

(To be typed on company letterhead)

## JOB ORDER FORM

To  
 Director/General Manager  
 CCL Executive Search (Pvt) Ltd.,  
 93/1A, 1/1, Manning Place  
 Wellawatte Colombo 6 Sri Lanka

We hereby, request you to kindly recruit the following staff for our organization on the terms and conditions mentioned hereunder

Category/position	No required	Requirements : Educational qualifications & Experience	Monthly Gross Salary or Salary Range SAR	Minimum Contract Period
LABOURERS				
MACHINE OPERATOR				
VETENARY DOCTORS				

### FACILITIES & PERKS PROVIDED

Candidate to be given family / individual benefits	
Medical Facilities for the candidate & family	yes
Accommodation or Allowance in lieu	
Meals	
Internal Transport or Allowance in lieu	
Air Passage commencement/return & yearly	Joining and return
Probation period	6 months
Annual leave	30 days per every year worked
No. of work days per week	8
No. of hours per day	
Overtime & other benefits	

..... <b>Signature</b>	..... <b>Date</b>	..... <b>Name &amp; Designation</b>	<b>Company Seal</b>
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