

Embassy of India, Bahrain

For recruitment through <https://emigrate.gov.in> the employer has to open “Employer’s Registration” and upload the following documents:

Step I :	
<p>On Company basis</p> <ul style="list-style-type: none"> a) Copy of the Commercial Registration (C.R.) b) Copy of the Specimen Employment Contract (to be typed on Bahrain stamp paper). c) Copy of Visa (In case of recruitment of single person). d) Copy of Bahrainisation Calculator Sheet & visa copies for recruitment of more than 1 person). e) Signature verification sheet (Authorised signatory has to confirm his signature on the company letter head). f) Memorandum of Association g) Article of Association. <p>*** additional documents to be submitted to Embassy (no need to upload in the system):</p> <ul style="list-style-type: none"> a) Passport copy of the employee. b) An Undertaking from the Employer on the company letter head furnishing the following information : <ul style="list-style-type: none"> 1) Total number of employees. 2) Total number of Indians. 3) Has the Company filed any case against any Indian Employees? 4) Has any travel ban been imposed against any Indian employees? If so, the details. 	<p>INDIVIDUAL BASIS</p> <p>C.P.R. of the Employer Visa Copy Copy of the Passport of Employer Work Permit from Ministry of Labour Employment Contract : 29 clauses agreement to be typed on Bahrain stamp paper in case of all categories other than Housemaids. 19 clauses Agreement in case of Housemaids. Bank Guarantee Receipt from state bank of India (in case of female recruitments) *** additional documents to be submitted to Embassy (no need to upload in the system): Passport copy of the employee. An Undertaking from the Employer on the plain paper furnishing the following information : Total number of employees. Total number of Indians Has the sponsor filed any case against any Indian employees Has any travel ban been imposed against any Indian employees? If so, the details thereof.</p>
<p>Submit all the uploaded documents to Embassy within 10 days of registration. Subsequently, the Employer will receive login ID / Password, bring 2 copies of visa for each candidate to Embassy for attestation.</p>	
Step – II:	
<p>Having login ID/password, employer has to log in the system (Option – Register User login here) and identify yourself as an employer and go to the services for 2nd step.</p>	
<p>For Direct Recruitment of workers :</p> <p>Direct recruitment under Indian Mission attestation :</p> <p>Upload Embassy attested visa copy while filling details about employee and submit. Employer will receive job ID and job code in his registered email ID.</p> <p>Employer has to go to generate individual employment contract by giving job ID, passport number of emigrant and mode of recruitment - direct.</p> <p>Employer has to send only signed and stamped system generated Employment Contract along with attested visa copy to the applicant in India.</p> <p>Applicant has to take Pravasi Bharatiya Bima Yojna (PBBY) policy.</p> <p>Apply for emigration clearance in the system.</p> <p>Choose PROTECTOR OF EMIGRANT (POE) office</p> <p>Pay Indian Rupees 200/- to POE fees through online / challan.</p>	<p>For recruitment through Recruiting Agents</p> <p>Prepare Power of Attorney Demand letter Specimen Employment contract Valid Agent’s licence copy</p> <p>Raise demand and upload 4 documents. Bring Raised demand papers to Embassy for processing. After processing, Embassy will provide DM Number to the employer which is supposed to be given to his Recruiting Agent in India for further processing in India. His work in Bahrain will be finished after giving DM number to the Agent.</p>