

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 Worker)

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	CATEGORY	QTY.	SALARY (SR)
01			
02			
03			
04			
05			

Terms & Conditions

1. Contract period is 02 years.
2. Female and/ male categories will be entitled to onward air tickets
3. The recruits will be entitled to return air ticket after completion of contract period.
4. The recruits will be entitled for free/ food allowance of, free Accommodation/ accommodation allowance ofSR and free medical facilities.
5. Working hours will be not exceeding 08 hours per day with one day off per week.
6. Overtime shall be paid for off duty hours and off duty days.
7. Overtime rate SR per hour.
8. All appointment will be subject to a probation period of 90 days from the date of appointment.
9. All other terms & conditions of employment shall be in accordance with the laws & regulations of the Kingdom of Saudi Arabia.

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.

Your faithfully,
Signature:

.....
Authorized officer of foreign

.....
Official Seal and Signature of

Agent

Authorized officer in Sri Lankan