

Date:

Ref. Number of the Mission:.....

M/s..... and

.....(Name and Address of the Sri Lankan Agent)

Licence Number of the Sri Lankan Agent.

Tel. Numbers:.....

Fax Numbers:.....

Dear Sir/Madam,

Job Order (Non Domestic Workers)

We are pleasure in placing with you an order for supply of manpower for the job categories listed below on following terms and conditions.

No.	categories	Quantity	Minimum monthly salary (in the currency of receiving country)

Terms and conditions:

1. Period of contract will be years
2. Whether Female categories will be entitled to both way air tickets. (please state Yes/No)
3. The recruits will be entitled to return air ticket after completion of contract period.
4. The recruits will be entitled to free Food/Food allowance, Accommodation/Accommodation allowance and medical facilities.
5. Working hours per day will be not exceeding hours with one day-off per week.
6. Overtime shall be paid for off duty hours and off duty days.
7. Overtime rate per hour.
8. All appointments will be subject to a probation period of.....days from the date of appointment.
9. All other terms and conditions will be in accordance with the pertinent law of the country of employment.

You are kindly requested to make arrangements to supply the above categories of workers with necessary approval of the Sri Lanka Bureau of Foreign Employment in Sri Lanka.

The Power of Attorney and Agreement of Recruitment are attached herewith for necessary action please.

Yours faithfully,

Signature :

.....
Authorized officer of Foreign Agent/Company

.....
Official seal and Signature of Authorized officer in Sri Lankan Mission

NOTE:- THIS SPECIMEN JOB ORDER SHOULD BE WRITTEN ON THE LETTER HEAD OF FOREIN PRINCIPAL.

