we understand that the success of any organization depends on its people. Our mission is to bridge the gap between employers and job seekers by providing the right talent for the right role. Whether it's skilled, semi-skilled, or unskilled labor, we ensure that our candidates meet the exact requirements of our clients, contributing to their growth and operational efficiency.

Over the years, we have assisted numerous entrepreneurs, multinational corporations, and business houses in acquiring manpower for a wide range of sectors, including construction, oil & gas, facility management, hospitality, Aviation, and more. Our rigorous selection process, commitment to ethical recruitment practices, and focus on client satisfaction have made us a preferred partner for many overseas employers.

Our team of experienced professionals is dedicated to ensuring a smooth and transparent recruitment process, from sourcing and screening candidates to final deployment. We also provide comprehensive support services such as documentation, visa processing, medical testing, and travel arrangements.

At R.K. Travel Bureau, we believe in building long-term relationships based on integrity, professionalism, and mutual success. Your recruitment needs are our priority, and we are committed to delivering the best manpower solutions for your business.



FROM MANAGEMENT DESK

At R.K. Travel Bureau, we remain steadfast in our commitment to providing the highest standards of skilled and qualified personnel through a strong focus on customer satisfaction, innovation, and uncompromising business ethics.

Our mission is to become the preferred global human resource consultancy by consistently achieving international standards and exceeding the expectations of our esteemed business partners. By combining quality service with an ethical approach, we have built enduring relationships and continue to earn the trust of our clients. Over the years, we have evolved into a one-stop solution for all human resource requirements.

The cornerstone of our success lies not just in filling vacancies but in identifying the perfect fit for each role. We believe our responsibility does not end with the deployment of personnel, it extends to ensuring their continued contribution and efficiency in their respective roles. We remain receptive to feedback and are committed to continuous improvement, embracing change as a catalyst for sustained growth and success.

Ravi Devvaka Managing Director +971 506304208 (UAE) +91 94415 45000 (India) a ravi@rkjobsindia.com





OUR MISSION

To empower our clients in achieving their Human Capital objectives by delivering skilled, reliable, and dedicated manpower solutions tailored to their unique needs.

OUR VISION

Our vision is to deliver exceptional consulting services by understanding and addressing the unique requirements of our clients, ensuring quality, innovation, and lasting partnerships that drive mutual growth and success.

CORE VALUES

Our organization is built on six core pillars:

• Respect:

We treat everyone with dignity, empathy, and fairness, regardless of their background or position.

Transparency:

We believe transparency is the foundation of trust and accountability.

Team Work:

We foster collaboration, mutual respect, and unity to achieve shared success.

Integrity:

 We honor our commitments through honesty and ethical actions, earning the trust of clients and candidates.

Efficiency:

We are dedicated to delivering results with focused effort and timely execution.

Quality:

We uphold the highest standards to ensure excellence and customer satisfaction in every aspect of our work.

OUR DATA BANK

Our extensive database holds over 3,000 potential candidates, meticulously screened and reviewed by our expert team to shortlist the most suitable talent. In addition to this, our vast network across India enables us to efficiently source highly skilled individuals to meet the diverse needs of our international clients.

OUR COMMITMENT

With over 12 years of industry expertise and international recruitment experience, R.K. Travel Bureau is committed to delivering the perfect match for your business hiring needs. We understand that the success of any organization depends on the quality of its workforce, which is why we focus on sourcing and providing highly qualified international candidates. Our reliable hiring solutions are designed to ensure seamless recruitment processes, saving you time and effort while securing top talent. Trust us to connect you with the right candidates who will contribute to your company's growth and long-term success.

ADVANTAGES

Once a mutually agreed technical profile is established, our experts accurately shortlist and assess qualified candidates. All candidates recruited through **R.K. Travel Bureau** are covered by a **six-month guarantee period**. If any candidate is found unsuitable during this period, **R.K. Travel Bureau** will bear the repatriation expenses and provide a replacement at no additional cost to the client. This guarantee is not applicable if the candidate is selected directly by the company's representative.

WHY CHOOSE US

- Experienced Team: Our team comprises highly qualified professionals with extensive education and hands-on experience in the international recruitment industry. Their expertise ensures that we consistently deliver top-quality manpower solutions.
- Transparent Transactions: All financial dealings are processed through official company-authorized accounts, ensuring complete transparency, security, and trust in every transaction.
- Trusted Services: We have built a solid reputation as a trusted recruitment partner, known for providing excellent, prompt, and reliable services to our clients across the Gulf and other regions.
- Industry Expertise: With over 12 years of experience, we specialize in sourcing, screening, and deploying the most suitable candidates across various industries, including construction, oil & gas, facility management, and more.
- Client-Centric Approach: We focus on understanding the specific needs of our clients, ensuring that the right talent is matched with the right opportunity for mutual growth and success.
- Seamless Processes: From candidate sourcing to visa processing and deployment, we manage the entire recruitment process smoothly and efficiently, offering end-to-end solutions.
- Commitment to Excellence: Our dedication to maintaining high standards in recruitment and client service has helped us build long-term partnerships with leading organizations.



RECRUITMENT TRIP TO INDIA

We are happy to organize 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 hrd@rkjobsindia.com / ravi@rkjobsindia.com

OUR PROMISE

Our consultants take complete responsibility to ensure that candidates recruited through us are well-informed and fully prepared before deployment. Each candidate undergoes a comprehensive orientation covering the employer's background, nature of business, job responsibilities, and work environment. We also provide clear explanations of local labor laws, health and safety regulations, and company policies. This ensures that candidates understand their rights and responsibilities, allowing for smooth integration into the workplace. Our goal is to prevent misunderstandings between employer and employee and foster a harmonious, productive, and long-term working relationship from day one.



OUR RESPONSIBILITIES

At R.K Travel Bureau, we take complete responsibility for managing the recruitment and deployment process, ensuring a seamless and professional experience for our clients. Our key responsibilities include:



Understanding Requirements

 Carefully analyze and understand the client's job descriptions and manpower needs to identify the most suitable candidates.



Sourcing Candidates

 Identify, screen, and shortlist candidates from our extensive database, ensuring they meet the required qualifications, skills, and experience.



Trade Tests & Preliminary Interviews

 Organize and conduct trade tests and initial interviews for skilled, semi-skilled, and technical categories to assess candidates' practical competencies.



Final Interview Arrangements

 Schedule final interviews as per client preferences and provide all necessary facilities for a smooth recruitment process.



Medical Examination

• Facilitate medical examinations for selected candidates through authorized clinics, in accordance with the medical standards of the destination country.



Documentation & Legal Formalities

- Manage all required government and legal formalities, including:
 - Emigration clearance
 - Visa stamping
 - Police Clearance Certificate (PCC)
 - Attestation of Educational Certificates and professional documents



Record Maintenance

 Maintain detailed records of all deployed candidates for accountability and future reference.



Timely Deployment

• Ensure the timely mobilization of selected candidates in line with client schedules, providing regular updates and coordination.



Pre-Departure Orientation

 Conduct comprehensive orientation sessions to prepare candidates for the customs, culture, labor laws, and workplace expectations of the destination country.

Through these responsibilities, we are committed to delivering ethical, reliable, and efficient recruitment services, building long-term trust and satisfaction with our clients.

SOURCING PROCESS

CV SHORTLISTING

Each job posting typically attracts 300-500 applications per week. Our recruiters thoroughly review every resume, assessing candidates based on job responsibilities, relevant experience, and educational qualifications, to shortlist the most suitable profiles.

TELEPHONIC / VIDEO INTERVIEWS

Our consultants conduct **telephonic or video interviews** to engage with candidates efficiently. This step allows us to better understand the candidate's profile and clarify essential details before proceeding to the face-to-face interview stage.

FACE TO FACE INTEVIEWS

Beyond standard interview questions and aptitude tests, we evaluate key attributes such as **body language**, **confidence**, **personality**, **and interest** during face-to-face interactions. We work closely with clients to gain a deep understanding of their requirements, ensuring a precise match between candidates and job roles.

REFERENCE CHECKS

We believe **reference checks** are a vital part of the selection process. Our recruiters contact **previous supervisors** to verify past performance, ensuring the candidate is well-suited and recommended for the role.

SUBMISSION OF TOP 3 CANDIDATES

After completing all interviews, assessments, and verifications, we submit the **top three** (3) candidates to our clients for consideration. Upon client approval, a **final round of interviews** is arranged at any of our network offices, as per the client's convenience.

RECRUITMENT PROCEDURES



RECEIVING DEMAND LETTER

We receive the employer's demand letter online through the Emigrate Portal under our RA ID: RA5470984 Portal Link: www.emigrate.gov.in

ACKNOWLEDGING DEMAND

STEP 2

We acknowledge the employer's demand by accepting the **Power of Attorney** and **Demand Letter.**



ADVERTISEMENT & SHORT LISTING

- Advertisements are published in major national and local newspapers and promoted via social media platforms (Facebook, LinkedIn, Instagram, etc.).
- Our recruitment team carefully shortlists potential candidates based on job requirements.

CONDUCTING INTERVIEWS



- Interviews are conducted online or in-person by our panel of experts.
- For employers preferring to conduct their own interviews, we arrange premium facilities to ensure a smooth process.



POST INTERVIEW DOCUMENTATION

- All required documents are collected from selected candidates.
- We complete the remaining formalities, including apostille, document translation, medical examinations, police clearance certificates, and more.

VISA APPLICATION



 Once the work permit is received, we prepare and assist candidates with visa stamping and submission procedures.



ORIENTATION & DEPARTURE

- Candidates undergo a detailed pre-departure orientation covering job roles, company policies, and local regulations.
- Final travel documents are handed over, and departure arrangements are made.

INDUSTRIES WE SERVE



Aviation



Security



Hospitality



Facility Management



Construction & Engineering



Vehicle & Heavy Equipment Operators



Electromechanical construction



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
- Trolly 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
- Meavy Bus Driver

CONSTRUCTION & ENGINEERING

- Civil Engineers
- >> Foreman (General, Mason, Steel Fixer, Carpente)
- Charge Hand (Labour, Mason, Steel Fixer, Carpenter)
- Store Keeper
- Assistant 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
- Constraction Helpers
- Wall Painter





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
- Placing Boom Operator
- Concrete Pump Operator
- Crawler Crane Operator
- Luffing Tower Crane Operator
- Tower Crane Operator
- Manlift Operator
- Side Boom 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
- Meavy Bus Drivers
- Manlift Operators
- Forklift Operators

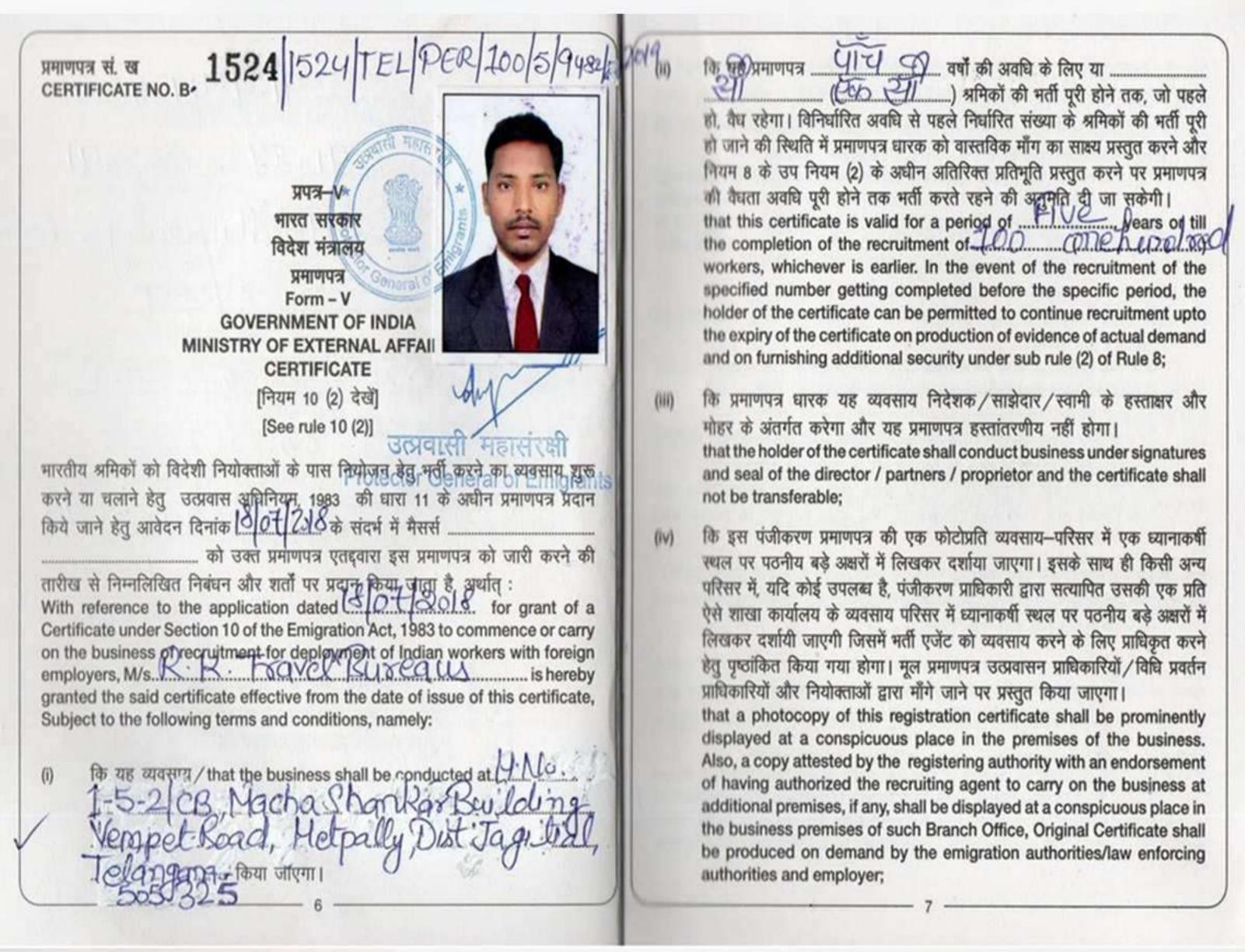








MINISTRY OF EXTERNAL AFFAIRS GOVERNMENT OF INDIA LICENSE



एजेंसी का विवरण PARTICULARS OF THE AGENCY 1. पंजीकरण प्रमाणपत्र सं. Registration Certificate Number D-1524 TEL PER 100 5 9482 8019 2. एजेंसी का नाम आ R. K. Travel By requis 3. एजेंसी के कार्यालय का पता Office Address of the Agency H. No. 1-5-2 CB Macha Chankar Bulding Vempet enablishment Duting Language — 50532 5. 4. एजेंसी की प्रकृति (कम्पनी/स्वायत्त फर्म/साझेदारी फर्म) Nature of Agency (Company/Proprietorship firm/Partnership firm) Leap (Company/Proprietorship firm/Partnership firm) 1. पं. प्र. धारक का नाम Name of RC Holder Devvaka Ravi	9. एजेंशी की दूरभाष सं. Telephone Number of the Agency 91-9849940041 10. एजेंशी की फैक्स सं. Fax Number of the Agency 91-8725-252041 11. एजेंशी का ई-मेल पता Email address of the Agency १८४००८ हिप्य १८००००००००००००००००००००००००००००००००००००
6. पं. प्र. घारक के जन्म की तारीख 803 1987 Date of birth of the RC Holder 08 03 1987 7. पं. प्र. घारक की राष्ट्रीयता Nationality of the RC Holder 1 100 100 100 100 100 100 100 100 100	पंजीकरण प्राधिकारी का हस्ताक्षर, नाम और मोहर SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY Protector General of Emigrants

कार्यालय पता/शाला कार्यालय/भर्ती केंद्र के बदलने/शृद्धि होने/या कोई अन्य बदलाव जिसका उल्लेख कहीं और नहीं किया गया हो को दिलाई करने हेतु स्थान।

SPACE FOR RECORDING CHANGE OF OFFICE ADDRESS/BRANCH OFFICE/
RECRUITMENT CENTRE/ENHANCEMENT/ANY OTHER CHANGE NOT
SPECIFIED ELSEWHERE.

Shifting of Registeral office:

H.No. 2.28/2/4-S, Comkoji Building
1st 2.20/ Floar, Oharvar (V) Tagetian

Telangan

Telangan

Telangan

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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



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

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