STANDARD RECRUITMENT PROCEDURE FOR FOREIGN EMPLOYMENT

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New Super Star Manpower (Pvt) Ltd. (L.L.No-2517)

(Manpower Suppliers for garment factories)

STANDARD RECRUITMENT PROCEDURE FOR FOREIGN EMPLOYMENT

1. Purpose

This procedure outlines the step-by-step process followed by **New Super Star Manpower (Pvt) Ltd** to legally, ethically, and efficiently recruit and deploy Sri Lankan workers for overseas employers in strict compliance with the Sri Lanka Bureau of Foreign Employment (SLBFE) and applicable laws in each source country.

2. Step-by-Step Recruitment Process

Step 1: Receipt and Verification of Demand Documents

- **Required Documents:** The overseas employer provides a Demand Letter, Power of Attorney, Service Agreement, and Specimen Employment Contract.
- **Attestation:** All documents must be attested by the relevant Chamber of Commerce, the Ministry of Foreign Affairs in the destination country, and the **Sri Lankan Embassy/Consulate** before submission to the SLBFE.

Step 2: SLBFE Job Order Approval

- **First Approval:** Our directly employed officers submit the attested documents to the SLBFE to obtain official permission to advertise and conduct interviews.

Step 3: Sourcing and Pre-Screening

- **Direct Sourcing:** Competent, trained internal recruitment staff source candidates through our verified database, advertisements, social media and official job fairs.
- **Initial Screening:** Staff verify candidates' passports, National Identity Cards (NIC), educational/trade certificates, and relevant work experience against the employer's job requirements.

Step 4: Trade Testing and Final Interviews

- **Employer Selection:** Interviews are conducted in person at our Colombo testing facility (with employer representatives visiting) or via live video conferencing.
- **Practical Assessment:** For skilled roles (such as garment machine operators, tailors, or quality controllers), candidates undergo practical skill and speed tests.

Step 5: Visa Processing and Contract Signing

- **Visa Issuance:** Passport copies and other required documents are sent to the employer to apply for employment visas.
- **Contract Briefing:** Our trained staff explain every clause of the Employment Contract—including basic salary, overtime, working hours, food, accommodation, and leave—to the candidate in Sinhala before signing.

Step 6: Medical Examination and Background Checks

- **Medical Clearance:** Candidates who received visa undergo comprehensive medical testing at accredited medical centers to confirm fitness for overseas work.

Step 7: SLBFE Final Approval and Pre-Departure Orientation

- **Mandatory Training:** Candidates complete mandatory SLBFE pre-departure orientation programs covering destination country laws, workplace safety, financial literacy, and emergency contacts.
- **Final Registration:** All candidates are registered with the SLBFE, securing mandatory insurance coverage and official departure clearance.
- **Zero-Cost Verification:** Under zero-cost recruitment agreements, candidates sign a declaration confirming they paid zero recruitment fees.

Step 8: Ticketing, Deployment, and Post-Arrival Follow-Up

- **Travel Arrangements:** Flight tickets are issued, and our airport welfare team assists candidates with departure formalities at Bandaranaike International Airport (BIA).
- **Arrival Confirmation:** We confirm safe arrival with the overseas employer and maintain ongoing communication through our Worker Grievance & Welfare system throughout the contract period.

Approved by:

Managing Director
New Super Star Manpower (Pvt) Ltd
Date: November 11, 2026