





CNTYYYYMMDD0001

CNTYYYYMMDD0001

Email Invitation







|  |
| --- |
| Accept |
| Reject |
| Further Clarification |





























Fields

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement Request (RRF) - CNTYYYYMMDD0001** |  | **Candidate Details** | **Filters** | **Further Filter** |
| Name of the Client |  | Name, Contact, Email ID, Photo |  |  |
| Position Title | € | DOB | MMDDYYYY |  |
| No of Position |  | Notice Period | Immediately, 30 days, 45 days, 60 days, | Bench |
| Reporting person |  | Marital status | Married, Unmarried |  |
| Reporting person – Designation |  | Dependents | 1,2,3,4,5 |  |
| Contact number |  | Family Benefits | Insurance, Air Ticket, Visa | 1,2,3,4 |
| Email ID |  | Additional Benefits | Bonus, Education, Perks, Transportation, Mobile, Accommodation |  |
| Job Location |  | Gender | M/F |  |
| Contract duration | € | Nationality | All |  |
| Notice | € | Current Residence | All |  |
| Extendable | € | Visa Status | Employment, Spouse, Father, Mission, Visit Visa |  |
| Monthly budget | € | Qualification | Depends |  |
| Years of Experience | € | Certifications |  |  |
| Time for placement | € | Certification Attestation | Yes /No |  |
| Is Leave Salary to be provided by client? | € | Source of profile | Linkedin, Naukri Gulf, Naukri India, Indeed, Monster gulf, India, Reference | All |
| Salary Range |  | Current Salary | Currency | All |
| Ideal start date | € | Expected Salary | Currency |  |
| Preferred Nationality | € | Reason for change |  |  |
| Gender | € | Holding new offer | Yes/No/Expected |  |
| Local Availability |  | Communication | Excellent, Good, Average, Fair |  |
| Mode of Interview |  | Availability for interview | Telephonic, Video, Face to face, Con Call |  |
| Language Preference | € | Willingness to join | Rating 1 to 5 |  |
| Travelling Required | € |  |  |  |
| Local Driving License |  |  |  |  |
| Local Exp required | € |  |  |  |
| Job Description |  |  |  |  |
| Submission Date | € |  |  |  |
|  |  |  |  |  |
| |  | | --- | | **Editable** | | ∙         Skill Matrix | | ∙         Interview Question | | ∙         Priority Level | | ∙         Target Date of Submission | |  |  |  |  |
|  |  |  |  |  |
|  | Offer letter   1. CV 2. Passport cop |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Offer letter ,

input

1. CV
2. Passport copy
3. Benefits details
4. Salary
5. Designation
6. Date of joining
7. Any special clauses

Out put

Offer letter

(email to be sent to the candidate

Employee information form ,

Candidates can upload all these documents

Passport copy, PP sized Photo, Degrees Certificates copy, Experience certificate all the companies , Relieving letter

Cantaloupe admin also shoud have an option to upload documents

Resignation confirmation email or letter to be updated , relieving letter from the company to be updated.

Background check to be conducted by the recruiter if (required) form to be updated.

Cancellation copy of current visa

MOHRE processes

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1. Tawteen application

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TG Number

Date of application

Designation

No.of Postions

Experience Min Max

Salary Min Max

Open Day Date

Job Description

Status (Inprogress / Approved / Rejected)

Remarks

2. Quota application

Application Date

Reference Number

Designation

Applied Quantity

Approved Quantity

Gender

Status (Inprogress / Approved / Rejected)

Remarks

Visa processes

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1. MOHRE offer letter initiation

Quota and Tawteen details to be selected .

Attach PP copy & Salary Breakup to PRO

2. Upload typed MOHRE offer letter

send the copy to candidate

4. upload the signed mohre and send the details and attachment for submission to PRO

1,Photo,

2. PP Copy

3 Breakup

5. Approved Date to be upate

6 MOHRE Fee payment date to be updated , MOHRE Personalcode updated,

7. Amount for Entry permit and Status change Fees to be updated

8. Entry permit applied date

9. Entry permit approval Date ( Entry permit copy)

10. Status change (inside country)

1. Book Air ticket update the cost
2. OK to board is updated update cost here
3. Hotel booking update cost here

Stamping & insurance

1. Medical typing
2. Medical report collection Date (Copy)
3. Eid Application
4. Labour contract typing (copy)
5. Labour contract submission
6. Insurance applied date
7. Insurance received date (With cost) option to update family insurance application (Copy)
8. Stamping application entry Date
9. Stamping approval Date (GDRFA)
10. Sent to courier with Date
11. Received Stamped passport , Attach Copy
12. Eid Received (copy)
13. Visa stamping Fees to be updated
14. Bank details to be updated
15. Letter requests
16. Leaves
17. Annual Air ticket booking request , update the cost for airticket

Salary processing

1. Advance taken
2. Reimbursement
3. Deduction

HAve to select batches add employyes for WPS ., Generate SIF files and upload to the bank system

Payslip to be generated and send automatically

Invoicing

Commissioion

x

Misc Document storage options