

# COMPANY LETTERHEAD

Date: .....

M/S: Rove International (P) Ltd.  
Recruiting License No. : 1033/071/072  
Kathmandu-Nepal.

## Human Resources Demand Letter

Dear Sir,

We hereby authorize you to recruit on our behalf the under mentioned categories of personnel under the following the terms & conditions:

**(BLOCK VISA NUMBER AND VISA ISSUED DATE MUST BE MENTIONED HERE AS PER THE WAKALA IN CASE OF KINGDOM OF SAUDI ARABIA)**

S. N.	Category	Req. No	Salary Per Month(SR/QR/AED/BD/KD/RO)
01.			
02.			

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

- a) Duration of Employment : Two Years (renewable)
- b) Place of employment : **KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN**
- c) Air Ticket : **i) For Joining the Company for the first time by Employer.**  
: **ii) Up and Down Air Ticket should be provided by employer only if employment is renewed else only COUNTRY-KTM one way Air ticket will be provided.**
- d) Working Hours : 8 Hours per day, 6 days per week. (48hrs per Week).
- e) Probation Period : 90 Day from the date of entry in **KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN.**
- f) Residence Permit : Will be provided by company free of cost.
- g) Accommodation : Bachelor Sharing Accommodation provided by the company free of cost.
- h) Water, Electricity and Gas : Provided by the Company free of cost.
- i) Food : **Provided by the Company free of cost**
- j) Visa, Medical and Insurance : Provided by the Company free of cost.
- k) Work Related Transportation : Provided by the Company free of cost.
- l) Uniform & Safety Materials : Provided by the company free of cost.
- m) Annual Paid Leave : 30days per year.
- n) Service Gratuity : 21 days per year.
- o) Recruit are not allowed to violate discipline of the company by making groups, union, misbehaviors with others worker strikes etc, in case such behavior found, company would terminate the candidates with immediate effects and all necessary cost spent for recruit like residence permit fees, Medical, Insurance and deportation tickets etc, must be recovered from the candidates.
- p) The company would pay salary in regular basis every month, In case company failed to employ the candidates for the period of employment i.e. 2 years due to shortage of projects or any organization related issues and have to deport the candidates, the company would compensate the candidates before sending the candidates back to Nepal.
- q) **Service charge: Provided or not provided by the company to the recruiting agency must be specify.**

**All other terms & conditions as per KSA/UAE/QATAR/OMAN/KUWAIT/BAHRAIN Labour laws.**

For and on behalf of:

**NAME & STAMP OF THE COMPANY**

.....  
Name of Authorized person

Designation