

Guidelines for Prospective Emigrant Employee issued by Embassy of India, Riyadh, Kingdom of Saudi Arabia country

- Be sure of your Recruiting Agent. Ask him to show his Original Registration Certificate issued by the Protector General of Emigrants, Govt. of India. Do not deal with him unless he is registered and the registration is valid and is not suspended / cancelled. In case of doubt, check with any of the offices of the Protectors of Emigrants (POEs) or the Protector General of Emigrants (PGE).
- DO NOT deal with sub-agents as they are not permitted under the Emigration Act, 1983 and Rules.
- Ask the Recruiting Agent to show you the Demand Letter and Power of Attorney from the foreign employer.
- Also carefully go through the Employment Contract detailing the salary/wage levels and other service conditions.
- DO NOT pay more than the equivalent of wages for forty five days as offered under the employment contract, subject to maximum of Rupees Twenty Thousand in respect of services provided and take a receipt of this payment.
- Pay by Demand Draft or Cheque and obtain a receipt. Complaints of overcharging or cheating can be lodged with the concerned POE or with the Protector General of Emigrants (PGE) or at OWRC.

CHECK BEFORE DEPARTURE:

- Ensure you have a valid Passport at least for 06 months. A valid Visa must be either stamped on or accompany your Passport. Also ensure invariably that your VISA is for the same category for which you have been recruited. Always keep a photocopy of your Passport and Visa.
- You must possess a copy of the Employment Contract signed by you and your foreign employer duly attested by the registered recruiting agent.
- Insist on a copy of Employment Contract in English duly authenticated by the recruiting agent.
- Open a Saving Bank N.R.E. Account in one of the Banks in India to enable you to send your remittances from abroad.
- Acquaint yourself with local labor laws, working and living conditions of the country of employment. Keep with you complete address, phone, email of the Indian Embassy of the country which you are visiting.

IN THE COUNTRY OF YOUR EMPLOYMENT

- DO NOT part with your Passport and copy of Employment Contract signed by you in India, at any cost.

- Obtain a Resident Permit or Identity Card, Labor Card or IQUAMA.
- DO NOT sign any other Employment Contract or any blank paper.
- DO NOT strike work or resort to agitations. These are illegal under local labor laws. You could be arrested, imprisoned and also deported.
- DO NOT carry with you any edible items; this may land you in jail, if any banned substance found in such edible items.
- DO NOT carry any medicines without accompanying the prescription from a Doctor
- AVOID all contacts that may result in AIDS – a dreaded disease.
- Keep in touch with the nearest Indian Mission and report any complaints about non-payment or delayed payment of wages or compensations or any other problem to the Indian Mission.

CUSTOMS FORMALITIES:

- Personal baggage – Customs checking is VERY STRICT. Kindly co-operate with the Customs staff at the International Airport.
- Ensure that you do not carry any narcotics or alcoholic drinks. Alcohol is strictly prohibited. Its consumption is a serious offence attracting severe punishment.
- DO NOT accept any unchecked parcel from any one. If you have to take a parcel for someone, check thoroughly that it does not contain alcohol or narcotics. Otherwise, it may land you in serious difficulties on arrival in the country of employment.

RELIGION:

- The State religion of the Saudi Arabia is ISLAM. Public practice of any other religion is strictly prohibited.

PRECAUTIONS:

- You must make and keep a photocopy of all the pages of your Passport. DO NOT lose your Passport or its photocopy.
- By chance if you misplace your Passport, inform the nearest Indian Mission immediately giving them details, i.e. Passport number, date and place of issue, your name and date of your entry in the country of employment. You can give these details only if you keep a photocopy of your Passport.
- DO NOT lose your copy of Employment Contract. Make photocopies and keep them with you always.
- You must have a full name, address, telephone/fax number of your foreign employer, before you leave India.
- If you have difficulty in locating your foreign employer, contact the nearest Indian Mission immediately.

- DO NOT accept temporary or permanent employment with another person or establishment other than that the sponsoring Company/ establishment/ person. Employment with persons other than your original sponsor is strictly prohibited and attracts severe punishment.
- Before the Visa or Employment Contract expires, get them renewed. If you are returning to India for a short while during the tenure of your Employment Contract abroad, ensure that the validity period of Visa does not expire before you return to the country of employment.
- Also ensure that your Passport is valid. At least two months before it is about to expire, get it revalidated from the concerned Indian Mission abroad or from the Regional Passport Office (RPO) in India.