



C C L EXECUTIVE SEARCH (PRIVATE) LIMITED

93/1A, 1/1, MANNING PLACE WELLAWATTE COLOMBO 6 SRI LANKA

SOURCING CANDIDATES FROM SRI LANKA

In terms of the Sri Lanka Foreign Employment Law (Sri Lanka Bureau of Foreign Employment **SLBFE** Act) foreign companies wishing to hire Sri Lankan personnel are required to submit the following information and documents to **CCL EXECUTIVE SEARCH (PRIVATE) LIMITED**, by courier, fax or mail. If faxed or send through e mail the original should be forwarded to us by mail/courier immediately. These documents are needed to be signed by the CEO/Person authorized by the Company (Who holds the power of Attorney for the Company)

1. AGREEMENT

An Agreement indicating the terms and conditions relating to the provision of employees to the foreign client from Sri Lanka should be entered into between the parties.

2. JOB ORDER

Specified categories of personnel required, number of personnel required from each category, full job description for each category, salary per month or salary range, other basic terms & conditions, and contract period should be included (Job Order Form)

All the facilities and benefits that the selected candidate is entitled to, once chosen should be mentioned in the Job order form.

3. POWER OF ATTORNEY

A Power of Attorney authorizing CCL Executive Search (Private) Limited to handle all Governmental matters connected with the recruitment of Sri Lankans for employment abroad.

4. MANDATORY REQUIREMENTS (EMBASSY REGISTRATION)

Any Company or Organisation intending to recruit personnel from Sri Lanka should register at the Sri Lankan Embassy by filling the necessary forms.(Embassy registration documents)

The Agreement Power of Attorney and job order needs to be approved and registered at Sri Lankan Embassy of the respective Country

5. REGISTERING DOCUMENTS AT THE SLBFE

On receipt of the Embassy registered documents these needs to be registered at the SLBFE wherein SLBFE will grant permission to CC L to act on the job order. **A format of the offer letter to be given to selected candidates should be submitted to CCL** at this stage to be handed over to the SLBFE

ADVERTISING /SELECTION

On receipt of client's Job Order, CCL Executive Search will carry out a data bank search initially, for suitable applicants and interview eligible candidates for pre-screening.

Advertisements will be published in newspapers for categories un-available in our data bank or in the first instance as mutually agreed between the client and CCL Executive

After applications are received, appropriate consultants are called to pre-screen and short listing candidates for final interviews by the client's representatives.

6. PRE DEPARTURE PROCESSING

The selected persons will be processed through medicals, Governmental documentation processes, training, visa formalities if applicable, and readied for departure.

After completion of processing, flights will be booked if applicable and the client will be advised of the readiness of the hired personnel to travel to their work destinations.