



**PERSONNEL
SERVICES BUREAU**

Established 1977

CHIEF EXECUTIVE'S MESSAGE

We are delighted to take the opportunity in introducing ourselves as one of the most professional & leading Government authorized manpower agency in Pakistan since 1977 and have already deployed over 55,000 professional, skilled, semi-skilled and unskilled workers including high ranking personnel in different parts of the world. Today Pakistan is major producer of human resources out of its very highly advanced technical training institutes which are capable of building highly skilled manpower to suit the international need than ever before, with this end in view the office Personnel Services Bureau has been set up with all the modern equipments, qualified and professionally experienced engineers and executives in order to take care for proper selection and mobilization of manpower as per the requirement of our principals. We maintain a well co-ordinate corporate management for quick procurement, proper recruitment, correct documentation and processing, and finally deployment to the respective job sites are scheduled by our principal. We have a very modern and well equipped communication cell, which maintains co-ordination within our corporate sections as well as with our valued principals abroad.

It may be mentioned that as recognition of excellence and leading performer as manpower exporter, Personnel Services Bureau are award winners from the Government of Pakistan, as Major Manpower Supplier which is a rare phenomenon in the arena of manpower export business. At present we are providing Pakistani manpower to various countries like kingdom of Saudi Arabia, Kuwait, Laos, Libya, Muscat (Oman), Qatar, Nigeria, Angola, Algeria, United Arab Emirates and South Korea, Iraq.

Our Head Office is located in Karachi, the largest city of Pakistan. We also have our overseas office in Seoul (South Korea).

1105, 130, Sajik-ro Jongno-gu Seoul, Korea

Phone: +82-2-786-1977 Fax: +82-2-786-1978 E-mail: hr@maniaworldjobs.com



CHIEF EXECUTIVE'S MESSAGE

As a leading recruiter in Pakistan, we endeavor to extend our services towards other countries of rapid industrialization & we assure our principal of the best attention and co-operation always. Regarding the recruitment our top most priority is to recruit right man for the right job. So we have been doing this for over three decades with the entire satisfaction of our principals.

In view of the facts and figures that we have narrated above, you may thereby feel the Personnel Services Bureau the most competent and trustworthy organization to recruitment the Pakistan workers and dispatch them on time to their respective destinations as per requirement of our principals and if given an opportunity to work with your esteemed company, we assure you of our best efforts and professional services in respect of providing you with the best available personnel from Pakistan.

Further we are attaching herewith company proposal for your necessary action.

With best regards,

ALEEM CHOUDHRY
Chief Executive



COMPANY PROFILE

M/s. PERSONNEL SERVICES BUREAU, was officially established in 1977 and has shown a continued, uninterrupted growth in operation. For authentication purposes, we have enclosed a copy of our Employment Service License through which we have supplied more than 55000 peoples to various countries belonging to different trades. Our head office is located in Karachi, which is the largest city of Pakistan, we have also our Branch offices in Seoul (South Korea) and Jeddah (Saudi Arabia).

We are Manpower Suppliers, Contractors and are a Government Authorized Recruiting Agent formed with a view of cater for the needs of extending its comprehensive services to the foreign principals as well as to the intending emigrants. This agency recruits experienced and highly skilled manpower in all realms in all cadres and capacities with dedications and realization of its responsibilities, this saving its foreign principals from all sorts of problems. Anxieties, frustrations, troubles etc, in this regard. It has sole determination of "PROVIDING REAL AND ENDEAVORING HANDS TO ITS FOREIGN PRINCIPALS". We always emphasized on capabilities, perfection and competency of the technical and skilled personnel. It may be mentioned that as excellence and leading performer as manpower exporter, PERSONNEL SERVICES BUREAU ARE AWARD WINNERS FROM THE GOVERNMENT OF PAKISTAN, as major manpower suppliers, which is a rare phenomenon in the arena of manpower export business.

Manpower is most critical aspect of any business function. For any business to prosper, equipping the organization with modern machinery, office tools alone with not serve, but to ensure the right deployment of the right person for the right job, without compromising on the quality, will make a mark. Here is where the services of Personnel Services Bureau come in. we have always been successful in delivering the right candidate for the right job at the right price, as can be seen from the list of our principals.

At the present we are providing Pakistani Manpower to various companies throughout the World. The majority of our principals, are based in Saudi Arabia, Kuwait, Qatar, Oman, U.A.E, Angola (Africa), Laos, Malaysia, and South Korea. As far as our reputation is concerned the same can be testified from the Embassy of Pakistan in your Country.



COMPANY PROFILE

POWER OF ATTORNEY & DEMAND LETTER

The employer must authorize PSB to recruit the candidates and apply for the visas. For this, we require a Power of Attorney and Demand Letter from the employer attested by the Embassy / Consulate of the country the employer will recruit from, and the Ministry of Foreign Affairs of the host country.

SOURCING TO MOBILIZATION:

INITIALLY

DATA BANK

ADVERTISEMENT

LOCAL AGENCIES

INDUSTRIAL TRAINING INSTITUTES & PROFESSIONAL CENTERS

HEAD HUNTING

ONLINE REGISTRATION (www.psbpakistan.com)

We received by way of CV's is then fed into our updated data base, category wise. We have a vast resource in our data bank, both candidates using effective communication mode like e-mail, telephones, letters, personal visit we achieve the principal's deadlines.

SCREENING

Based on the requirement of personnel / manpower from our clients, we go through our data base and our web site and pull out the resumes of the candidates as per the principals specifications based on the qualifications, experience, exposures, specific skills requirement, language skills, health & medical requirements.



COMPANY PROFILE

Once the initial process of sourcing the relevant resumes is over, our team then double checks the same along with the supporting documents pertaining to qualification, experience, reference checks and travel documents. Subsequently the candidates are called to our offices for personal interviews and are evaluated for their basic skills, physical & mental health, job qualification skills, language proficiency etc...

Our local branch offices send reports to the Head Office with the availability of the potential prospects together with the CV's and our team are qualified and experienced technical personnel from various disciplines like Civil, Mechanical, Electrical, Structural and Marine Engineers to Catering Manager, then further screen the CV's and invite only those candidate who meet our principals requirement for the preliminary interview to our office and for the practical tests at the Trade Centre, if required by the principal.

TRADE TESTING PROCEDURES

After the preliminary interview with our team, the short listed candidates are sent for a Trade Test, and his practical and theoretical knowledge is evaluated by a panel of Engineers at the Trade Centre along with our team. The CV's of the candidates along with our evaluation and the trade test results are sent to our principal for their approval.

PSB has its own trade test facilities and also tie ups with various technical institutions and training centers where we normally conduct trade test of the candidates for various categories like Welders, Mechanics, Pipe Fabricators, Fitters, Structural Welders, High Pressure Welders, Tig Welders, Mill Wright Fitters, Aluminum Fabricators, Plumbers, Masons, Carpenters, Electrician, Cable Jointers, Spray / Sandblaster Painters, Machinists, etc.



COMPANY PROFILE

SELECTION PROCEDURE

All short listed candidates applications are sent to the principal if desired or retained with PSB for the interview and final selection by the principal. We also arrange telephonic or video conferencing interviews for the employers to interact directly with the short listed candidates and provide expert services for highly technical jobs. PSB prefers that the final selection be done by the employer / principal or by their authorized representative directly.

MEDICAL AND MOBILIZATION

The selected candidates are sent for a medical examination to appointed or authorized medical centre. The documents of the medically fit candidates are handed over the employer to arrange for the necessary work permit / visas or otherwise we submit in embassy for endorsement of visa. On receipt of the same from the employer / embassy, we assists the candidates in getting the required clearance like immigration, ticket confirmation, etc and ensures that the prospects are mobilized at the earliest.

SERVICE CHARGES

PSB charges a nominal recruitment fee / service charge from the employer for the finally selected candidates for the employment abroad. In case wherein the employer wishes we charge the fees from the candidates. It is not obligatory on the part of the employer to pay any recruitment fees or commission to PSB. In the cases where the employer intends to pay PSB commission or fee, we do not charge any fees from the prospects.

We sincerely hope that these facts are sufficient for you to make a determination for utilization of PERSONNEL SERVICES BUREAU, as your appointed Pakistani Manpower Supplier / Contractor. Should you require any specific information, Please contact us by fax, telephone or e-mail.

ALEEM CHOUDHRY

Chief Executive

PERSONNEL SERVICES BUREAU



PERSONNEL SERVICES BUREAU

MANAGEMENT



ALEEM CHOUDHRY
CHIEF EXECUTIVE



NAEEM A. CHAUDHRY
GENERAL MANAGER



OUR TEAM

Our team is led by three senior managers and experienced recruitment consultants. The majority of our recruitment consultants have been with us for an overall average of ten years.

We all work as part of a team and sharing thrive to recruitment and candidate information. We have two dedicated interviewer, one of qualified HR specialist, and the other qualified in Man Psychology. Personnel Service s Bureau is proud to state that we dedicate a significant amount of resources to each employee's development. We encourage our employees to pursue excellence at all levels of service.

Each worker is employed for his/her knowledge of specific fields and is subsequently trained on an ongoing basis in every aspect of recruitment. Training is conducted in-house and incorporates search and selection techniques. The organization of the Specialist Desks varies depending on the requirements of their clients. Each worker is also backed by a coordinator to ensure that their focus remains on solving needs of our clients. Our employee's understand the importance of quality in service and it is reflected by the placements which meet or exceed our client's expectations.



OUR OFFICE (HEAD OFFICE)



Finance Manager's Room



Outside View



Reception



General Manager's Room



C.E.O's Room



Conference Room



Staff Room



Dining Room



COMPETENCIES

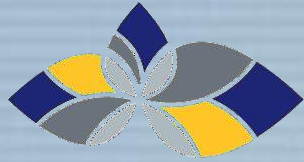
1. **PERSONNEL SERVICES BUREAU IS ONE OF THE OLDEST GOVERNMENT APPROVED MANPOWER AGENCIES IN PAKISTAN.**
2. **STRONG HUMAN RESOURCE RECRUITMENT TEAM WHICH COLLECT PEOPLE FROM ALL OVER THE COUNTRY.**
3. **IMPRESSIVE AND HUGE DATABASE OF CANDIDATES IN OUR COMPUTER PROGRAM FOR SELECTION.**
4. **WE OFFER TO OUR VALUED CLIENT THE OPPORTUNITY TO CONDUCT INTERVIEWS IN OUR OFFICE WITH BEST ATMOSPHERE, WE ALSO PROVIDE SERVICES TO CLIENT TIME-SAVING, COST- EFFECTIVE, COURTEOUS, RELIABLE AND EFFECTIVE.**



KOREAN CLIENTS



CLIENTS IN MIDDLE EAST



روابي Rawabi

للتجارة والمقاولات
Trading & Contracting



إيمان
الخدمات التجارية والمقاولات
I-MAN CO
Special Services & Contracting

الكيميائية السعودية
Saudi Chemical
Saudi Joint Stock Co. شركة مساهمة سعودية

الزامل للحديد
ZAMIL STEEL


HAWKER SIDDELEY



MOFARREH M AL HARBI EST



PERSONNEL SERVICES BUREAU

CLIENTS IN MIDDLE EAST



Some of Our Valued Clients

KOREAN CLIENTS

S.#.	Clients Name	Country	Project/City
01.	Korea Federation of small & medium business	SOUTH KOREA	Seoul
02.	Daewoo E&C Co. Ltd. (Libya Project)	SOUTH KOREA	Tripoli/ Libya
03.	Daewoo E&C Co. Ltd. (Oman Project)	SOUTH KOREA	Al- Khuwair / Oman
04.	Daewoo E&C Co. Ltd. (Qatar Project)	SOUTH KOREA	Qatar
05.	Daewoo E&C Co. Ltd. (Laos Project)	SOUTH KOREA	Laos
06.	Daewoo E&C Co. Ltd> (Nigeria Project)	SOUTH KOREA	Lagous
07.	Daewoo E&C Co. Ltd> (Algeria Project)	SOUTH KOREA	Algeria
08.	Daewoo E&C Co. Ltd> (PNG LNG Project)	SOUTH KOREA	Papa New Guinea
09.	Daelim Saudi Arabia Company Ltd.	SOUTH KOREA	Dhahran/ K.S.A
10.	S.K ENGINEERING & CONSTRUCTION COMPANY LTD.	SOUTH KOREA	JUBAIL/ K.S.A
11.	HYUNDAI ENGINEERING CO. LTD.	SOUTH KOREA	OMAN
12.	SAMSUNG C & T CORPORATION LTD.	SOUTH KOREA	RIYADH/ K.S.A
13.	NAMKWANG INTERNATIONAL E & C LDA,	SOUTH KOREA	LUANDA/ANGOLA
14.	Daesun Electrical & Communication Co., Ltd.	SOUTH KOREA	Riyadh/ K.S.A
15.	Hyodong Development Co., Ltd.	SOUTH KOREA	Riyadh/ K.S.A
16.	JEONGPOONG SAUDI LLC.	SOUTH KOREA	Riyadh/ K.S.A
17.	SM POWER TECH.	SOUTH KOREA	Riyadh/ K.S.A
18.	STX Heavy Industries Co. Ltd.	SOUTH KOREA	Riyadh/ K.S.A
19.	Hanwha Engineering & Construction Ltd.,	SOUTH KOREA	Bismah / IRAQ
20.	Kukjae Industries Co.,Ltd	SOUTH KOREA	Abu Dhabi/UAE
21.	WinTech Eng. co., ltd.	SOUTH KOREA	Seoul
22.	GS Engineering & Construction Corp.	SOUTH KOREA	Al-Khobar, K.S.A

CHINESE CLIENTS

S.#.	Clients Name	Country	Project/City
01.	Huawei Tech. Investment Saudi Arabia Co. Ltd	CHINA	RIYADH/ K.S.A.



Some of Our Valued Clients

KUWAIT CLIENTS

S.#.	Clients Name	Country	Project/City
01.	Al- Zafran EST. General Trading & Contracting .	Kuwait	Fahaheel
02.	Budimex Company Limited	Kuwait	Safat
03.	Five Oceans Air Conditioning Co.	Kuwait	Safat
04.	Gulf Architect's Group ,	Kuwait	Fahaheel
05.	Hawker Siddeley Water Engineering Ltd.	Kuwait	Safat
06.	Jasco Group Trading & General Cont. Co.	Kuwait	Safat
07.	Kuwait Economic House, General Trading & Contr.	Kuwait	Safat

SAUDI ARABIA CLIENTS

S.#.	Clients Name	Country	Project/City
01.	Al- Madina Press EST.	Saudi Arabia	Jeddah
02.	Mohammed Binladin Organization.	Saudi Arabia	Jeddah
03.	Ames Crosta Babcock Limited.	Saudi Arabia	Jeddah
04.	Costain International	Saudi Arabia	Jeddah
05.	Saudi Amoudi Group Co.	Saudi Arabia	Jeddah
06.	Huta Hegerfeld EST.	Saudi Arabia	Jeddah
07.	Abu Thaniyan Trading & Contracting EST.	Saudi Arabia	Riyadh
08.	Al Atlal Greaves Co. Ltd.	Saudi Arabia	Jeddah
09.	Al- Babtain Plastic Barrel Co. Limited	Saudi Arabia	Dammam
10.	Al- Baher Al- Ahmer, Contracting & Trading.	Saudi Arabia	Taif
11.	Al-Faisal Clinic	Saudi Arabia	Riyadh
12.	Al- Hraity EST. Trading Contracting.	Saudi Arabia	Riyadh
13.	Al- Ras Municipal Committee.	Saudi Arabia	Al- Qaseem



Some of Our Valued Clients

SAUDI ARABIA CLIENTS

S.#.	Clients Name	Country	Project/City
14.	Al- Maktaba Stores	Saudi Arabia	Jeddah
15.	Al- Musalli Factory For Jewellery,	Saudi Arabia	Jeddah
16.	Al-Ras Municipal Committee,	Saudi Arabia	Al-Qaseem
17.	Al- Sahbili EST.	Saudi Arabia	Jeddah
18.	Al- Yami Commercial EST.	Saudi Arabia	Jeddah
19.	Amer Marble Factory	Saudi Arabia	Riyadh
20.	Ames Crosta Babcock Limited,	Saudi Arabia	Jeddah
21.	Arab Security Studies & Training Center,	Saudi Arabia	Riyadh
22.	Arabian Trading Corporation,	Saudi Arabia	Riyadh
23.	Architectural Center for Recruitment.	Saudi Arabia	Riyadh
24.	Bander Ibrahim Ali Al- Marooi,	Saudi Arabia	Jeddah
25.	Bawareth Enterprises,	Saudi Arabia	Jeddah
26.	Bin Jarallah EST. Trading & General Contracting ,	Saudi Arabia	Jeddah
27.	Boikat Corporation,	Saudi Arabia	Riyadh
28.	Deem EST. For Trading & Contracting,	Saudi Arabia	Jeddah
29.	Fares Al-Akkad Trading EST.	Saudi Arabia	Riyadh
30.	Fouz Company ,	Saudi Arabia	Dammam
31.	General Maintenance Establishment .	Saudi Arabia	Riyadh
32.	Hail Municipal Committee.	Saudi Arabia	Hail
33.	M.A. Al Kharafi EST.	Saudi Arabia	Riyadh
34.	Mohamed Ibrahim Al-Martan & Partners Co.	Saudi Arabia	Jeddah
35.	National Educational Girls Schools.	Saudi Arabia	Dammam
36.	Project Trading Company.	Saudi Arabia	Jeddah
37.	Red Sea Maritime Limited.	Saudi Arabia	Jeddah
38.	Roudah Enterprises.	Saudi Arabia	Jeddah
39.	Saad Ahmed Tammar Jewellers & Goldsmith.	Saudi Arabia	Taif



Some of Our Valued Clients

SAUDI ARABIA CLIENTS

S.#.	Clients Name	Country	Project/City
40.	Saudi Air Defence	Saudi Arabia	Riyadh
41.	Saudi Consolidated Engineering Company	Saudi Arabia	Jeddah
42.	Saudi Electronics Co. Ltd.	Saudi Arabia	Riyadh
43.	Saudi Expertise Group for Investment Limited.	Saudi Arabia	Jeddah
44.	Saudi Letco Company Limited.	Saudi Arabia	Jeddah
45.	Saudi Maintenance Corporation "Siyanco" .	Saudi Arabia	Riyadh
46.	Sultan Abdullah Sultan Trading Establishment.	Saudi Arabia	Riyadh
47.	Support Industry Printing Center.	Saudi Arabia	Al-Jubail
48.	The Saudi Engineer.	Saudi Arabia	Riyadh
49.	The Saudi Investment Group Fasco EST.	Saudi Arabia	Jeddah
50.	Zahran EST. for Trade.	Saudi Arabia	Riyadh
51.	Muhammad Ibrahim Al Martan.	Saudi Arabia	Jeddah
52.	Isshab Co.,	Saudi Arabia	Jeddah
53.	Al Zamil Steel.	Saudi Arabia	Dammam
54.	Dr. Mohamed Al-Amri & Co.	Saudi Arabia	Jeddah
55.	Abdulaziz .M.Khodary Est.	Saudi Arabia	Jeddah
56.	Malath Insurance & Reinsurance Company.	Saudi Arabia	Riyadh
57.	Foresights World Company LLC.	Saudi Arabia	Riyadh
58.	Khair Polyethylene Rope Factory.	Saudi Arabia	Jeddah
59.	GS Construction Arabia Co. Ltd.	Saudi Arabia	Rabigh
60.	Arab Paper Manufacturing Company	Saudi Arabia	Dammam
61.	Hyundai Heavy Construction Company	Saudi Arabia	Jeddah



Some of Our Valued Clients

SAUDI ARABIA CLIENTS

S.#.	Clients Name	Country	Project/City
62.	Daewoo E&C (Cana Catering Co.)	Saudi Arabia	Riyadh

U.A.E CLIENTS

S.#.	Clients Name	Country	Project/City
01.	Gargash Ent., L.L.C.	U.A.E.	Dubai
02.	Babcock Deutsche.	U.A.E.	Abu Dhabi
03.	Epic Inc. (Texas USA) Al- Ahlia Oil Field Dev. Co.	U.A.E.	Abu Dhabi
04.	Port of Fujairah.	U.A.E.	Fujairah
05.	Agriculture And Animal Production Department.	U.A.E.	Al- Ain
06.	Al- Bannay Engineering & Building Co.	U.A.E.	Al- Khaimah
07.	Arab Est. For Labour Recruitment.	U.A.E.	Abu Dhabi
08.	Bin Maktoom General Cont. Co.	U.A.E.	Abu Dhabi
09.	Bin Moosa Enterprises, Contracting, Eng.	U.A.E.	Sharjah
10.	Cinema Wazir Umm Al Quwain Wazir Studio & Store.	U.A.E.	Abu Dhabi
11.	Civil Engineering & Contracting EST.	U.A.E.	Abu Dhabi
12.	Mariam Yasser Mohamed Al Qubaisi.	U.A.E.	Abu Dhabi
13.	Modern Factory for Cloth Industry.	U.A.E.	Sharjah
14.	Saif Salim Saif Al Kheily & Sons.	U.A.E.	Abu Dhabi
15.	Sultan National General Services Est.	U.A.E.	Abu Dhabi
16.	Trans Gulf Refrigerated Transport EST.	U.A.E.	Dubai
17.	Urbep Gulf Construction Co.	U.A.E.	Sharjah



Some of Our Valued Clients

U.A.E CLIENTS

S.#.	Clients Name	Country	Project/City
18.	Municipality Department	U.A.E.	Al- Ain
19.	The Faheem Group	U.A.E	Dubai

QATAR CLIENTS

S.#.	Clients Name	Country	Project/City
1.	Ministry of Interior Qatar.	Qatar	Qatar
2.	Petroserv Limited.	Qatar	Qatar

IRAQ CLIENTS

S.#.	Clients Name	Country	Project/City
1.	Daewoo E&C	Iraq	Basrah
2.	HDGSK JV	Iraq	Karbala

QATAR & IRAQ CLIENTS

S.#.	Clients Name	Country	Project/City
1.	Daewoo E&C	Iraq	Basrah
2.	Daewoo E&C	Qatar	Doha



WORKERS AVAILABLE IN PAKISTAN



CONSTRUCTION LABOUR



GRADER OPERATOR



**HIGH TENSION
ELECTRICIAN**



MASON



MASON



PIPE FITTER



ARCHITECT



PLUMBER



ELECTRICIAN FITTER



SHUTTERING CARPENTER



WORKERS AVAILABLE IN PAKISTAN



SHUTTERING CARPENTER



SHAWAL OPERATOR



SAND BLASTER



WELDER



**COMMUNICATION
STAFF**



STEEL FIXER



WELDER



REFINERY WORKER



OFFICE ADDRESS

HEAD OFFICE

PERSONNEL SERVICES BUREAU

O.E.P. Licence # 0345/Kar,

136-B, Choudhry Rehmat Ali Road, Sin
dhi Muslim Co-operative Housing Society,

Karachi-74400, Pakistan Telephone:

(+92-21)34549650-2, 34313940-1

Fax: (+92-21) 34548748, 34526858

Email: psbkar@gmail.com

psbkar@yahoo.com w

www.psbpakistan.com

OFFICE IN KOREA

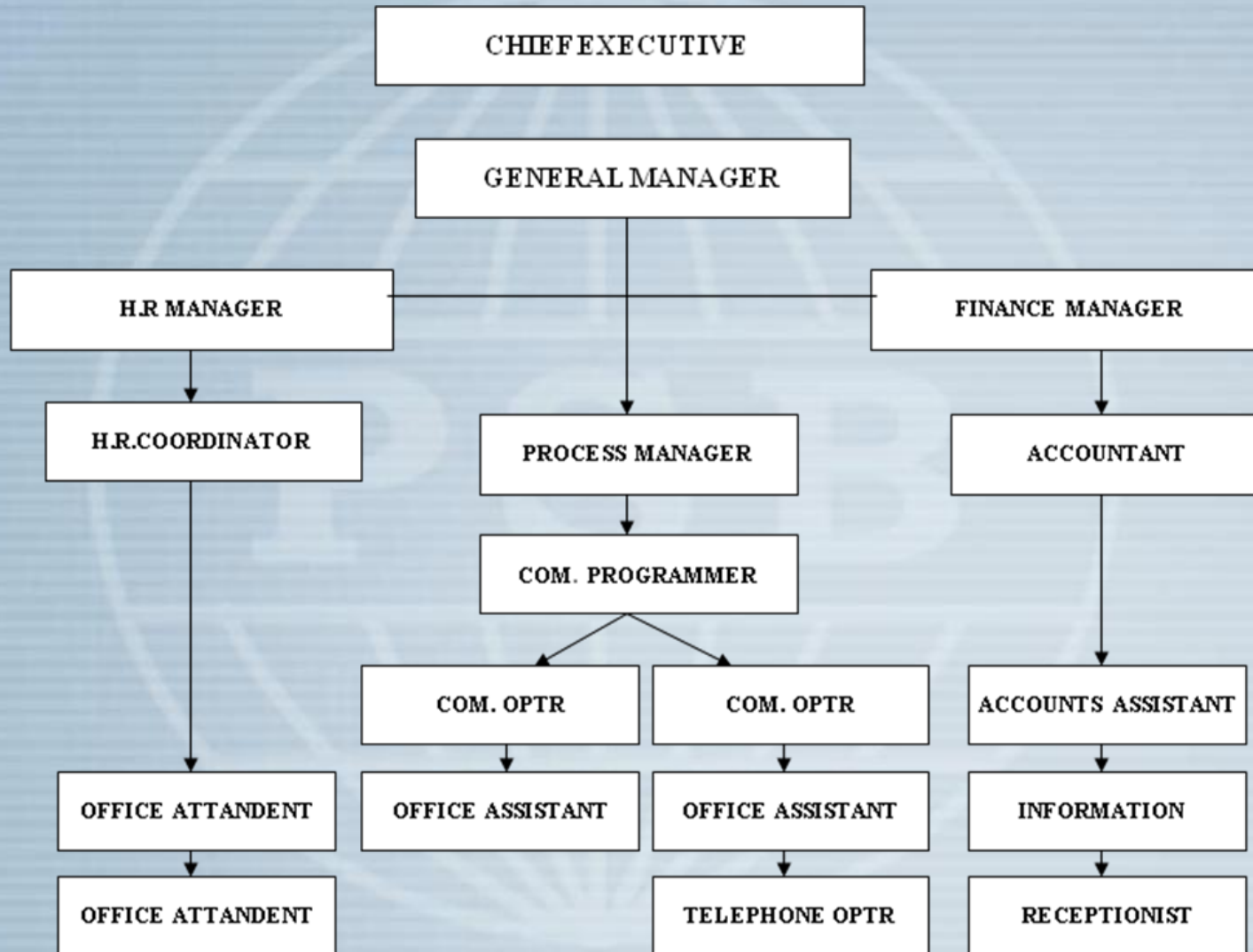
1105, 130, Sajikro, Jongno-gu Seoul, Korea

Phone: +82-2-786-1977 Fax: +82-2-786-1978

E-mail: hr@maniaworldjobs.com



ORGANIZATION CHART (HEAD OFFICE)



RECRUITMENT PROCEDURE

We Ensure Proper Selection In Accordance With The Employers Requirements. We Follow The Under Mentioned Procedure Of Recruitment:

S.#	DESCRIPTION	TIME PERIOD
1	Signing Agreement Between Personnel Services Bureau & Foreign Employer	As Mutual Understanding
2	Receiving Visa Slip, Electronic Wakala, Tavia (Identity Card) & Chamber Of Commerce Certificate.	For Saudi Arabia
3	Company should Apply to the Labor Ministry of Iraq for obtaining Approval of Required Categories & Quantities. Company will prepare the Documents: 1. Power of Attorney 2. Demand Letter 3. Employment Contract 4. Documents Attested by Ministry of Foreign Affairs & Pakistani Authority in the Host Country.	For Iraq & Other Countries
4	To Obtain Permission From Protector Of Emigrants, Govt. Of Pakistan And Adv ertise In National News Papers.	1 To 2 Days
5	Screening – Interview – Trade Testing For Technical/Skilled Workers From Govt. Approved And Well Reputed Technical Institutions.	As Per Volume Of Workers
6	Medical Examination Of Selected Workers	03 Days
7	Preparation Of Documents For Embassy For Stamping Visa & Endorsement Of Visa	One Week or [As Per Policy Of Saudi Consulate.]
8	After Receiving Of Endorsement Of Visa, Workers Asked To Make NICOP [Govt of Pakistan]	02 Days
9	Preparation Of Documents For Protector Of Emigrants, Govt. Of Pakistan And Take Clearance From Emigration Department.	02 To 03 Days
10	Make Reservation Of Air Tickets And Confirm To Our Valued Client By Fax Or Email.	As Per Instruction Of Employer
11	Departure Of Emigrants	



TERMS & CONDITIONS

1. **Contract Period : One (1) year and it can be extended by mutual consent**
2. **Time of Deployment : As per the mobilization schedule**
3. **Probation Period : Three (3) months from the date of Contract**
4. **Salary : As per the salary mention above**
5. **Working hours & Overtime Payment.**
 - a) **Basic : 8 hours per day 6 day per week**
 - b) **Overtime will be paid as per the local labor law for the working time over basic working hours**
6. **Severance Payment & Vacation Allowances**
 - a) **The amount equivalent to one (1) month salary will be given after completion of one (1) year Contract as severance payment and vacation allowances**
7. **Unpaid Annual Leave**
 - a) **Three (3) weeks after completion of one (1) year Contract**
8. **Airfare : Will be provided by employer from working site to Pakistan**
9. **Accommodation :Will be provided by employer**
10. **Food : Will be provided by employer**
11. **Transportation :Will be provided by employer**
12. **Medical**
 - a) **Will be provided by employer respect of job related injuries and disease**
13. **Taxes and Duties : Will be paid by employer**



Agency Name	Personnel Services Bureau			
Chief Executive	Aleem Choudhry			
Address	136-B, S.M.C.H.S, Ch.Rehmat Ali Road, Karachi			
Tel No./Fax No.	TEL# +92-21-34549650~2, FAX# +92-21-3454-8748, 3452-6858			
Web Site	www.psbpakistan.com			
E-Mail Address	psbkar@yahoo.com & psbpakistan@yahoo.com			
Company Profile	Establishment	Established since 1977		
	Capital	US\$ 600,000		
	Registration	Recruiting License # 0345/ Kar		
Sales for the Last 5 Years	2019	\$ 641,400.00		
	2018	\$ 769,800.00		
	2017	\$ 630,000.00		
	2016	\$ 654,000.00		
	2015	\$ 742,800.00		
Supply Record For the Last 5 Years	Year	No.	Country	Company
	2019	1069	KSA, IRAQ, UAE, QATAR	List attached
	2018	1283	KSA, IRAQ, UAE,	List attached
	2017	1050	KSA, IRAQ, QATAR	List attached
	2016	1090	KSA, IRAQ	List attached
	2015	1,238	KSA, OMAN, UAE, QATAR, IRAQ	List attached



TRAINING & TESTING CENTER



Rawalpindi Campus



Lahore Campus



Karachi Campus



TRAINING & TESTING CENTER

TRAINING CENTER LOCATIONS :

Rawalpindi Campus:

Office Address: 85, block C, satellite town, Rawalpindi

Phone: **+92 51 4418418, 4427162**

Fax : **+92 51 4420793**

URL : www.tech-ni-test.org

Email : naveed@tech-ni-test.org
[test.org](http://www.tech-ni-test.org)

Lahore Campus:

Office address: 181, off main Road Samanabad, Opposite Corporation office Lahore

Phone: **+92 42 37593332, 37584724**

Fax : **+92 42 34589939**

URL : www.tech-ni-test.org

Email : [lahore@tech-ni-](mailto:lahore@tech-ni-test.org)

Karachi Campus:

Office address: 227/A, Block 2, PECH Society, Shah Abdul Latif Road, Shakra-e-Quaideen, Karachi

Phone : **+92 21 34556623, 34386383**

Fax : **+92 21 34555083**

URL : www.tech-ni-test.org

Email : [karachi@tech-ni-](mailto:karachi@tech-ni-test.org)
[test.org](http://www.tech-ni-test.org)



TRAVEL AGENCY

COMPANY NAME	HOLIDAY TRAVELS & TOURS (I A T A : 27301315)
---------------------	-----------------------------------------------------------

TELEPHONE :	0092 (021) 32636374-5 / 32636319
--------------------	-----------------------------------------

FAX :	0092 (021) 32626589
--------------	----------------------------

E-MAIL :	<u>arifholiday@yahoo.com</u>, <u>nazir_ahmed58@yahoo.com</u>
-----------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------

TOTAL SALES OF 2015	<u>PKR 38,90,37,235.00 (US \$ 41,83,196.08)</u>
----------------------------	--------------------------------------------------------

COMPANY NAME	E-TIRP TRAVELS & TOURS (I A T A : 27315665)
---------------------	----------------------------------------------------------

TELEPHONE :	0092 (021) 34301179-80
--------------------	-------------------------------

FAX :	0092 (021) 34301178
--------------	----------------------------

E-MAIL :	<u>e-triptravels@hotmail.com</u>
-----------------	----------------------------------------------------------------------------------------

TOTAL SALES OF 2015	<u>PKR 29,67,58,485.00 (US \$ 28,26,271.28)</u>
----------------------------	--------------------------------------------------------



AIR LINES TO HANDLE THE WORKERS



AWARD

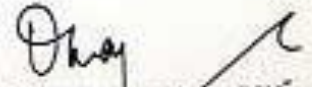


GOVERNMENT OF PAKISTAN
BUREAU OF EMIGRATION AND OVERSEAS EMPLOYMENT
MINISTRY OF LABOUR, MANPOWER AND OVERSEAS PAKISTANIS

CERTIFICATE OF MERIT

The Government of Pakistan acknowledges and appreciates the efforts of
M/s. PERSONNEL SERVICES BUREAU, KARACHI OEPL NO. 0345/KAR
for arranging employment abroad of 1142 11th Pakistanis during the years 1998 and 1999.

Hoping persistent performance in future.


(Omar Asghar Khan)
Federal Minister
Ministry of Labour, Manpower &
Overseas Pakistan
Islamabad

Dated 28.9.2000



AWARD



PERSONNEL SERVICES BUREAU

APPRECIATION LETTER FROM SAUDI AUTHORITY

Royal Consulate General
of Saudi Arabia
Karachi

السعودية



کراچی

03rd Oct, 2003

TO,

CH. ELLAHI BAKSH
CHAIRMAN
PEOPA
KARACHI/QUETTA ZONE

It gives me a great pleasure to express my deepest gratitude for you and for the rest your colleagues in the employment association for effective contribution which reflected in providing Six Thousand Dollars for media coverage to highlight the National Day of Saudi Arabia and to Project the real image of the progress and development witnessed in the Kingdom.

I appropriate this contribution which is not new to us. During your tenure as the Chairman of the Employment Association has showed us an ideal co-operation in all fields serving the interest of the people of Saudi Arabia and Pakistan.

Finally I wish all your attempts to be crowned with success.

With my best regards,

DR. HASSAN A. ATTAR
CONSUL GENERAL



CERTIFICATE

Book No.K 01053

Serial No.K 105241

MEMBERSHIP CERTIFICATE

Karachi Chamber of Commerce & Industry

Aiwan-e-Tijarat Road, Off: Shahrah-e-Liaquat, Karachi-74000, Pakistan

KCCI

Membership Number: **106515**

(Affiliated with the Federation of Pakistan Chambers of Commerce & Industry)

CERTIFIED that **M/s. PERSONNEL SERVICES BUREAU**

(name and address of Member Firm / Company)

136/B, S.M.C.H Society, CH Rehmat Ali Road, Karachi.

G.S.T. No. **1200850800228**

N.T.N. No. **15605850**

is a member of this Chamber

THIS CERTIFICATE shall be valid upto the **31-Mar-2020** unless
(date)
otherwise notified to the NTN / GST Registration authority / Scheduled Bank
concerned.



25062016

Given on this **1st** day of **April** 20 **19**

Signature of Secretary General

Countersigned by

KHURRAM SHAHZAD
(name and designation)
GENERAL PRESIDENT



PERSONNEL SERVICES BUREAU

CERTIFICATE

Book No.B 08772

Serial No.B 877192

MEMBERSHIP CERTIFICATE

Name & address of Chamber **PAKISTAN OVERSEAS EMPLOYMENT**
Association

PROMOTERS ASSOCIATION (POEPA)

(Affiliated with the Federation of Pakistan Chambers of Commerce & Industry)

CERTIFIED that **M/S PERSONNEL SERVICES BUREAU**

(name and address of Member Firm / Company)

136-B, S.M.C.H. Society. Ch. Rehmat Ali Road. Karachi

G.S.T. No. **NA** N.T.N. No. **0813911-3**

is a member of this Chamber **Association**
Association

Membership No: **KHI-01**

THIS CERTIFICATE shall be valid upto the **31st March, 2020** unless
(date)
otherwise notified to the NTN / GST Registration authority / Scheduled Bank
concerned.

Given on this **30th** day of **March** 20 **19**

Signature of Secretary General

Countersigned by **Ikram-ul-Haq Qureshi**
Chairman
(name and designation)



PERSONNEL SERVICES BUREAU

O.E.P LICENCE

Instructions and Conditions

1. The licensee shall carry this licence on his person whenever engaged in any work under Emigration Ordinance, 1979, and the rules made thereunder and shall produce it on demand by a bonafide person including the emigrants' employers in foreign countries and any official of the Government of Pakistan in Pakistan or abroad.
2. Any licensee who causes, or assists in, the emigration of any person in contravention of the provisions of the Emigration Ordinance, 1979, or the rules made thereunder, shall be punishable in accordance with the law.
3. Any violation of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more of the following measures:-
 - (i) suspension of licence;
 - (ii) cancellation of licence;
 - (iii) forfeiture of security money in part or full; and
 - (iv) prosecution in a court of law under the said Ordinance and the Rules.



14 JAN 2020

OVERSEAS EMPLOYMENT PROMOTER'S LICENCE RENEWAL (Not-transferable)

(See rules 7 and 9(1))

Muhammad Amin
 Assistant Director
 Protector of Emigrants, Karachi
 Bureau of Emigration
 Government of Pakistan



Licence No. 0345/KAR issued on 21-05-1977

authorising Mr/Miss/Mrs Aileen choudhry of Messrs Personal Service Bureau

whose photograph is affixed above, authorising him/her to engage in assisting persons to emigrate for the purpose of employment by obtaining or helping to obtain, for them the necessary passage from Pakistan, subject to the provisions of the Emigration Ordinance, 1979 (XVIII of 1979), and the emigration Rules, 1979, is hereby renewed for the period 01-01-2020 to 31-12-2022.

COUNTERSIGNED ONLY
 Ministry of Foreign Affairs
 responsible for the contents
 and the emigration Rules,
 document

27 JAN 2020

Masood A - Masood
 Director General
 Bureau of Emigration and
 Overseas Employment
 Ministry of Overseas Pakistanis and
 Human Resource Development
 Government of Pakistan

