

Family-Members-Relatives-Latest (Standard Template)

Individual Recruitment

Nepali citizens already working in the Kingdom of Bahrain

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 needs to be present with the following documents:

1. Documents related to the relative in Bahrain

- a. Citizenship Certificate (Original and Copy) (नागरिकताको फोटोकपी अगाडि/पछाडि)
- b. Passport (Original and Copy) (पासपोर्ट सक्कल तथा फोटोकपी अगाडि/पछाडि)
- c. Bahraini CPR Copy with details (विवरण सहितको सिपिआरको फोटोकपी अगाडि/पछाडि)
- d. Valid work residence permit (Copy) (भिषा स्टिकरको फोटोकपी)
- e. Relation Verification Certificate or Marriage Certificate etc. (Attested by Department of Consular Services, Kathmandu – Original and Copy) (कन्सुलर सेवा विभाग, काठमाडौँबाट प्रमाणित विवाह दर्ता प्रमाणपत्र तथा नाता प्रमाणितको कागजपत्र)

2. Documents related to the relative in Nepal

- a. Citizenship (Photocopy) (नागरिकता फोटोकपी अगाडि/पछाडि)
- b. 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

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

Further information:

Embassy of Nepal

Telephone No.: 17725583

Email: conmanama@mofa.gov.np

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STANDARD TEMPLATE – COMPANY JOB OFFER LETTER

Date:

To

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 the 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:

STANDARD TEMPLATE – EMPLOYMENT CONTRACT/AGREEMENT

Date:

This is to state that Mr./Ms., bearer of Nepali Passport no. has been offered a job as 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: 30 days annually (2½ days per month)
7. Food: Provided by the Company/Employer or 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 & Other 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

Signature:

Name:

Designation:

Name of the Company and Seal:

CR/CPR No.:

Telephone No.:

Mobile No.:

Employee

Signature:

Name:

Address:

Passport
No.:

Citizenship
No.:

Telephone
No.:

निवेदन

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 भनी तपसिल बमोजिमका कागजात सहित यो निवेदन पेश गरेको छु।

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:

औँठा छाप: _____

दस्तखत: _____