

least 45 days before the workers are actually proposed to be deployed. The agency shall furnish five copies of the form alongwith five copies of each of the following documents:—

(a) Duly authorised legal power of attorney from the foreign employer authorising the agency to recruit workers on his behalf;

(b) Request from foreign employers to recruit specified categories and number of workers desired to be recruited for their employment indicating the period when the workers are to be deployed;

(c) Employment agreement for which the foreign employer proposes to be executed with the recruited workers indicating separately the salary and all allowances payable to each type of workers; and

(d) Information in respect of selected candidatea for the aforesaid recruitment in Form-IV.

3. No application for grant of permission would be considered if it is not supported by the document as at (a), (b), (c) and (d) above.

4. Before applying for the permission, the recruitment agency will satisfy itself that the employment agreement proposed to be executed with the recruited workers contains inter-alia all the provisions mentioned in Annexure.

5. If any recruiting agency intends to recruit workers for employment by more than one foreign employer, separate applications for grant of permission would be required to be submitted in each case.

6. The recruiting agency shall not execute the employment contract with any workers recruited for employment abroad unless the permission applied for has been granted by the Ministry of Labour.

7. Every contract of employment (written in English) of recruited workers shall be signed in India by the recruiting agent on behalf of foreign employer and shall be registered by him with the concerned Protector of Emigrants. While the recruiting agency is in any case to be a signatory on the employment contract he could, if he so desires make the foreign employer also to be a signatory to that effect. The entire responsibility for completing the emigration formalities of every emigration will be that of the recruiting agency. In no case the emigrant worker should be asked/coerced to sign any other contract subsequently either in India or abroad by the employer or his agents.

8. Every recruiting agency/recruiting agent shall ensure that the worker, before he actually leaves India to take up employment in foreign country for which he has been recruited, is in possession of proper travel necessary clearance from the Reserve Bank of India and health certificate etc.

9. The recruiting agent shall not charge any money by way of recruiting fee or otherwise from any worker recruited by him for employment in foreign countries.

10. The worker recruited by recruiting agent shall be provided with full factual information and briefing regarding living conditions in the country where he is being deputed for employment.

11. The recruiting agent shall adopt fair practices in selection (Including trade testmedical examination etc.) of right types of workers with due consideration to weaker section of the community and regional representation.

12. The recruiting agent shall furnish regularly a monthly statistical return in respect of workers sent by him abroad in the prescribed Form-V to the authority granting the registration within one week of the close of every calendar month.