

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	Employer shall Demand Letter, where as clearly stated job categories,
(Must Attested from Chamber & Ministry)	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	The employer shall give attorney letter to carry recruitment, including all the necessary formalities as regards to arrange for an interview and trade
(Must Attested from Chamber & Ministry)	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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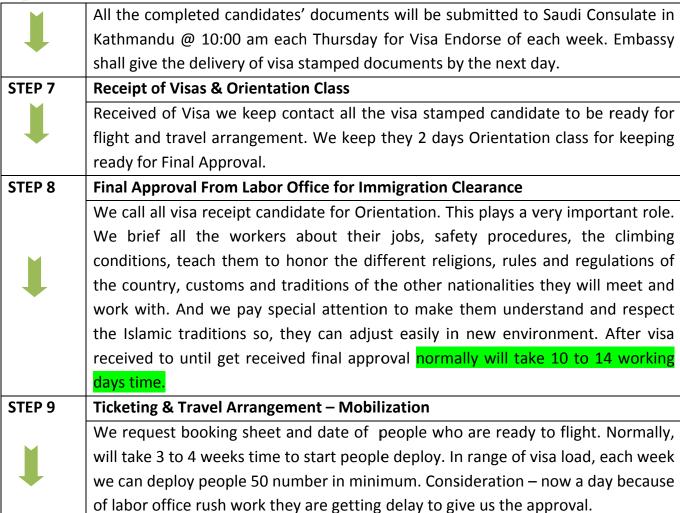
Requirement Procedure Time Frame

The General	
Steps for the Recruitment Assessment	
STEP 1	Receipt of Set of Demand Documents
1	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
1	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.
	✓ 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
1	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

Pages: 3 of 3



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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.

Thanking you,

Bhuban Pun Chairman

For, Bridge Sky International Pvt. Ltd.

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