



*(Startup India and Digital India Recognized)*

**(APPROVED CONSULTANT BY GOVERNMENT OF PUNJAB) (REGISTERED BY GOVERNMENT OF INDIA)**

Lic no: 8LPA/MAN

CIN:U74999PB2018PTC047354

## Vacancy Notice Under Atama Nirbhar Bharat Abhiyan

Notice no.: 331

Date: 09-03-2021

After this Pandemic condition with starting new year with huge number of Students and travelers want to travel abroad and we will be the one which provide secure immigrations services to our customer, In this century where you can get everything deliver into your home like Foods, Mobiles, almost everything possible to do it, We are going to start Visa services at home, no need to go any office and any documentation we will provide every possible service and get them their Visa at home, By mobile application the each step is perform by using latest technology. **The offices branches should be work as Virtual offices through work from home,**

Note: We do not deal/promote any kind of work permit or any illegal immigration.

Applicants need to provide PCC (Police Clearance Certificate) at the time of Interview. Duo to Covid-19 the interview and training provided by virtual platform.

We are entitled to provide immigration and visa services to each block of Northern India **Punjab Haryana Rajasthan and Himachal Pradesh.**

Important dates: Starting date for online application: **06/04/2021 to 06/07/2021 05.00 PM. (Extended due to Covid-19)**

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We indentified the main blocks of the Sates.

## Total Numbers of Posts

### Punjab

Districts: 22

Blocks: 174

Business Development Officer: 174

(UR:88, SC/ST:34, BC:52)

Supervisor: 348

(UR:175, SC/ST:69, BC:104)

Total Recruitment: 522

### Haryana

Districts: 22

Blocks: 147

Business Development Officer: 147

(UR:74, SC/ST:29, BC:44)

Supervisor: 294

(UR:148, SC/ST:58, BC:88)

Total Recruitment: 441

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## Rajasthan

Districts: 33

Blocks: 335

**Business Development Officer: 335**

(UR:168, SC/ST:67, BC:100)

**Supervisor: 670**

(UR:336, SC/ST:134, BC:201)

**Total Recruitment: 1005**

## Himachal Pradesh

Districts: 12

Blocks: 172

**Business Development Officer: 172**

(UR:87, SC/ST:34, BC:51)

**Supervisor: 344**

(UR:173, SC/ST:68, BC:103)

**Total Recruitment: 516**

In each block 3 designation posts of two categories will be recruiting. Each block we will recruit two types of Jobs.

1. **One Business Development Officer (Visa Counselor) in each block.**

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### 2. 2 Sales Executives (Supervisor) in each block.

#### 1. The main Roles of Business Development Officer and Eligibility for job:

**Business Development Officer (Visa Counselor)** shall perform duties of the main person who is responsible for business activities in the Area; Visa Counselor will provide information regarding process. BDO shall execute the problems and the Queries obtained by the system generated Queries, BDO shall be working as a bridge in Company and customer, BDO controls the sales Executive activities.

#### Eligibility:

For BDO job the candidate must be **Graduate in any Stream** with minimum 50% marks in all aggregate. In 12<sup>th</sup> English subject with not less than 60% require. Basic knowledge of Computer is required. There is no need of computer certificate.

**Pay Slab:** 20,000 INR basic per month

**Note:** Minimum and maximum age of candidates belonging to UR/General 18 - 35 years, SC/ST 18-40 years as on date 01/03/2021

#### 2. The main Roles of Sales Executive (Supervisor) and Eligibility for job:

**Sales Executive (Supervisor)** shall be work for enhance sales of the company, Sales Executive shall be enroll the customers and categorized them for best Package for Visa services. Sales Executive shall be responsible for Sale and promotion and should be answerable to the BDO.

#### Eligibility:

For Supervisor job the candidate must be **Senior Secondary (+2) pass** in with minimum 50% marks in all aggregate. Basic knowledge of Computer is required. There is no need of computer certificate.

**Pay Slab:** 15,000 INR basic per month

**Note:** Maximum age of candidates belonging to UR/General 18 - 35 years, SC/ST - 40 years and OBC - 38 years as on date 01/03/2021.

#### Important note:

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Reservation for candidates belonging to reserved category will be in accordance with the prevailing Govt. of India guidelines. Candidates must state their reservation status clearly in the application. Applicants should produce in original their degree certificates, caste and experience certificates at the time of interview/ at any stage of the subsequent process. Candidate must be a citizen of India

### **Application fees:**

Application fees and intimation charges (Non-refundable) of ₹500/- for General, EWS and OBC candidates, ₹300/- (Intimation charges) for SC/ST candidates.

1. General: 500 INR
2. SC/OBC: 300 INR

### **How to Apply:**

Interested candidates must fill in the **Online Application Form**. The Application Form will be available on the Company's website [www.visalagwao.com](http://www.visalagwao.com) 'Career' section on **March 26, 2021**. **Application in any other format will not be considered** and will be rejected by the Company, irrespective of fulfilling the eligibility criteria. Print out of the application and the status can obtain by Login option via Mobile no. and password. **Only Online Applications will be considered by the Company**. If the Application Form does not indicate the position applied for, the application will be rejected irrespective of fulfilling the eligibility criteria. Canvassing in any form will be a disqualification.

### **Selection Procedure:**

The Selection Process will comprise of Written Test and Personal Interview. The date and timing of the Written Test will be advised to the shortlisted candidates at a later date. Candidates who are shortlisted based on the performance in the Written Test will be called for Personal Interview.

Applicants will be issued admit cards for exam. Exam center will be decided shortly on the website.

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Question paper will be of objective type multiple choices only. The questions will be set both in English & Hindi. For each type of job there will be 4 types of question paper assigned and each will be 25 marks. Total marks will be 100. There is no negative marking.

**Tentative exam date: 15 August 2021 (Sunday)**

The Company reserves the right to modify/amend/reverse/cancel any or all the provisions of the recruitment process, without assigning any reason thereof. Depending upon the requirement, the Company reserves the right to cancel/restrict/curtail/enlarge the recruitment process, if need so arises, without any further notice and without assigning any reason therefore.

Shortlisted applicants list will be uploaded on the website after the exam.

Eligible applicants will be undergone for a training period of a week on Virtual platform. PCC (Police Clearance Certificate) must require after final selection.

For any Query Contact:

Website: [www.visalagwao.com](http://www.visalagwao.com)

Email: [info@visalagwao.com](mailto:info@visalagwao.com)

Toll Free No: **62800 62038 (10 A.M to 5 P.M) Mon to Sat.**