

### **Sequence of Visa Management Service:**

1. Recruiter (Employer) or Recruiter (Employer) Agency at UAE, Malaysia, etc., Sign up and create user name and password
2. Upload their company profile
3. Recruiter (Employer) approved by UAE with No of job quota
4. Approved Recruiter can login and host the required jobs details, demand letter with appoint schedule details
5. Demand letter shared to Welfare Service Center by Recruiter with appointment schedule (Date and time)
6. Welfare service center physically verified the recruiter company requirement and recommend to Bangladesh Embassy
7. Welfare center will forward or recommendation to Bangladesh Embassy
8. Bangladesh embassy approved or attested the recruiter requirement quota and generate QR code/BAR code
9. Recruiter received their quota and demand letter and QR code approval
10. Job requirement details and Bangladesh embassy approved demand letter forward to BA portal
11. BA System portal automatically match his own candidate from the data bank.
12. BA send his matching job candidate's profiles to RAs based on their performance rating also quota approved to all enlisted RA's. BA shared rest of required candidate list to all RA's. All RA's receive quota list by based on their ratings.
13. Recruiting agency can upload their capability (how much employees they are able to submit)
14. BA admin review RA request and restrict or cancel their request based on the Rating (performance)- system logically choose candidate quota based on rating. (if under 100 candidates needed 2 star and 3 stars did not get any quota) (if 1000 candidate required then all-star category will get quota) all RA's get automatically email notification. Handle it dynamically.
15. Once RA gets the approved sets from BA then they upload employees Job profile to his portal (i.e. here RA will upload BA forwarded candidates profile along with his own marketing channels candidate's profiles those agreed with the job offerings).
16. After that RAs will send all the candidate's profile to BA for review. BA will review and cancel some candidates and ask for new candidates or approve and send to Employer.
17. Employer review and cancel some candidates and send his list to BA and BA will send to RAs. Now RAs will call the selected candidates and share their details of job offers and ask for partial payment. Some will agree and some will drop. RAs will fill up drop candidates from his own marketing channel and send to BA the way it was done first time. Those candidates agrees, RA will take their passport and enter QR code/ Barcode and take signature on a system generated agreement paper and forward to BA. BA suggest to RAs to send individual candidates to OSS or his nearest OSCs they have to go for partial payment, Pre-medical and pre-training.
18. OSS can maneuver OSCs for partial payment, Pre-medical and pre-training. if candidates request but in general cases this type of practice not allowed.
19. After pre-medical and Pre training done candidate will come to his RA and RA will upload the Pre-Medical and Pre-Training information in candidates profile and send it to BA.

20. BA after Review send it to Employer for Review. Here there will be three possible outcomes. Case-1: Some will be directly Selected. Case-2: Employer will ask for online interview. Case-3: Employer may send his HR delegate to Employees country for physical interview. Case-4: Rejected

**Case-1:**

21. Employer will send selected candidates to BA and UAE admin. UAE admin will start processing visa offline with relevant government authorities.
22. BA will review and send the selected list to RAs
23. RAs will call his candidates and tell them they are selected and advise them for final payment to those OSS/OSCs where they did initial Pre-medical and pre-training. Some may disagree to go due to personal reasons. RAs will tell them to go to the OSS/OSCs where they did initial Pre-medical and pre-training. OSS/OSCs will return their passport and refund some payment after deducting pre-medical, pre-training and some administrative cost. OSS/OSCs will put a flag on BA job portal database and RAs portal with comments/reason why they discontinued their applications.
24. Candidates those are interested will go to OSS/OSCs for final payment and do the biometrics, post-medial and Post-training Processes.
25. OSS/OSCs will upload all information along with post-medial, post-training documents and sent it to RAs. BA will get all individual candidates' work progress status in his portal in any point in time through OSS/OSCs in his portal and send them with notification as a follow-up if work progress gets delayed.
26. RAs will then review and send the candidates profiles to BA and after review BA will send it to employer.
27. After review employer send the final list to UAE Admin. If anyone disqualified or discontinued at this stage then their payment will be partially refunded as explained above.
28. UAE admin prepare the Visa document and share to Recruiter (Employer)
29. Employer will forward the Visa Document to BA
30. BA forward this visa document to one Stop Master OSS and Master OSS to OSCs and RAs.
31. OSS/OSCs will sent candidates to Visa stamping at UAE embassy. Before that All the selected candidate details will be updated in UAE embassy.
32. OSS/OSCs will share the number of employee travel requirement to all travel agencies and select the best travel agencies based on low price and their performance rating and system should have the capability to recommend travel agencies during purchasing tickets based on low price and their performance rating.
33. Travel agency share the ticket details with flight number to OSS/OSCs.
34. Traveling Candidate (employee) details are shared to BA and RAs
35. BA Share the (flight and traveling) details to Recruiter
36. The RAs will arrange an orientation program with the candidates before boarding the flight.
37. RAs will confirm the orientation session and shared the information of candidate's flights to BA and BA will confirm candidates flight to recruiter.
38. Before boarding the flights, candidates have to rate RAs, OSS/OSCs, Biometric services. Medical Services, Training Services, Travels agencies etc. through mobile apps.
39. UAE Database/RAs portal/ BA Job Portal Database/ Welfare Service Center database will be updated by candidate's status.
40. Candidate (employee) reached to UAE received by Welfare Service centers.

41. Welfare service center handover candidates to the recruiter.
42. Candidate's will register in Welfare service center portal by the help of Welfare service center.
43. They can periodically rate employer, RA and WSC through auto alert from their apps or email notifications.

#### **Case-2:**

44. If employer will ask for online interview then he will input time and date of the interview session of individual or multiple candidates send to BA.
45. BA will review and agree date and time of interview session requested by Employer or request for revised date and time of interview session. This process can go several times back and forth via BA until date and time finally selected for interview.
46. Once interview session done then employer will send final list to BA and UAE admin and the rejected list of candidates update on BA data bank/RA Portal and sink with BA data bank.
47. BA will send selected and rejected candidates list to RAs.
48. RAs and BA will update candidate's database in job portal database with reason they are disqualified so that in later they will not be called again for foreign recruitment.
49. For those will be will be selected will follow the process flow of above **Case-1**

#### **Case-3:**

50. If employer will ask for on spot interview in candidate's country through their HR delegates then he will input time and date of the interview session of individual or multiple candidates send to BA.
51. BA will review and agree date and time of on spot interview session requested by Employer or request for revised date and time of interview session. This process can go back and forth several times via BA until date and time finally selected for interview.
52. Once interview session done then employer will send final list to BA and UAE admin and the rejected list to BA.
53. BA will send selected candidates to RA and the rejected list of candidates update on BA data bank/RA Candidates Portal and sink with BA data bank.
54. RAs and BA will update candidate's database in job portal database with reason they are disqualified so that in later they will not be called again for foreign recruitment.
55. For those will be will be selected will follow the process flow of above **Case-1**

#### **Case-4:**

56. Rejected candidate directly will go to the BA data bank/ RAs Portal and sink with BA data bank. BA suggest them to the OSS and OSC to refund their partial amount and confirm back to BA that the refund is done.