

# Human Resources from Bangladesh



**BOESL**



**Bangladesh Overseas Employment and Services Limited**

(A State Owned Company)

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## BANGLADESH OVERSEAS EMPLOYMENT AND SERVICES LIMITED (BOESL)

Bangladesh Overseas Employment and Services Limited (BOESL) is only the "State Owned" Manpower Exporting Company in Bangladesh. The Government of the people's Republic of Bangladesh established Bangladesh Overseas Employment and services Limited (BOESL) in 1984 to earn more foreign exchange by way of exporting skilled & unskilled manpower. It's motto is to offer best services as a development partner based on mutual trust and to minimize migration cost in comparison to other. BOESL's main objective is to provide "Right person for Right job" to valued foreign Employer. BOESL realise service charge from the selected workers as "No profit no loss basis.

This is the only Company created by the Government to operate in healthy and professional competition with other private agencies working in this sector and to ensure transparent and safe migration.

Since 1984 we achieved one goal of low migration cost and our continuous efforts are to minimize the cost.

The main purpose of creating this company is to provide honest, efficient and quick services to the valued foreign employers in the field of recruitment and deployment of manpower with the full satisfaction of the foreign employers.

### OUR MISSION

- To provide assistance & facilities to the valued foreign employers to recruit "Right person for Right job".
- To minimize migration cost instead of profit making.
- To ensure safe migration.
- To establish direct relationship with employer and employee.
- To make migration process efficient and transparent by digitization.
- To build up positive image of Bangladeshi workers in the world employment market.

### BOARD OF DIRECTORS OF BOESL

BOESL runs and supervise by a high powered Board of Directors. Secretary, Ministry of Expatriates' Welfare & Overseas Employment is it's Chairman. Board of Directors are given below:

Sl. No.	Board of Directors	Designation
01	Secretary Ministry of Expatriates' Welfare & Overseas Employment	Chairman
02	Director General Bureau of Manpower, Employment & Training	Director
03	Joint Secretary Ministry of Expatriates' Welfare & Overseas Employment	Director
04	Joint Secretary Ministry of Home Affairs	Director
05	Director General (Consular & Welfare) Ministry of Foreign Affairs	Director
06	Joint Secretary, Finance Division, Ministry of Finance	Director
07	Joint Secretary Ministry of Civil Aviation and Tourism	Director



## RECRUITMENT FORMALITIES

### (a) Placement of Demand Letter

The employers willing to use the services of BOESL for employment of Bangladeshi personnel may establish direct contact with BOESL or send a Demand for Workers to the nearest Bangladesh Mission. To take quick action on the demand letter it is necessary to state the type of workers required, nature of work, number of workers, wages/salary, qualifications and experience and other terms and conditions of service and benefits the employer would like to offer. The employer may contact BOESL by E-mail/Fax/Courier.

### (b) Power of Attorney

In the event of stamping visa in Bangladesh for the selected workers, the employer should authorize BOESL to recruit workers and to apply for visa. This power of Attorney must be attested by the Labour Attache or any authorized Officer of the Bangladesh mission in the host country. If a Recruiting Agent of a foreign country is willing to deal with BOESL for recruitment on behalf of any employer, he should forward his Registration Certificate to operate business in the country where the workers will be employed.

### (c) Visa Advice / N.O.C. / Work permit

Documents granting permission of the competent authority for employment of Bangladeshi workers in that country i.e. Visa Advice/N.O.C./Work Permit should be sent to BOESL.

### (d) Employment Contract

Standard form of employment contract in English should be sent to BOESL in which the following conditions are to be clearly stated:

- (i) Traveling expenses.
- (ii) Wages/Salary.
- (iii) Working hours.
- (iv) Overtime allowance.
- (v) Medical treatment facilities.
- (vi) Food and accommodation facilities: (Free food and accommodation are to be generally provided by the employer for unskilled and semi skilled workers. In the absence of such facility they should be provided with adequate food allowances/cooking facilities. Highly technical or professional personnel need not be provided with free accommodation and food, but in that case adequate allowances should be provided).
- (vii) Weekly holidays and annual holidays.
- (viii) Other conditions shall be according to the labour Laws of the host country.
- (ix) The employers shall enter into an agreement with the recruited workers.

### (e) Agency Agreement

The employers may enter into an Agency Agreement with BOESL.

## SELECTION PROCEDURE

### (a) Receipt of Applications

On receipt of the confirmed demand either through Bangladesh Missions abroad or directly from the employers, the BOESL collects applications through any one or a combination of the following processes to line up the most suitable candidates for consideration of the employer:



1. Newspaper advertisement.
2. Advertisement through our website.
3. Advertisement on our Notice board.
4. Manpower from Data Bank of BOESL.
5. From specialized Agencies/ Departments.

Applications thus received/collected shall be scrutinized by a committee of experts for short-listing as per requirements of the employers, if desired by the employers. The short listed applications will be sent to the employer if desired or will be kept in the office for interview and final selection by the employer's Selection Team(s). BOESL prefer that selection of workers be made by the employers or by their authorized representatives directly.

**(b) Selection**

The employers or their representatives will carry out interviews/trade tests and do the final selection of candidates for which BOESL will provide necessary assistance and logistic support, like issuance of interview cards, arranging suitable place for interview/written test, and for practical trade testing, if necessary.

BOESL always prefer to select the workers by the employer or his representative directly. But BOESL may also select workers on behalf of the employers through its committee of experts, if so desired by the employers.

**(c) Medical Examination**

The finally selected candidates are sent for medical examination only to the appointed/authorised Medical Centers. Generally they are examined at the Medical Centers enlisted by the Embassies of the employers' countries.

**(d) Service Charge**

BOESL realize minimum service charge from the finally selected candidates for employment abroad as per rate approved by the authority. It is not obligatory on the part of the employer to pay any fees/commission to BOESL for recruitment purpose. In case the employer intends to pay commission/fees to BOESL, BOESL shall not charge any fees from the workers. BOESL's service charge ranges from USD150 to USD850 depending on category of workers, country, situation etc. Board of Directors of BOESL can review the service charge as and when necessary.

## **DEPARTURE FORMALITIES**

**(a) Passport**

Candidates intending to go abroad generally have their passport.

**(b) Application for visa**

After final selection, if the country to which the workers will travel has an Embassy in Bangladesh, BOESL will apply for visas for selected candidates. If there is no Embassy in Bangladesh, it is the responsibility of the employer to apply for visa or other permits needed to enter the country of employment.

**(c) Ticketing and Emigration Formalities**

The employers may send E-Ticket or remit necessary traveling expenses in favour of BOESL to facilitate traveling of employees to the countries of employment. If employers do not provide joining air ticket, workers will pay for joining air ticket. BOESL obtains Emigration Clearance and other clearance (if necessary) from the concerned Government Department for the candidates.

#### **(d) Orientation before departure**

BOESL provides basic orientation to workers to prepare them for traveling abroad. The employers may also join to the orientation sessions if available at the time of departure. The workers are informed of their duties and responsibilities while working abroad and given first-hand information on work environment and the rules and regulations of employers' countries before departure.

### **AVAILABILITY OF MANPOWER**

A huge number of unskilled labour force, Semi-Skilled, Skilled and Professional Manpower are available in Bangladesh for foreign employment. BOESL can provide all types of manpower to foreign employer according to their demand within a shortest possible period.

### **MAJOR MANPOWER IMPORTING COUNTRIES THROUGH BOESL**

(1) Kingdom of Saudi Arabia (2) United Arab Emirates (UAE) (3) State of Qatar (4) State of Kuwait (5) State of Bahrain, (6) Sultanate of Oman (7) Islamic Republic of Iran (8) Republic of Iraq (9) Great Socialist People's Libyan Arab Jamahiriya, (10) South Korea, (11) Zimbabwe, (12) Malaysia, (13) Singapore (14) Brunei Darussalam, (15) Republic of Maldives, (16) Malawi, (17) Mauritius, (18) Fiji, (19) Zambia, (20) Botswana, (21) Nigeria, (22) Vietnam, (23) U.S.A. (24) Jordan

### **MAJOR ACHIEVEMENTS OF BOESL**

- BOESL has directly processed recruitment of 10,000 workers for IRAQ under Government protocol in 1986.
- BOESL has supervised recruitment of 79,000 workers for Malaysia during 1996 to 1997, under Government to Government protocol as an obligatory responsibility of the Government.
- BOESL has provided assistance directly to recruit around 22079 workers in different countries up to 2010.
- BOESL has been sending workers to Korea under Employment Permit System (EPS) pursuant to the memorandum of understanding (MOU) between the Ministry of Expatriates' Welfare and Overseas Employment of the People's Republic of Bangladesh and the Ministry of Employment and Labour of the Republic of Korea, So far 5797 workers have already been joined to Korea under EPS up to May 2011.
- BOESL has been sending female Garment worker to Jordan since September 2010 with a subsidised migration cost of USD150 only. So far we have sent 2723 workers to 15 Garments industries in Jordan.



