

Certificate Attestation - Process & Requirements

1. **Educational Certificate Attestation:** Professional Applicant such as Engineer, Technician, Accountant, Systems Analyst, Finance Analyst, Banking Expert, all Senior/professional positions must be holding relevant degree certificates which has to be attested / authenticated from HRD, MEA (Govt. of India) Saudi Culture Attaché and Saudi Embassy, New Delhi. (*for sample of certificate attestation [click](#)*)

Note : 1. The HRD attestation of the Certificate has to be done by the candidate themselves or by his blood relations. Details can be found at the websites:

<http://education.nic.in/circulars/attestation.asp>

http://education.nic.in/circulars/archival_auth.htm

2. For the Attestation of the certificate by Saudi Cultural, the Original Saudi **Offer Letter or Employment Contract duly attested by the Saudi Chamber of Commerce and Saudi Ministry of Foreign Affairs** ([click](#) for sample) is needed. The Certificate attestations take about 3 to 4 weeks to complete all the 4 attestations.

Strictly
CONFIDENTIAL

Mr. Anil Kumar Mohanty
Riyadh
Mobile 0543351982

Dear Mr. Mohanty,

BANQUE SAUDI FRANSI (BSF) is pleased to offer you employment in its **Corporate Planning & Control Division (Systems Security Department), Head Office**, on the following terms and conditions:

Job Title	Security Administrator				
Grade	C				
Corporate Title	Manager				
Job No.	1180				
Basic Salary	SAR 9,000	X	12	= SAR	108,000
Transportation Allowance (Not paid during vacation)	SAR 1,000	X	11	= SAR	11,000
Annual Bonus	SAR 9,000	X	2	= SAR	18,000
Housing Allowance/Annum	SAR 9,000	X	3	= SAR	27,000
Annual Holiday Allowance	SAR 9,000	X	1	= SAR	9,000
Annual Vacation	30 Days				
Status of Employment	Family				
Period of Contract	1 year (s), subject to renewal				
Probationary period	3 months				
Validity of Offer	1 week from receipt hereof				

This offer is further subject to the following conditions:

- * Satisfactory employment & credit references.
- * A pre-employment physical examination by a hospital/physician appointed by BSF.
- * A clear copy of educational certificates and National ID/Passport (for Non-Saudis)
- * Certified copy of clearances / release papers from previous employers
- * For Non-Saudis, this offer is subject to obtaining the necessary working visa/IQAMA transfer

All other benefits and conditions of service shall be applied in accordance with the Saudi Labor Law and BSF rules and regulations. It is also understood that the Bank may assign you in any other line of business, if necessary.

Should you find the above offer acceptable, please sign, date and provide us with a copy of this letter as soon as possible.

Best regards.

CORPORATE HUMAN RESOURCES DIVISION

ALFREDO ESTRADA
Snr. Recruitment Specialist

SAAD AL-DOKHI
Recruitment Manager

Anil Mohanty
With my conformity & Acceptance

Date: 06/10/2009



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