



Bridge Sky International Pvt. Ltd.

Date : February 17, 2016

Required Documents Overview

Employer shall issue such authenticated papers to enable legal process from Ministry of Labor , Department of foreign Employment to furnish and start the recruitment process.

Documents	Remarkable
Demand Letter <i>(Must Attested from Chamber & Ministry)</i>	Employer shall Demand Letter, where as clearly stated job categories, number of workers, basic salary, agreement of contract, working hours and other amenities for workers at site such as food, accommodation, medical facilities, insurance and air passage etc as per local government rules.
Power of Attorney <i>(Must Attested from Chamber & Ministry)</i>	The employer shall give attorney letter to carry recruitment, including all the necessary formalities as regards to arrange for an interview and trade test, sign, cancel, renew and execute foreign necessary documents, to handle passports for visa endorsement from respective embassies, make arrange for workers passage to the county of employment.
Guarantee Letter	The employer will issue a letter assuring the worker recruited by them will be employed only in their company and country. Further confirming by them that all workers employed by Nepal no be deployed at any other company and country during their contracting period.
Agency Agreement Between company & Agency	To start with, the employer and Agency in Nepal should execute both party agreement stating precisely terms and conditions.
Employment Contract	The employer will do contract agreement between Employer & Employee, showing salaries and other amenities including food, accommodation, medical facilities, insurance, air passage, contract of period, working hours, OT facilities and other benefits as per Labor law in respect of concern country.



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Requirement Procedure Time Frame

The General Steps for the Recruitment Assessment	
STEP 1 ↓	Receipt of Set of Demand Documents On receipt of the all required set of Demand Documents from Employer, we shall submit original documents to Labor Office for permission.
STEP 2 ↓	Verification & Permission from Labor Department Once documents verified by Labor office they will issue a Letter in our name to give permission for recruitment process. Normally will take 10 to 14 days time once submitted original demand set.
STEP 3 ↓	Sourcing, Interview & Selection Assessment of Manpower For sourcing the suitable manpower we call advertise demand through Newspapers, local FM radio, Internal HR Networks, visiting training manpower resources. Screening the suitable Candidates through Bio-data , table interview and field test as specified direction by Employer. (Interview will be arranged if sponsor wants to see the people.). Normally we furnish following step and time taken to select the candidate. <ul style="list-style-type: none">✓ Day 01: Advertising in authorized daily newspapers.✓ Day 10: Pre-screening of all suitable candidates.✓ Day 10: Final interview of candidates for client & selection.
STEP 4 ↓	Medical Check – UP from Authorized GCCC Medical Centre Selected candidates to be sent to the GCC approved licensed Medical Centre for diagnose on AIDS, T.B. infection and other disease. Medical check-up points meet to under the GCC health standard. (Normally will take 5 working days to collect fitness medical report.)
STEP 5 ↓	Documentation & Check list for Visa Process All documents check list completed i. e. Original Passports, Bio-data, Photographs, Medical FIT report, Police Clearance Certificate (PCC) – Note : PCC reports will take normally 15 days time from Nearest Police station and others documents if required.
STEP 6	Visa Endorse from Saudi Embassy - Kathmandu



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	All the completed candidates' documents will be submitted to Saudi Consulate in Kathmandu @ 10:00 am each Thursday for Visa Endorse of each week. Embassy shall give the delivery of visa stamped documents by the next day.
STEP 7 	Receipt of Visas & Orientation Class Received of Visa we keep contact all the visa stamped candidate to be ready for flight and travel arrangement. We keep they 2 days Orientation class for keeping ready for Final Approval.
STEP 8 	Final Approval From Labor Office for Immigration Clearance We call all visa receipt candidate for Orientation. This plays a very important role. We brief all the workers about their jobs, safety procedures, the climbing conditions, teach them to honor the different religions, rules and regulations of the country, customs and traditions of the other nationalities they will meet and work with. And we pay special attention to make them understand and respect the Islamic traditions so, they can adjust easily in new environment. After visa received to until get received final approval normally will take 10 to 14 working days time.
STEP 9 	Ticketing & Travel Arrangement – Mobilization We request booking sheet and date of people who are ready to flight. Normally, will take 3 to 4 weeks time to start people deploy. In range of visa load, each week we can deploy people 50 number in minimum. Consideration – now a day because of labor office rush work they are getting delay to give us the approval.
<u>We like to assure that once receiving original demand documents, people will start to deploy from three weeks, we can deploy 50 – 60 people each week minimum.</u>	

Thanking you,

Bhuban Pun
Chairman

For, Bridge Sky International Pvt. Ltd.



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