**Individual Recruitment**

Nepali citizens already working in the Kingdom of Bahrain can attest entry work visa and employment contract of their close family members/relatives (father, mother, brother, sister, husband, wife only) from the Embassy. The applicant himself needs to be present with the following documents.

|  |
| --- |
| **1. Documents related to the relative in Bahrain** |
| 1. Citizenship Certificate (Original and Copy)   ( नागरिकताको फोटोकपी अगाडि/पछाडि ) |
| 1. Passport (Original and Copy)   (पासपोर्ट सक्कल तथा फोटोकपी अगाडि/पछाडि)   1. Bahraini CPR Copy with details   (विवरण सहितको सिपिआरको फोटोकपी अगाडि/पछाडि)   1. Valid work residence permit (Copy)   (भिषा स्टिकरको फोटोकपी)   1. Relation Verification Certificate or Marriage Certificate etc.   (Attested by Department of Consular Services, Kathmandu- Original and Copy)  (कन्सुलर सेवा विभाग, काठमाडौंबाट प्रमाणित विवाह दर्ता प्रमाणपत्र तथा नाता प्रमाणितको कागजपत्र) |
|  |
| **2. Documents related to the relative in Nepal** |
| 1. Citizenship (Photocopy)   (नागरिकता फोटोकपी अगाडि/पछाडि) |
| 1. Passport (Photocopy)   (पासपोर्ट फोटोकपी अगाडि/पछाडि) |
| **3. Company related Documents** |
| a. Employment Contract/Agreement (Embassy format in company letterhead ) attested by **Bahrain Chamber of Commerce** |
| b. New Visa Copy |
|  |
| c. CR copy of Company |
| d. Sponsor’s CPR copy |
|  |
|  |

**#The Embassy shall not accept the documents if the contract/letter contain any hand-written details or use of any correcting fluid on it.**

**Further information: Embassy of Nepal**

**Telephone No: 17725583**

**Email: eonmanama@mofa.gov.np**

Date:

H.E. The Ambassador

Embassy of Nepal

Manama, Kingdom of Bahrain

This is to state that Mr./Ms. ………………………………………bearer of Nepali passport no…………………………………………has been offered a job…………………………………………in my company………………………………………… In this regard, we assure that the company will take full responsibility of the worker as mentioned in contract, while working in our company in the Kingdom of Bahrain.

I would like to request you to kindly extend necessary cooperation to the above mentioned worker to assure/resume work in our company.

Thanking You,

Company Name:

Name:

Position:

CPR No.:

Contact No.:

Signature and company seal:

Date:

**Employment Contract/Agreement**

This is to state that Mr. /Ms………………………………………., bearer of Nepali Passport

no. ……………………. has been offered a job as a…………………. in my company……………………………… under the following terms and conditions.

1. Designation for the job:

2. Basic Salary : BD

3. Working hours : 8 hours per day and 6 days a week.

4. Over time : In accordance with the Labor Law of the Kingdom of Bahrain.

5. Probation Period : Three months (As per the Law of the Kingdom of Bahrain).

6. Annual Leave : All employees will be entitled to 30 days annually (i.e. 2 ½ days per month)

7. Food : Provided by the Company/Employer or provided allowance ------

8. Accommodation : Provided by the Company/Employer.

9. Workmen's compensation Insurance: Provided by the Company at its cost

10. Transportation : Provided by the Company/Employer.

11. Air Passage : Joining and return ticket provided by the company

12. Visa & Others fees : Provided by the Company/Employer.

13. Medical : Provided by the Company.

14. Period of Contract : Two Years (Renewable).

15. Other terms and conditions such as leave salary, indemnity etc. shall be subject to the Labour Law of the Kingdom of Bahrain.

**Employer**  **Employee**

Signature : Signature: Name : Name: Designation: Address: Name of the Company and Seal : Passport No. :

CR/CPR No.: Citizenship No. Telephone No.: Telephone No. : Mobile No. :

मिति:

श्री महामहिम राजदूतज्यू,

नेपाली राजदूतावास,

मनामा, बहराइन ।

**विषय सिफारिस गरिदिनुहुन ।**

महोदय,

उपरोक्त सम्बन्धमा मेरो निवेदन यो छ कि म विगत ........ वर्षदेखि बहराइनमा कार्यरत रहिआएको छु ।हाल मैले मेरो रोहवरमा मेरो एकाघरको तल उल्लेखित नाता पर्ने व्यक्तिलाई रोजगारीको निम्ति बहराइन ल्याउन चाहेको छु । यस कम्पनीले भने बमोजिम सेवा सुविधा तथा तलब भत्ता नदिएमा साथै अन्य कुनै भैपरी आउने समस्याको लागि म पूर्ण जिम्मेवार छु ।उल्लेखित व्यहोरा ठीक साँचो हो, झुटो ठहरिए कानून बमोजिम सहुँला बुझाउँला भनि तपसिल बमोजिमका कागजात सहित यो निवेदन पेश गरेको छु।श्रीमान्‌को जो आदेश ।

**आउने व्यक्तिको विवरण**

नाम:

स्थायी ठेगाना:

पासपोर्ट नं.:

सम्पर्क नं.:

पेशा :

कम्पनीको नाम:

कम्पनीको सम्पर्क नं.:

ल्याउने व्यक्तिसँगको नाता:

**ल्याउने व्यक्तिको विवरण**

नाम:

स्थायी ठेगाना:

पासपोर्ट नं.:

सिपिआर नं.:

सम्पर्क नं.:

कार्यरत कम्पनीको नाम:

कार्यरत कम्पनीको सम्पर्क नं:

आउने व्यक्तिसँगको नाता:

**औंठा छाप दस्तखत**

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
|  |