



PAKISTAN MANPOWER BUREAU

OVERSEAS EMPLOYMENT PROMOTERS

O.E.P Licence No. MPD/2107/RWP

www.pmboep.com

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

IN THE NAME OF ALLAH
THE MOST BENEFICIENT & MOST MERCIFUL

Count on your Expertise to Meet All your Requirements in
PAKISTAN MANPOWER BUREAU

		Government of Pakistan Ministry of Overseas Pakistanis & Human Resource Development Bureau of Emigration & Overseas Employment	
Overseas Employment Promoter's Licence Renewal		[Not – Transferable see rules 7 and 9(1)]	
Licence No	2107 / RWP	issued on	27/05/2002
authorizing Mr/Miss/Mrs	Asad Hafeez Kiyani		
of Messers	Pakistan Manpower 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 01/01/2023 to 31/12/2025			
Islamabad,		Director General	
Dated the	26/12/2022	Bureau of Emigration & Overseas Employment	
		Ministry of Overseas Pakistanis & Human Resource Development	
		Government of Pakistan	
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.		3. Any violation of the Emigration Ordinance, 1979, or the rules made thereunder, shall render him liable to any one or more the following measures:-	
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.		(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.	

Empower your
workforce with us

About Company

We are a leading recruitment agency in Pakistan, known for our quality services and cooperation. With no complaints from our clients, our continued progress reflects the economic vitality of Pakistan. As an established agency under the Ministry of Labor & Manpower, Government of Pakistan, we are financially strong and rapidly growing. Our mission is to provide Pakistani companies with top-notch professionals and upgrade the competitiveness of the Pakistani workforce. We aim to become the country's premier human resource placement and consultancy firm, offering uniquely designed quality services. With over a decade of experience, our portfolio of services and client base continue to grow. Our goal is rapid, profitable growth while ensuring our clients' needs are efficiently met. Negotiable service charges and agency commissions.





Asad Hafeez Kayani

Chief Executive

At **PAKISTAN MAN-POWER BUREAU**, we don't rely solely on traditional procedures. We embrace change and stay up-to-date with the latest trends. We value the influence of young management and are proud to have the talented Chief Executive, Mr. Asad Hafeez Kayani, leading our team. With years of experience, he has recruited and processed thousands of workers for our valuable clients. His leadership has brought about numerous productive changes that ensure maximum customer satisfaction. This commitment to excellence makes **PAKISTAN MAN-POWER BUREAU** one of the best in the business.





Ehtesham Hafeez Kayani

Director foreign affairs (overseas affairs)

I am happy to introduce my organization as one of the most trusted recruitment agencies in Pakistan, we take pride in our sincere and dedicated services, which have earned us worldwide recognition, trust, and confidence. At our organization, client satisfaction is our top priority.

We understand that manpower is the backbone of every successful business, and we are committed to providing smart and semi-skilled workers of the highest quality. Our goal is to keep our customers happy and satisfied by providing the best services with full confidence and accountability.

We are always at your service and promise to provide you with the best service and cooperation possible.



Company Profile

Company Name : Pakistan Manpower Bureau

Govt. License No. : MPD/2107/RWP

Type of Services : Manpower Supply

Chief Executive : Asad Hafeez Kayani

Managing Director : Ehtesham Hafeez Kayani

Mobile No. : +92 300 9568963

Telephone No : +92 51 4854037

Fax No. : +92 51 4935017

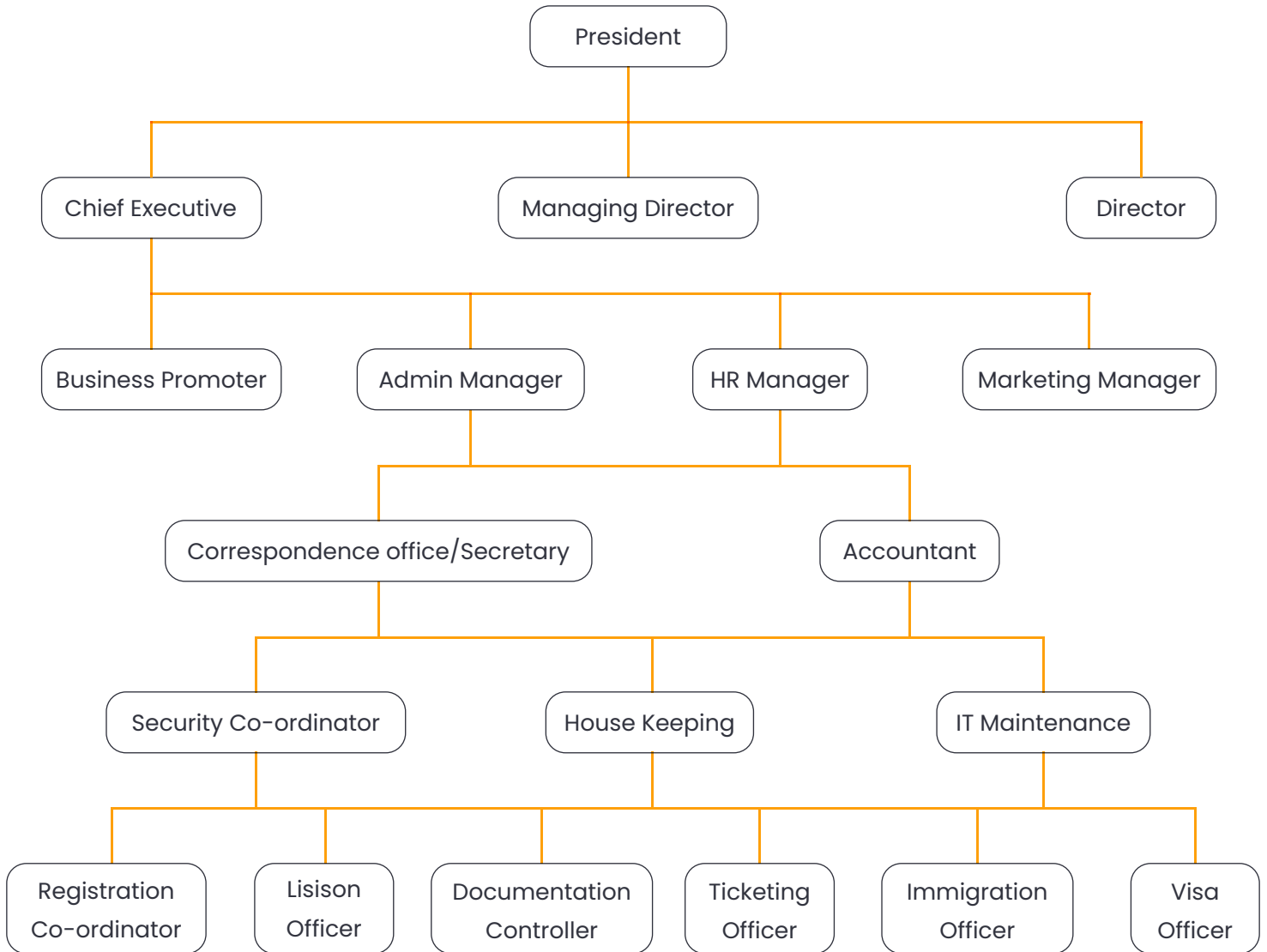
Address : Flat #13-B, 3rd Floor, United Centre, Shamshad, Muree
Road, Rawalpindi, Pakistan

Email : pmb2107@hotmail.com

Website : www.pamboep.com

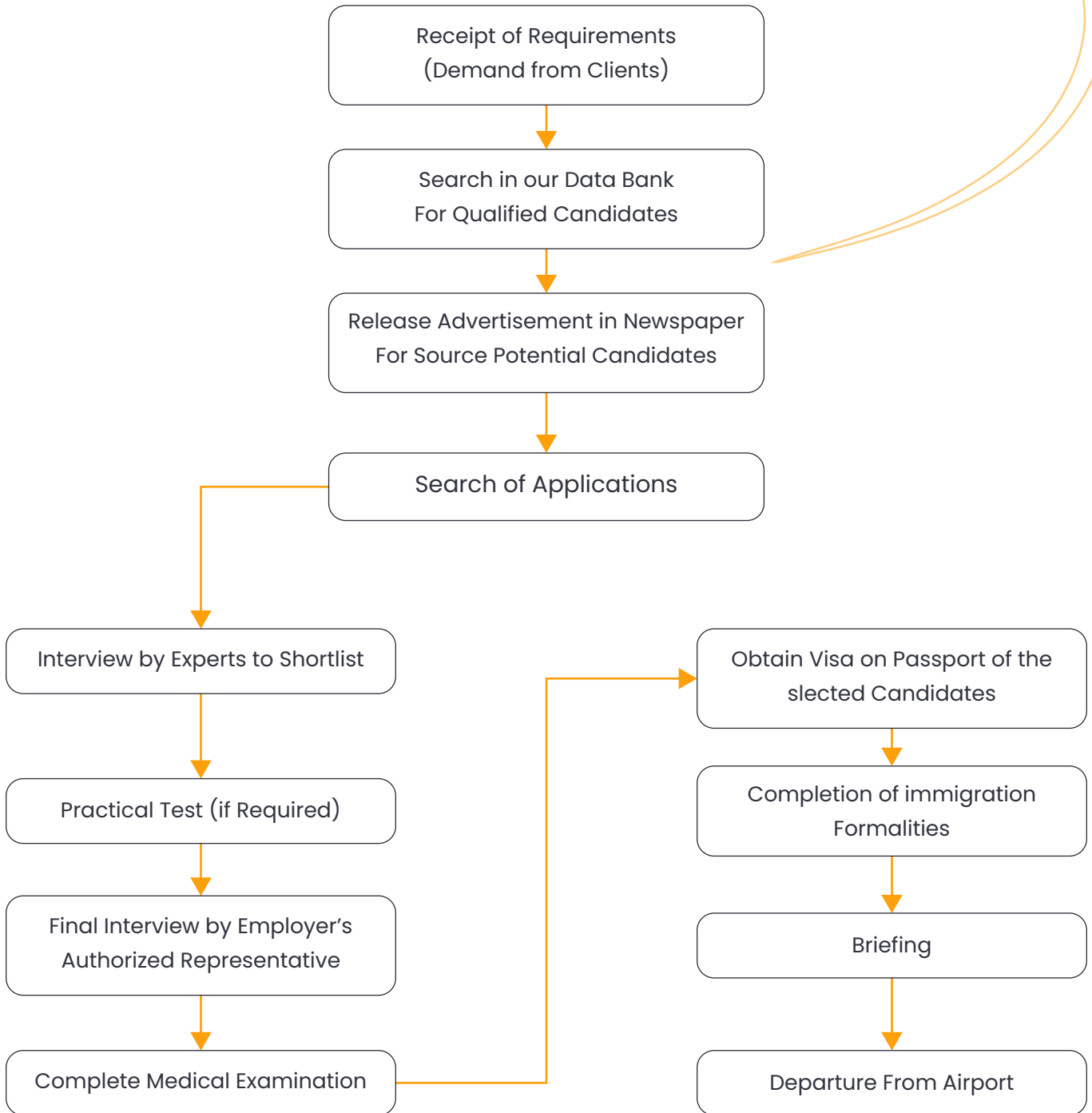
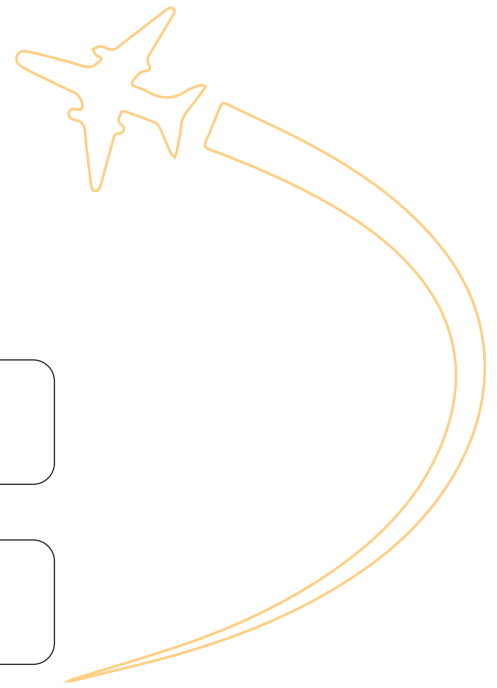


Organization Chart



We always commit to provide our respectable clients, The best manpower services

How it Works



Recruitment Procedure

Our guests feel them at leisure and homely atmosphere while staying with us. PAKISTAN MANPOWER BUREAU is in a favor of selecting candidates through employer's representatives in the event that we are entrusted with the responsibilities, we shall certainly ensure proper selection in accordance with the requirements set up by the employers through our qualified staff. The services of technical institutions will be employed for the purpose of testing highly technical trade.

On behalf of the clients, we also provide the following services.

○ **PERMISSION FROM PROTECTOR:**

After receiving manpower requirements, we seek permission from Protector of Emigrants, Government of Pakistan.

○ **ADVERTISING:**

Job facilities are advertised in widely circulated daily newspapers.

○ **INTERVIEW / TRADE TEST:**

After short listing the applications, for interviews and trade test. Candidate's skill is tested practically to evaluate the workmanship and his conformity to international standard.

○ **MEDICAL EXAMINATION:**

Every prospective candidate undergoes strict medical examination including complete physical checkup, chest, x-rays, etc from approved medical centers recognized by GCC.

○ **VISA ENDORSEMENT:**

We are responsible for the visa stamping process and collection of the passports from the concerned Embassy / Consulate.

○ **REGISTRATION:**

After stamping visa, we submit passports, for registration with the Protector of Emigrants, Government of Pakistan.

○ **RESERVATION / TICKETING:**

We have good relations with all leading Airlines, for reservation and in time departure of professionally qualified and selected workers. As a part of our continuing commitment of services to our clients we provide a number of services to the employer and concerned employees to have a sustained relationship and also to make the job of the employer easy and realistic.



Terms & Conditions

- Period of contract: Minimum one year.
- Probation period: 90 days or as per the labour laws of the country.
- Daily working hours: 8 hours per day, maximum 12 hours per day with additional 4 hours paid as over time.
- Weekly working days: 6 days per week, paid holiday.
- Weekly rest day: At least 1 day per week.
- Rate of overtime: As per labour laws of host country or minimum 1.50 times of basic salary per hour.
- Accommodation: Free of cost bachelor accommodation (not tents) must be provided by employer with electricity, water, gas & bedding.
- Messing facilities: Free food or 25% of basic pay to be paid in lieu of free food for unskilled, semi-skilled and skilled workers. This provision of free food is not applicable to U.A.E and Bahrain.
- Medical facilities: Free, to be provided by the employer.
- Transportation: Free transport is to be provided by the employer from residence to work place.
- Passage: Economy class by air from place of hire to place of employment and back on expiry of contract. It is to be provided by the employer, if not included in the salary, which should be in addition to the minimum wages laid down.
- Vacation: Leave per year as per labour laws of the host country.
- Illness leave: Per year as per labour laws of the host country.
- Social security / insurance: Workers to be covered at the cost of the employer, according to the labour laws.
- Dead bodies: Dispatch of dead bodies or evacuation due to serious injury will be made to Pakistan at employer's expenses.

Our Categories

in Dadan Recruiting Agency is committed to fulfill the need of employer by supplying healthy, honest, professional and competent manpower as required by the employers. We hold all kinds of professionals to meet the demand of the employers. Employers have experience that Pakistan is a good source of skilled and semi-skilled categories and general helpers. We are confident and assure to supply high quality workers of all categories in various fields. Following Categories are currently available for immediate employment.

○ **ENGINEERING:**

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

○ **SUPERMARKET:**

- Salesman
- Check out Cashier
- Trolley Boys
- Shelves Rack Organizers
- Cleansers

○ **AIR CONDITIONING (WINDOW TYPE, SPLIT LEVEL & CENTRAL UNIT):**

- HVAC Engineers
- HVAC Foremans
- HVAC Supervisors
- HVAC Technicians



We Can Supply

- **OFFICE PERSONNEL MANAGEMENT GROUP:**
 - Office Manager
 - Assit Manager
 - Manager, Marketing, Sales, Administration
 - Accountant, Cashier
 - Secretaries, Storekeepers, Purchasers
 - Clerk, Typists, Data Entry Operators
 - Office Boys, Tea Boys
 - Bell Boys, Care Giver



- **VEHICLE/HEAVY EQUIPMENTS OPERATOR AUTO MECHANIC & MAINTENANCE:**
 - Light Vehicle Drivers
 - Car/Van/Mini-Bus Drivers
 - Hevey Equipment Operators
 - Truck/Lorry/Trailer/Forklift/Crane Drivers
 - Motor/Grader/Dozer/Backhoe/Roller Operators
 - Bulldozer/Scrapper Operators
 - Auto Mechanic, Diesel Machine Mechanics
 - Heavy Duty Mechanics
 - Wireless Technicians, Bar Benders
- **INFORMATION TECHNOLOGY:**
 - Computer Engineers
 - System Administrators
 - Software Engineers
 - Programmers
 - System Analyts
 - Network Administrators
 - Data-entry Operators
 - Computer Operators
 - Computer Technicians
 - Database Operators

We Can Supply

○ HOSPITAL STAFF GROUP:

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & I-JD) MD
- Doctor (Nephrology) MD
- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynecology) Diploma
- Nurses (ICS) Diploma
- Nurses (Surgery Operation Theatre) Diploma
- Asst. Nurses (Cleansers) Male - Diploma
- Technician Lab Diploma X-Ray Technicians Diploma

○ AGRICULTURE:

- Engineer Landscaping
- Engineer Irrigation
- Supervisors
- Foremen
- Gardeners
- Farmers

○ SECURITY GUARDS:

- Civil Security Guards
- Ex-Army Security Guards
- Ex-Police Security Guards
- Ex-British Gurkhas Security Guards
- Gate Keepers
- Watchmen



We Can Supply

○ **BUILDING STRUCTURE MAINTENANCE & CONSTRUCTION GROUP:**

- Electricians
- Plumbers, Welders, Steel Fixers & Pipe Filters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians
- Painters (Spray Wall)
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Filters

○ **HOTEL & CATERING STAFF GROUP:**

- Manager & Assist Manager
- Public relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian & Arabic)
- Waiters, Stewards
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers, Barmen
- House Keepers, Room Makers
- Kitchen Helpers, Dishwasher Men
- Laundry Men, Pressmen Janitors

○ **GARMENTS AND TEXTILE:**

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers



Documents We Need

○ LETTER OF AUTHORITY:

HIS EXCELLENCY,

THE CONSUL GENERAL,

EMBASSY OF _____

ISLAMABAD / KARACHI.

YOUR EXCELLENCY,

WE HAVE AUTHORIZED M/S PAKISTAN MANPOWER BUREAU LICENCE NO. MPD/2107/RWP

OVERSEAS EMPLOYMENT PROMOTERS RAWALPINDI PAKISTAN TO OBTAIN _____

VISAS ON OUR BEHALF, FROM OUR VISA NO _____ DATED _____ AND

TO DO OTHER THINGS CONNECTED WITH THIS MATTER.

WITH HIGHEST REGARDS,

YOURS FAITHFULLY,

EXECUTANT

SHOULD BE ATTESTED BY:

1. CHAMBER OF COMMERCE.
2. FOREIGN AFFAIRS.
3. PAKISTAN EMBASSY (NOT FOR SAUDI ARABIA)

Documents We Need

○ POWER OF ATTORNEY:

KNOW ALL MEN THESE PRESENTS THAT WE _____ A COMPANY ORGANIZED UNDER THE LAW OF _____ DO HEREBY APPOINT M/S PAKISTAN MANPOWER BUREAU LICENCE NO. MPD/2107/RWP OVERSEAS EMPLOYMENT PROMOTERS, RAWALPINDI PAKISTAN TO BE OUR TRUE AND LAWFUL ATTORNEYS AND AGENTS IN PAKISTAN IN RESPECT OF HANDLING OF ALL THESE AFFAIRS CONCERNING RECRUITMENT OF MANPOWER FROM PAKISTAN FOR US CAN DEPOSIT REGISTRATION FEE ETC AND TO SIGN ALL NECESSARY DOCUMENTS REQUIRED BY THE PROTECTOR OF EMIGRANTS GOVERNMENT OF PAKISTAN, EMBASSIES CONCERNED IN PAKISTAN AND OTHER AGENCIES IN CONNECTION WITH THEIR PASSPORTS VISAS AND PASSAGE ETC. DATED _____ FOR _____ PERSONS.

IN WITNESS WHEREOF WE HAVE EXECUTED THIS

AGREEMENT ON THIS _____ DAY OF THE MONTH OF _____ 20_____

EXECUTANT

SHOULD BE ATTESTED BY:

1. CHAMBER OF COMMERCE.
2. FOREIGN AFFAIRS.

Documents We Need

○ DEMAND LETTER:

M/S PAKISTAN MANPOWER BUREAU LICENCE NO. MPD/2107/RWP

OVERSEAS EMPLOYMENT PROMOTERS

FLAT #13-B, 3RD FLOOR, UNITED CENTRE, SHAMSHAD, MUREE ROAD, RAWALPINDI, PAKISTAN

DATE: _____

DEAR SIR!

PLEASE RECRUIT PERSONS FOR OUR ESTABLISHMENT ON PAY AND OTHER BENEFITS ARE MENTIONED BELOW. PERIOD OF CONTACT WILL BE FOR _____ YEARS. THIS DEMAND LETTER IS ISSUED AGAINSTS VISA NO. _____

S NO. CATEGORY NO. OF PERSON'S MONTHLY SALARY

1.

2.

3.

OTHER BENEFITS:

FREE FOOD OR FOOD ALLOWANCE, FREE ACCOMODATION, FREE MEDICAL, FREE AIR PASSAGE, FROM PAKISTAN TO DESTINATION AND BACK.

YOURS FAITHFULLY

EXECUTANT

SHOULD BE ATTESTED BY:

1. CHAMBER OF COMMERCE.

2. FOREIGN AFFAIRS.

Our Clients



Our Clients





PAKISTAN MANPOWER BUREAU

Empower Overseas Employment

Contact Us

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