

Detailed Procedure on Recruitment

- Step 1 :-
- a. Duly Completed form “Request for Foreign Construction Workers” to be sent to CCI Secretariat by the company. Form can be downloaded
 - b. CCI to recommend and submit this to Secretary, Ministry of Housing & Construction.
 - c. Secretary, Ministry of Housing & Construction to convey approval to CCI to recruit workers either from Nepal or Myanmar as requested with a copy to Controller General (Immigration & Emigration)
- Step 2 :-
- a. Once above approval is received following documents to be submitted to CCI Secretariat by the company.
 - i. “Demand Letter” on company letter head as per the format that can be down loaded.
 - ii. “Power of Attorney” on company letter head as per the format that can be down loaded
 - iii. “Guarantee Letter” on company letter head as per the format that can be down loaded.
 - iv. “Letter of Authorization” on company letter head as per the format that can be down loaded.
 - b. These documents along with the confirmation of approval from the Secretary, Ministry of Housing & Construction will be sent to the Agent in Nepal with a Letter of Recommendation from the CCI.
 - c. Agent in Nepal to send bio data of prospective applicants to be short listed for interview and trade testing.
- Step 3 :-
- a. Company requiring foreign labour to apply for registration of the company with the Controller General (Immigration & Emigration) along with a Letter of Recommendation from CCI.
- Step 4 :-
- a. Company technical officer to visit Nepal to trade test and select from short listed workers. Agent in Nepal will arrange to interview and trade test
 - b. Agent in Nepal to arrange selected workers to undergo medical tests at the medical centre of International Organization for Migration in Kathmandu.
 - c. Agent in Nepal to arrange for Police reports on workers selected.
 - d. Agent in Nepal to send Job Applications, Passport Copies, work experience/ educational certificates, Medical Reports and Police Reports for selected workers to CCI.
 - e. CCI to send Employment Contracts for those workers selected, found medically fit and with clean Police reports as per the format attached to the Agent in Nepal, who will get these signed by the workers.
 - f. Employment Contracts with workers signature to be sent to CCI by the Agent in Nepal to obtain entry visa. Employment Contract to be completed with the signature of the company concerned.

- g. CCI to submit a list with names, passport nos, skills category and contract period of workers to be recruited to Secretary, Ministry of Housing & Construction seeking approval to Controller General, Department of Immigration and Emigration for issuing Entry Visas and on arrival Residence Visas. Secretary, Ministry of Housing and Construction to grant approval with copy to CCI.
- h. Passport copy, Employment Contract, Medical Certificate, Police Report, Company Request Letter, CCI Recommendation and Approval of Ministry of Housing & Construction to be submitted by CCI to CG (Immigration & Emigration to get Entry Visa.
- i. CG (Immigration & Emigration) to electronically transmit the Entry Visa to, the Company concerned, CCI and Sri Lanka Embassy in Nepal.
- j. CCI to send the Entry Visa and completed Employment Contract to the Agent in Nepal.
- k. Passport, Entry Visa, Employment Contract and Guarantee Letter to be submitted to Department of Labour & Employment Promotion in Nepal by the Agent for approval.
- l. Agent to send the Passport copies and approval of Department of Labour & Employment Promotion in Nepal of the workers ready to depart to CCI.
- m. CCI to arrange air tickets and flight through the travel agent selected and send to Agent in Nepal
- n. Agent in Nepal to arrange the boarding of workers to the flight

Step 5:-

- a. CCI will receive the workers at airport and arrange to be transported to Kaduwela Training Centre
- b. At the Training centre all workers will undergo a cultural orientation programme provided in collaboration with the Embassy of Nepal and International organization for Migration (IOM)
- c. CCI will arrange to issue mobile phone SIM cards with special facilities to all workers.
- d. After this the respective companies will take the workers to their work sites
- e. Within 2 weeks of arrival with CCI coordination, respective companies to take the workers to the Department Immigration for biometric data collection (digital photograph and fingerprinting) and stamp the Residence Visa and issuing Resident Foreign Worker Card.