STANDARD FORM OF SOP



SF7.5C: List of documents and items to be verified from different sources to confirm foreign placements

Document verification

The following are the documents to be submitted and should be uploaded in ASDMS website before sending the candidate to the foreign countries.

- a) Valid passport of the candidate
- b) Employment visa of the candidate
- c) Copy of savings bank NRE account of the candidate in one of the banks in India
- d) Copy of the challan towards deposit of the prescribed fee
- e) Copy of the agreement signed by the candidate and the employer duly attested by the registered recruiting agent
- f) Insurance policy of the candidate from an insurance company listed under the PravasiBharatiyaBimaYojana

Once the candidates are placed in the foreign countries, then the following documents should be submitted and uploaded in ASDMS website as the proof of placement.

- a) Salary slips
- b) Statement of the bank transfer in his bank account
- c) Resident permit or identity card, labour card or IQUAMA etc.
- d) Travel ticket and boarding pass