

## **Annex 1: Selection and Placement Process**

of the  
Agreement  
between the  
  
Federal Employment Agency of Germany (Bundesagentur für Arbeit)  
  
and  
  
Norka Roots, Thycaud, Thiruvananthapuram under the Department of NORKA,  
Government of Kerala, India  
  
on  
  
the Placement of Indian Health Professionals from the State of Kerala/India  
in Employment as Registered General Nurse  
in the Federal Republic of Germany

### **I. Obligations of the Parties**

#### **1. Preliminary Remarks**

This Agreement is concluded between Norka Roots and Bundesagentur für Arbeit (BA). Both Parties will implement the selection and recruitment process in accordance with its defined obligations. To fulfill its obligations the BA will implement the recruitment of Health Professionals through its already existing programme "Triple Win". Triple Win is a joint programme of BA and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH on the recruitment of nurses from third countries. The basis for the cooperation between BA and GIZ in the Triple Win programme is the cooperation agreement dated 13 May 2019.

#### **2. For the implementation of this Agreement, BA shall:**

- a. Plan, implement and monitor the cooperation together with Norka Roots;
- b. Acquire employers in Germany, inform and advise them on the recruitment of health professionals from Kerala/India;
- c. Conduct the selection interviews for a participation in the Triple Win program in Kerala/India;
- d. Coordinate the matching process: provide information about possible employers to the candidate and take into consideration the candidate's preferable choice of employer;
- e. Arrange the placement of applicants in employment in the healthcare or long-term care sector in the Federal Republic of Germany, for which the conditions of employment may not be less favorable than those for comparable national workers;
- f. Check the labour market admission and issue the preliminary approval for the residence title;
- g. Follow up the recognition process in Germany in order to ensure that recognition is actually obtained;

### **3. For the implementation of this Agreement, GIZ shall:**

- a. Support and monitor job advertisements and help shortlisting the applicants in Kerala/India;
- b. Organize the interviews, language courses and a preparatory technical course on “Living and working in Germany” in Kerala/India;
- c. Assist the candidate with visa and recognition applications and travel arrangements;
- d. Advise the employer and the worker regarding additional job related language training and the recognition process.
- e. Provide integration support for employers and workers in Germany:
  - Provide a welcome kit to the employer and the nursing professional.
  - Carry out an integration workshop with the employer on themes of integration, recognition and on boarding.

### **4. For the implementation of this Agreement, Norka Roots shall:**

- a. Plan, implement and monitor the cooperation together with BA;
- b. Announce the application vacancy
- c. Check the authenticity of the required documents
- d. Facilitate interview for the applicants;
- e. Facilitate the preparation of documents needed for the candidates to work in the Federal Republic of Germany, including passport
- f. Legalize the documents for the application
- g. Coordinate the medical examination

## **II. Criteria for the selection of the applicants**

1. The applicant shall satisfy the following preliminary qualifications:
  - a. Graduated from accredited nursing education institution in India and holding one of the following Indian degrees:
    - Diploma in General Nursing & Midwifery (GNM):Registered Nurse / Midwifery
    - Bachelor of Science in Nursing B.Sc (Basic): Registered Nurse
  - b. Have an Indian Nurse Registration Certificate;
  - c. Legal age of 18 years;
  - d. Proof of a German language level of at least B1 (according to the Common European Framework of Reference for Languages) at the time of visa application. At the time of selection, no German language knowledge is required. Applicants must declare their willingness to learn German. Applicants with existing German skills are also welcome.
2. Required documents for the application are:
  - a. Curriculum Vitae in English;
  - b. Motivation Letter in English;
  - c. Legalized Copy of Diploma Certificate in Nursing;
  - d. Legalized Copy of Academic transcript;
  - e. Legalized Copy of Nurse Registration Certificate;

- f. Legalized Copy of Reference from previous employer (if applicable);
- g. Passport Copy.

### **III. Selection and Recruitment Process**

1. BA and Norka Roots will define the desired recruitment numbers in its regular joint committee meeting.
2. BA will submit a general job description for qualified nurses to Norka Roots.
3. Norka Roots will recruit nurses based on this job description through their announcement channels.
4. Qualified applicants will register at Norka Roots and submit the necessary documents.
5. BA, with the assistance of Norka Roots and supported by GIZ will conduct the interviews for the selection for the participation in the Triple Win programme.
6. Norka Roots will check and verify/legalize the documents.
7. Norka Roots will notify the applicants of the results regarding the programme participation.
8. After the acceptance by Triple Win the nurse will join the preparation program organized by the GIZ. The preparation program entails a language course until the level B1 and preparatory technical course and orientation course on "Living and working in Germany" (5 days).
9. While the nurses attend the preparation programme the BA organises the matching process as well as hiring interviews with the employer (by phone, online or personally in Kerala).
10. The BA will coordinate the signing of the employment contract.
11. BA and GIZ coordinate and support the preparation for the departure.
12. GIZ supports the candidate with the recognition application and the visa application process. The BA will submit the decision on the preliminary approval for the labour market admission.
13. After arrival in Germany GIZ advises and informs the candidate about the integration process. GIZ also advises the employer and the candidate on the recognition procedure and language training in Germany.
14. The BA with assistance of GIZ will continue to follow up and support the process in Germany in order to ensure as best as possible that recognition and employment as a registered nurse can actually be obtained.