

ANNEXURE-2**GENERAL INSTRUCTIONS**

1. Interested candidates should **fill the form** and send their application in the prescribed format (**Annexure-3**) only and duly signed and scanned copy as attachment on email to tcilksa@tcil.net.in with copy to tcilksahr@gmail.com up to the last date of receipt of applications.
2. **Mode of Interview:** Online interview shall be held for shortlisted candidates from India (on WhatsApp or VC App).
3. Upon selection of candidates and after completion of all the required visa formalities at KSA and India, the candidates should be ready to travel as per TCIL KSA project requirements at an early date without much delay. In case of any delay shown by candidates more than the prescribed period, it shall be treated as lack of interest and selection can be cancelled.
4. The period of contract is 4 years from the date of joining in TCIL KSA, further extendable on mutually agreed terms.
5. The selected candidate shall be required to execute a bond of INR 3,50,000/- on a Non Judicial Stamp Paper of Rs. 100 at the time of joining. In case the candidate resigns before the completion of the contract period, the candidate shall be liable to pay the full bond amount, and the security shall be forfeited. The bond shall be valid for a period of 2 years. The Format for the Bond is as per Annexure – 4.
6. Candidates having additional skills would be preferred.

Activities under the scope of TCIL KSA

1. **Visa:** Work visa shall be arranged and provided by TCIL KSA to the selected candidates. However, visa would be arranged after obtaining Refundable Security Deposit from the selected candidate.
2. **Guidance:** Guidance to the selected candidates will be provided by TCIL KSA team on how to obtain, Police Clearance Certificate (PCC), GAMCA medical clearance, Visa stamping etc. in India
3. **Provision of air tickets:** Air tickets shall be provided by TCIL KSA to the selected candidates after completion of their visa formalities for their initial travel from India to KSA to join duty. Thereafter, air tickets for vacation travel to India shall be provided at the company's cost only after completion of two years of continuous service. Thereafter employee will be entitled for air ticket at interval of every two years.
4. Upon joining in TCIL KSA project, the other mandatory requirements as per KSA Government to obtain Resident ID (Iqama) shall be arranged by TCIL KSA.
5. The number of positions indicated is tentative and may increase or decrease at the sole discretion of TCIL. TCIL also reserves the right to cancel or withdraw this recruitment process at any time without assigning any reason or notice.

Activities in India under the scope of selected candidates

1. **Refundable Security Deposit & undertaking:** Selected candidates have to sign a suitable undertaking and deposit a refundable Security Deposit of **Rs 50,000/-**. The security deposit shall be refundable at the time of final settlement.
2. The Security Deposit may be deposited online in TCIL account which shall be informed to the selected candidates via email. The Amount being deposited shall be for **"Security Deposit for TCIL KSA"**.
3. The cash receipt or the bank transaction details (as applicable) should be sent by selected candidate on email to tcilksa@tcil.net.in with copy to tcilksahr@gmail.com. Thereafter, work Visa for KSA shall be arranged by TCIL KSA.
4. The selected candidate has to obtain Police Clearance Certificate (PCC) in India.

5. The selected candidate has to obtain medical clearance from an authorized GAMCA medical center in India. The selected candidate should intimate TCIL KSA as soon as he gets GAMCA medical clearance.
6. After obtaining PCC clearance and GAMCA medical clearance, TCIL KSA shall provide the MOOFA number for obtaining the Medical Certificate from GAMCA. The selected candidates shall provide their passport in coordination with TCIL KSA for VISA Stamping.
7. The selected candidate should intimate TCIL KSA as soon as he gets Visa Stamping on their passport so that Air ticket can be arranged by TCIL KSA.
8. All the expenses towards medical clearance/PCC shall be borne by the candidate only. TCIL shall not be liable for any such reimbursement.

Notes:

- a) In case, candidate fails to join after selection and subsequent issuance of Air Ticket, the security deposited submitted by the candidate shall be forfeited.
- b) In the case of Engineering Graduate (or) Diploma holder etc., the certificates should be attested by Ministry of External affairs and Saudi Embassy in India.
- c) Only after the successful clearance of GAMCA Medical, the respective candidate may submit their educational certificates for Attestation in MEA and Saudi Embassy in India.

Application format for applying against the vacancies in TCIL KSA

Post applied for :

S No	Description	Details
1	Name	
2	Date of birth	
3	Marital status	
4	Educational Qualifications	
5	Certifications (if any)	
6	Professional Skills	
7	Work Experience	
8	Time required to Join (in months)	
9	Valid Passport available (Yes/ No)	
10	Passport valid up to (if available)	
11	Mobile Nos/ WhatsApp no.	
12	Email ID	
13	Address	

Date:

Signature of the candidate

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS THAT
 _____ S/o. _____ resident of
 _____ employed as Contract Employee in the
 TELECOMMUNICATIONS CONSULTANTS INDIA LTD., Riyadh Kingdom of Saudi Arabia (hereinafter
 called the "obligor") and _____ S/o
 _____ resident of hereinafter called surety) hereby jointly and
 severally bind ourselves and our representatives, executors and administrators to pay M/s.
 TELECOMMUNICATIONS CONSULTANTS INDIA LTD., New Delhi its successors and assigns
 (hereinafter called the "Company") on second part on demand and without demur a sum of Rs 3,50,000,
 Indian Rupees Three lacs Fifty Thousands only from the date of demand AND TOGETHER with all costs
 between attorney and clients and all charges and expenses that shall or may have been incurred by the
 Company.

WHEREAS the Obligor had approached and in response has been offered a position of Contract employee for 3 years, in and by the above named Company on the terms and conditions, inter alia, on his furnishing a surety bond with one surety on the terms appearing hereinafter and is also required to execute the Contract Agreement at Riyadh (copy of which along with Annexure is annexed hereto and shall form part of these presents).

AND WHEREAS the obligor has accepted the said offer and agreed to execute and furnish the documents as mentioned herein before.

NOW THE CONDITION OF THE ABOVE OBLIGATIONS IS:

That in case Obligor commits any breach of any of the terms and conditions of the aforesaid Contract agreement or appointment letter, the obligor and the surety above named or their respective legal representatives, heirs, executors and administrators shall forthwith pay to the said Company on demand and without demur the said sum of SR 3,50,000/- (Indian Rupees Three Lacs Fifty Thousands only) from the date of demand AND TOGETHER with all costs between attorney and clients and all charges and expenses that shall or may have been incurred by the Company.

And upon the obligor and the Surety making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue PROVIDED ALWAYS that the liability of the Surety hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Company or any person authorized by it (whether with or without the consent or knowledge of the Surety) nor shall it be necessary for the Company to sue the obligor before suing the Surety or any of them for amounts due under this Bond.

This bond shall for the purpose of jurisdiction be always deemed to have been executed at the place of acceptance which place shall alone have the jurisdiction to try any dispute arising from or out of this Bond.

This Bond shall remain valid and binding upon the Obligor and the Surety for a period of Two (2) years from the date of its execution.

Dated this _____ Day of _____ 2025

Signed and delivered by Obligor names above.

OBLIGOR

Witness name and address:

1 _____

2 _____

Signed and delivered by the Surety above named:

Surety

Witness name and address:

1 _____

2 _____