

Date:-

**M/s Overseas Employment Pvt. Ltd.
(License No. 1208/073/074)
Kathmandu, Nepal.**

Demand Letter

Dear Sir,

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below:

S.No	CATEGORY	QTY	SALARY
01			
02			
03			
04			
05			

The total number of workers : 50

The following terms and conditions shall be included in the contract:

1. Duration of Contract : 2 years renewable
2. Working Hours/ Days : 8 (Eight) hours per day, 6 days per week
3. Accommodation : Provided by company
4. Transportation : Provided by company
5. Medical Facilities : Provided by company
6. Food : Provided by company or Food allowance
7. Visa : Free Visa provided by company
8. Air Ticket : Free joining ticket provided by the company
And up & down air ticket will be provided after the completion of two years contract.
9. Resident Permit Fee : To be borne by the company
10. Annual Leave : 21 days paid leave per year.
11. Insurance : Provided by Company
12. Overtime : Provided by Company
13. Service Charge : No Service Charge Provided.

All other terms and conditions are as per the Country's labour laws.

Yours faithfully

Signature

Company Name

Date:-

Power of Attorney

KNOWN ALL MEN BY THESE PRESENTS

That we **M/s** with commercial registration CR No. P.O. Box No. a company duly organized and existing under and by virtue of the law of the Doha do hereby appoint **M/s OVERSEAS EMPLOYMENT Pvt. Ltd. Kathmandu, Nepal**, a recruiting agency approved by the government of Nepal Ministry of Labour and Transport Management, vide License No. 1208/073/074 to be our true lawful attorney and agent in Nepal respect of handling all the affairs with the protector emigrants, government of Nepal sign all required documents by the said officers in connection with recruitment of persons against visas as per attached list for employment with us and to arrange all matters relating to emigration etc.

This power of attorney is made in relation to our demand letter dated expired on Until Finish.

For and behalf of

Thank you

Yours Sincerely

Signature

Authorized person name

Authorized person post

Date:-.....

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made on between M/s Est herewith called Employer as “The First Party”

&

M/s OVERSEAS EMPLOYMENT Pvt. Ltd. (License No. 1208/073/074 under Nepal Govt. Ministry of Labour) Kathmandu, Nepal. Herewith called the Recruiting Agency as “The Second Party”

TERMS AND CONDITIONS

1. Both parties agreed to mobilize Nepalese workers of skilled, semi-skilled and unskilled for the First Party.
2. First Party will procure manpower demand for Second Party and Second Party will recruit required workers for First Party, First Party to Second Party would inform nature of work of required workers in writing.
3. First Party will recruit Nepalese workers for its organization through Second Party and second Party agreed to recruit the said requirement as per given terms and conditions.
4. After placing proper job order Second Party will complete proper medical with sufficient validity and other relevant formalities for visa as per instruction of First party.
5. Second party will arrange to recruit workers on the basis of terms and conditions given by the first party.
6. First party will be responsible to provide proper job with proper terms and conditions for the recruits. If any recruit repatriated due to non-availability of agreed facilities the first party will bear repatriation charge. After getting proper job with due facilities, if any recruit refuse to work and if he/she is repatriated for this reason then the candidates will bear repatriation charges.

Therefore, in presence of following witness both parties signed this agreement on the mentioned below.

First Party

.....
Authorized Person Name
Authorized Person Post
Company Name

Second Party

.....
Akhtar Hussain
Chairman
Overseas Employment Pvt.Ltd

Date :.....

Employment Contract

Mr.
Nationality
Passport No.
Position

Please find below the terms and conditions of your employment. You are requested to sign below to confirm your acceptance and return this letter to us for taking further steps to process your visa.

Terms and conditions

1. Your monthly Salary will be8 hrs. per day, 6 days per week
2. The company will provide suitable sharing bachelors accommodation.
3. Transportation will be provided by company (accommodation to job site)
4. You will be entitled to have 21days paid leave with passage after completion of (2) year's employment.
5. This contract is valid for two years and will be renewed for further period of mutual agreement.
6. First three months of your employment will be considered as probationary period during when you should satisfy the management with your capacity.
7. Food provided by company OR Food allowance QR: 300/-.
8. Strict disciplinary action will be taken if indulged in any of the following incidents.
Deliberate attempt to damage the properties around your working area and causing disturbance to other under the influence of alcohol.
9. Upon your head of the Department's request you should do overtime as and when if it is necessary.
10. The joining free ticket and after 24 months period of services the return ticket will be provided by the company.
11. The company is not responsible for any domestic problems.
12. All other conditions as per demand letter and existing Country's Labor Law.
13. Insurance will be provided by the company.

Thank you.

Yours Faithfully,

Accepted the above terms and conditions to
Take up employment with M/S.....
.....

Name :
Signature :
Passport No. :

Date:

To
Director General
Department of Labour
Ministry of Labour and Transport Management.
Kathmandu, Nepal.

Sub: Guarantee Letter

We, **Est P.O. Box. at**, hereby guarantee that all Nepalese workers recruited through our agent M/s. **Overseas Employment Pvt. Ltd. (License No. 1208/073/074 under Nepal Govt. Ministry of Labour) Kathmandu, Nepal**, will be working in our company in only throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishment or any third country during the paid of contract

Thanking you and best regards,

Authorized Person Name
Authorized Person Post
Company Name