Ref .No…………….. Date:……………………..

M/s………………. Manpower (P) Ltd.

License No…………………..

Regd No……………………..

**DEMAND LETTER**

Dear Sir/Madam

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Category of Employees** | **No. of Employees** | **Basic Salary (in digit)** | **Basic Salary (in words)** | **Food/Other Allowances** | **Remarks** |
| 01. | ------- | ------- | ------ | -------- | ------------- |  |
| 02. | ------- | ------- | ------ | -------- | ------------- |  |
| 03. | ------- | ------ | ------ | -------- | ------------ |  |

The following Terms & conditions shall be included in the contract.

1. Period of employment : Two years (renewable)

1. Place of Employment : ………… Sultanate of Oman
2. Air Ticket : For Joining the Company for the first time (KTM-MCT) and then Up & down

air ticket will be provided after the completion of two years of contract.

1. Working Hour : 8 hrs per day, 6 days per week (40 hrs per week)
2. Over time : As per Omani Law.
3. Probation Period : 90 days from date of entry into Oman
4. Resident permit : Resident permit will be provided by the company free of cost.
5. Accommodation : Free bachelor accommodation shall be provided by the company
6. Water, electricity & gas : Provided by the company

10. Free Food : Provided by the company

11. Medical / insurance : Provided by the company

12. Transportation : Provided by the company (to and from the work site)

13. Uniform and safety materials : Provided by the company

14. Service gratuity and leave pay : Provided by the company as per Omani Labour Law.

15. Other Term & Conditions : A per Omani Labour Law.

16. Service fees and Visa Costs : ………………………………….

Name………………..

General Manager/ Managing Director