

Specimen of Demand Letter
(To be typed in Company's Official Letterhead)

To

**Sarita Gurung
The Proprietor
Raj International Consultants
1714/8,1st Floor, Gurudwara Road,
Kotla Mubarakpur, New Delhi, Pin-110003,
India
Licence No : 4540/DEL/PER/300/ 4³ /₄ /7106/2005**

SUB : RECRUITMENT DEMAND LETTER

Dear Madam/Sir,

We hereby place an order for the recruitment of Indian workforce from India in following categories :-

| Ser | Category | No of Person | Salary per Month | Period of contract | Working Days | Working Hours |
|-----|----------|--------------|------------------|--------------------|--------------|---------------|
| 1 | | | | | 6 days/Week | 8hrs |
| 2 | | | | | --do-- | --do-- |
| 3 | | | | | --do-- | --do-- |
| 4 | | | | | --do-- | --do-- |

Other Terms and Condition

1. Free food & free accommodation (bachelor status)
2. Free medical, insurance and transport
3. Two years renewable contract
4. Free air passage up and down and after completion of each contract
5. Probationary period 90 days from the date worker arrives in the country of employment
6. Over time and other benefits are according to labor law of employment country

(Signature)

Name

Appointment

Company Seal

Note : This copy must be attested by the Chamber of Commerce of employing country and Indian Embassy

Specimen of Employment Contract with the Employee
(To be typed in Company's Official Letterhead)

For the employment contract, standard contract of company may be used, but there should be following main conditions:-

This contract of employment is executed and entered into by and between

Employer: _____ (Company Name and country)

Employee: Mr/Ms. _____ holder of passport No _____

Both of whom voluntarily bind themselves to the following terms and conditions:

1. **Employee Job Title or Position:** _____
2. **Basic Monthly Salary:** _____
3. **Duration of Contract:** Two years and renewable on mutual agreement.
4. **Traveling Expenses:** Free economy class air ticket up & down after completion of each contract.
5. **Accommodation:** Free (Bachelor status)
6. **Food:** Free Food.
7. **Working Days and Working Hours:** Six days a week and 8 Hours per day
8. **Overtime:** According to company rules
9. **Leave Benefit** (The employer shall clearly state the weekly holidays, annual holidays and annual vacation specifying number of days, payment or wages , or other compensation, which shall be according to the laws of the country of the employment.)
10. **Medical Treatment:** Free
11. **Insurance:** Free necessary insurance against death or injury according to the laws of the country of employment
12. **Clarification:** The employer and employee certify that they have read and fully understood its terms and conditions and both further certify that the foregoing terms and conditions together with the application constitute their entire agreement and that any other agreement or / and that any other agreement or understanding aside from this contract shall be considered null and void.

In witness whereof, the parties have here unto voluntarily signed their respective names below on this.....Day of.....2004.....at New Delhi, India.

Signature of Employer

Signature of Employee

Name

Appointment
Company Seal

Manpower Recruitment Agreement
(Between the (Employer) & Raj International Consultants)

Whereas, M/s. _____ (Employer) _____, with its office at _____ (address including country) _____
represented by its _____ (Appointment) _____, Mr/Ms. _____ (Full Name) _____
referred hereinafter as the “**FIRST PARTY**”, is in need of importing manpower from India to employ.

Whereas, **Raj International Consultants**, the government approved manpower recruiting agency, having the address 1714/8, 1st Floor, Gurudwara Road, Kotla Mubarakpur, New Delhi, Pin 110003, with Govt of India Licence No. 4540/DEL/PER/300/43/4/7106/2005, represented by its **Proprietor Ms Sarita Gurung/Col SR Gurung, CEO** referred hereinafter as the “**SECOND PARTY**”, is in a position to recruit and supply such workers to the first party subject to fulfilling the following terms and conditions.

Both the above parties have mutually agreed to sign this Manpower Recruitment Agreement with the following terms and Conditions:

Terms and Conditions

1. The **FIRST PARTY** shall issue the Demand letter to the **SECOND PARTY** mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney (authorizing the **SECOND PARTY**) to recruit and expatriate the worker from India on behalf of the **FIRST PARTY**. Both these documents need to be attested by the Chambers of Commerce of employing country and Indian Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The **SECOND PARTY** shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience in conformity with the **FIRST PARTY'S** requirements. The **SECOND PARTY** should notify the **FIRST PARTY** of such short listed qualified candidates who are ready for final interview and selection.
4. The **FIRST PARTY** has the right to either send his representative or give the **SECOND PARTY** the right to select process and send such qualified workers at the **SECOND PARTY'S** full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by **SECOND PARTY** on his behalf. The **FIRST PARTY** agrees to advise to the **SECOND PARTY** of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.

6. The FIRST PARTY shall provide work permit and visa to that effect of the workers from the government authority, together with their necessary relevant documents once selection process is complete. In case of non-issue of visa due to any changes in government policy, the FIRST PARTY shall be responsible for the recruitment expenses.

7. The SECOND PARTY shall assist the workers in matters relating to Indian immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.

8. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.

9. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.

10. The Second Party will pay service charges to the First Party for the services provided, which will be a minimum of ONE MONTH'S ANNUAL GROSS SALARY of each selected candidate + Advertisement charges (where required) payable before the candidates leave the country.

11. The earning of the worker per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidate accordingly.

12. The FIRST PARTY ensures to provide the worker with free accommodation, free food and other necessary amenities, including medical and insurance coverage according to labour law of the country and as per the demand letter.

13. In the unfortunate event of a worker's death, FIRST PARTY is responsible for facilitating the worker's authorised nominee to get the insurance that is due to the worker. The FIRST PARTY will also be responsible for arranging transport for the remains and properties of the deceased person to India. At the same time FIRST PARTY has to inform SECOND PARTY and deceased person's family about the details of death and pay legal and final settlement 'due' to the deceased person's authorised nominee(s) in accordance with law of employing country and Rules and Regulation of FIRST PARTY.

This agreement is made in English in two copies, of which one copy is held by each party and have the same value.

On behalf of First Party

Name:

Appointment

Company Seal

On behalf of Second party

Col SR Gurung

CEO

Company seal

Specimen of Authority Letter
(To be typed in Company's Official Letterhead)

To,

Date:

**His Excellency
The General Consular
Embassy of _____
New Delhi, India**

SUB: VISA AUTHORIZATION

Your Excellency,

We hereby appoint and authorize Sarita Gurung / Col SR Gurung Holder of Indian Passport No A 6844624/A63888032 issued in New Delhi, who is the Proprietor/CEO of RAJ INTERNATIONAL CONSULTANTS, 1714/8, 1st Floor, Gurudwara Road, Kotla Mubarakpur, New Delhi, Pin-110003, having License No 4540/DEL/PER/300/4³/4/7106/2005 under Ministry of Overseas Affairs, Govt of India, to finalize and certify all the required procedure of our granted visas on behalf of our company.

We grant Ms. Sarita Gurung/Col SR Gurung full authority to sign all required documents on our behalf and we further authorize him/her for submission, withdrawal and endorsement of Indian passports to your esteemed Embassy for visa stamping.

Your Kind consideration and priority to the said agency will be highly appreciated.

(Seal & Signature)

Specimen of Power of Attorney
(To be typed in Company's Official Letterhead in English)

POWER OF ATTORNEY

This is to confirm that we (Name, Address, Telephone number of employer), hereby appoint RAJ INTERNATIONAL CONSULTANTS, 1714/8, 1st Floor, Gurudwara Road, Kotla Mubarakpur, New Delhi - 110003, INDIA, having Govt of India. **Licence No. 4540/DEL/PER/300/4³ /4/7106/2005** under Ministry of Overseas Affairs, as our true and lawful attorney and agent in India.

They Have been entitled to handle all affairs concerning recruitment and passage of manpower demand such as registration of the demand with the department of Overseas Affairs, permission and clearance, etc. from the same department after payment of necessary deposit and fees, if any, to sign all the necessary documents required for the purpose of recruitment and passage of the required personnel and arranging their passports, visas and passage etc.

This power of attorney is applicable to the requirement of the said Demand Letter and all other future requirements from this company.

In witness thereof, we have executed this Power of Attorney on _____ (dated) _____

Yours faithfully

(Signature)

Name

Appointment

Note: This letter must be attested by the chamber of commerce of employing country and Indian Embassy.