

Govt. Lic. No: 1302/074/075



► **COMPANY PROFILE**



Lucky Human Resource Pvt. Ltd.

GPO Box: 815, Mitrapark, Chabahil-07, Kathmandu, Nepal

Tel: +977-1-4489401, 4489501

Email: luckyhumanhr@gmail.com, info@luckyhumanresource.com.np

Website: www.luckyhumanresource.com.np



License & Certificate

Government of Nepal
Ministry of Labour and Transport Management
Department of Labour and Employment Promotion
(Official Seal)

English Medium Form
Register No. 318 C
2017/09/11 A.D.

License No.: 1302/074/75 Date: 2017/09/11 A.D.

License

This license has been given to **Lucky Human Resource Pvt. Ltd.** hereby authorizing to carry on foreign employment business, pursuant to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this license.

Licence Issuing Authority's
Name: Bishwa Raj Pandey
Designation: Director General
Signature: Sd.
Date: 2017/09/11 A.D.

11 DEC 2017

Government of Nepal
Ministry of Finance
Department of Inland Revenue
(Official Seal)

English Medium Form
Register No. 318 C
2017/09/11 A.D.

Permanent Account Number (PAN) Registration Certificate

Registration Date: 21/08/2017
PAN: 8059874086
Office of Inland Revenue: (R.O. Chitwan)

Name of Taxpayer: **Lucky Human Resource Pvt. Ltd.**
Type of Taxpayer: **Private Limited**
Address: **Ward No. 07, Mitrapur
Metropolitan City, Kathmandu**
Business Activities: **Foreign Employment**

Taxpayer's signature: _____ Signature of Tax Officer: _____

20 07 2017

THE ROYAL EMBASSY OF SAUDI ARABIA
CONSULATE SECTION, KATHMANDU

569

ENTRY CARD

Agent: **Ragu Nagarkoti S.**
Name: **Lucky Human Resource**
No.: **1302/074/75**
Date: **2/08/2019**

MOHAMMED T. ALMURAYWI

1. This card should be kept safely by the authorized person and will remain the property of the Royal Embassy of Saudi Arabia.
2. This card is valid for two years from the date of issue.
3. If found please contact the concerned manpower agency Tel. No. 00977-1-..... or the nearest police station.

About Us

Lucky Human Resource Pvt. Ltd. is one of the emerging recruitment agency established and managed by the team of highly competent, proactive and qualified professionals, primarily focused on the recruitment of Nepalese human resources abroad. We recruit all categories of skilled, unskilled, technical and professional workforce based on the demand of our clients. Thus we work as a bridge between the candidate of Nepal and manpower importing nations around the world.

Lucky Human Resource Pvt. Ltd. commenced its services in Kathmandu with the intent of meeting the increased demand for Nepalese manpower abroad. The agency aims to prove successful professional excellence in outbound recruitment.

We proudly claim that our company is managed by dynamic team of dedicated professionals. Lucky Human Resource Pvt. Ltd. has acquired reputation in the sprint by being proactive and commitment to establish strong client/candidate relationship by furnishing every service. We solely believe in the relationship confirmed within the trust.

We source our manpower through advertisement and our official channels for semi-skilled and unskilled manpower. We also headhunt outmost to meet the demand of highly technical and professional manpower.

Lucky Human Resource Pvt. Ltd. is a fully equipped management with the swift service aimed at our consumers across the globe. The agency has a very fast mechanism to respond all enquiries relating to the demand and supply of required manpower. It believes in competency blended with quality. The company can provide a complete solution of the requirement of Nepalese manpower abroad.



Company Profile

Name of the Company	: Lucky Human Resource Pvt. Ltd.
Types of Service	: Manpower Consultant and Recruiting Agency
Registration Authority	: Ministry of Industry & Commerce Office of the Company Registrar Company Registration No: 165300/073/074 Ministry of Foreign Employment Department of Foreign Employment Govt. License No: 1302/074/075 Ministry of Finance Department of Internal Revenue Pan No: 605982486
Member	: Nepal Association of Foreign Employment Agencies
Contact Person	: Mr. Vijay Kumar Sah (Chairman) Mobile No.: +977-9801098367, 9801165977 Mr. Shyam Sundar Sah (Managing Director) Mobile No.: +977-9801165971, 9863636501 Mr. Sanjay Sah (Int'l Marketing Manager) Mobile No.: +001-4692581562 (USA) E-mail: sanjay.sah@luckyhumanresource.com.np
Capital Structures	: Authorized - 20 Million Nepalese Rupees (USD 175,000) Issued - 10 Million Nepalese Rupees (USD 87,500)
Legal Advisor	: Mr. Nabal Kishor Shah
Official Bank	: Prime Commercial Bank Ltd., Mega Bank Nepal Ltd.
Operated / Managed by	: Business Finance and Administrative Management Experts / Advisors Professional from Nation Lead Organizations of Nepal.
Working Experiences	: Comprehensive background in Implementing and accomplishing Company's mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.
Address	: GPO Box: 815, Mitrapark, Chabahil-07, Kathmandu, Nepal Tel: +977-1-4489401, 4489501 Email: luckyhumanhr@gmail.com, info@luckyhumanresource.com.np Website: www.luckyhumanresource.com.np

Message From Chairman



Dear Valuable Clients,
Warm Greetings!

Lucky Human Resource Pvt. Ltd. Feels happy to bring out this profile for the use of our clients around the world to source manpower from Nepal.

Human Resources, hardly anyone would disagree, are the most precious assets of any organization- be it a small wayside grocery or a multimillion dollar corporation. Accordingly, success of any organization undoubtedly depends on the efficiency and commitments of its employees.

Choosing a most suitable person for any given job, therefore, has become a single most concern and responsibility of the Owner, Director or a Manager. This tremendous pressure of sourcing and recruiting right person for the right job is largely reduced if not eliminated by, first of all, choosing the right recruitment agent to do this job for you- professionally and efficiently as you would expect. That's where we come in.

We, Lucky Human Resource Pvt. Ltd. is a Foreign Employment Agency, duly licensed by Government of Nepal, Department of Foreign Employment At Lucky Human Resource Pvt. Ltd., the client's satisfaction comes first simply because we firmly believe in strong long term business bonds than short term gains. Our highly efficient and dedicated team of staff is constantly prepared to fulfill virtually all your manpower requirements.

Our promise is simple-Try us once. We will ensure that you would never regret your decision.

With warm regards,
Vijay Kumar Sah
Chairman

Message From Int'l Marketing Manager



Dear Patrons,
Namaste!

Lucky Human Resource Pvt. Ltd. takes pride in being the leading vendor of outsourced manpower and wants to humbly thank all its national and international associates and clients, who trusted us enough to make this possible. Having been in the industry for over 15 years, we envision global prosperity as well as mutual welfare of both skilled Nepalese manpower and overseas businesses deprived of such talent.

Nepalese professionals are the most pursued in every sector globally, for their intellectual, technical, physical and adaptive abilities. And when it comes to out-sourcing manpower the first and often the only company, which off-shore employers as well Nepalese professionals find dependable enough. Both understand how we strive to synchronize every vacancy, with the best suited candidate, in the timeliest fashion.

I once again Thank you very much for choosing us as your business partner and hope for the same in coming future as well.

Thank you very much!

With warm regards,

Sanjay Sah

International Marketing Manager

(Dallas Texas USA)

Cell: +001-4692581562 (USA)

E-mail: sanjay.sah@luckyhumanresource.com.np

Organization Structure



Our Team

Board of Team



Mr. Shyam Sundar Sah
(Executive Director)



Mr. Nishchal Aryal
Manager



Accountant



Documentation



Public Relation Officer



Public Relation Officer



Marketing Manger (UAE)



Receptionist

Vision and Mission



Vision

The principal vision of our organization is to fulfill the need of our clients of getting Right People for the Right Job. Keeping this vision in mind, we continuously endeavor to offer candidates with high potential to our esteemed clients. Our goal is to further enhance our global presence and to build on our existing strength as a leading overseas recruitment services. We are devoted in building mutually rewarding, long-term relationship with our clients, candidates, associates, suppliers and communities with whom we work.

Mission

Our team of professionals entirely devoted in the mission to provide globally competitive manpower resources to the clients so that they can acquire gifted work force that will benefit their organization in every way possible. We work in synergy with the clients to understand manpower requirements and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the staffing needs within the shortest time frame.



Objectives and Summary

Objectives

Manpower companies are bridge connecting employees and employers. The main objective of the bridge is to make that connection trustworthy so that employees reach their employer.

- To provide genuine services maintaining trust.
- To provide globally competitive manpower, for a cohesive society and a secure economic future for all Nepali.
- To give opportunity for Nepali to work in foreign countries and develop their experience and boost their economy.
- To help Nepal government in reducing the employment crisis.
- To fulfill the requirement of the employer providing them honest, loyal, competent and committed manpower.
- To collect the ample databases of resumes and job specification, with delegation on matching the requirement of job and quality of worker.

Summary

The success of a project or business venture largely depends, among other things, upon a great deal on having component manpower. To reach to the most suitable required employees, there is a need to have a competent and qualified manpower agency as a consultant.

Lucky Human Resource Pvt. Ltd., through our stringent selection criteria, recruit workforce and provide them intensive orientation as per the requirement of the employer organizations. Each person is trained not only to discharge his/her obligations but also to dedicate emotionally for the organization. GOC provides each of them with country information and company briefings so as to enable them to be acquainted with the place and conditions he/she would be working. GOV expresses its deep commitment in fostering the professional career of the employees.

Lucky Human Resource Pvt. Ltd. Expresses our intense desire to assist you to find the most competent manpower from Nepal and tailor your requirements to perfection.



Categories We Provide

BUILDING MAINTENANCE & CONSTRUCTION

- Electricians/Helper
- Plumbers/Helper
- Welder- Electric & Gas
- Steel Fixers/Foremen
- Pipe Fitters/Helper
- Carpenters (Finishing and Shuttering)
- Electronic Technicians/Helper
- Painters (Spray Wall)/Helper
- Scaffolder/Helper
- Mason - Foremen
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Fitters

SECURITY GUARDS

- Security Officer
- Security Supervisor
- Ex-British Gurkha Army
- Ex-Indian Gurkha Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Civil Security Guard
- Body Guard
- Watch Man & many more.

OIL AND GAS

- Piping Workers
- HSE Workers
- Instrumental Worker
- Electrical Workers
- Off Shore Workers
- Engineers
- Project Managers
- Service Workers
- Mechanical Workers.



Categories We Provide

AIR CONDITIONING (WINDOW TYPE, SPLIT LEVEL & CENTRAL UNIT)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians

HOSPITAL STAFF GROUP

- Doctor: Gynecology (Surgeon); MRCOG
- Doctor: Physician (General); MD
- Doctor: Surgeon; MD
- Doctor: Gynecology; MS
- Doctor: Urology; MS
- Doctor: Skin (Skin & UD); MD
- Doctor: Nephrology; MD
- RN Nurses (General Ward) - Diploma
- RN Nurses (Midwifery Gynecology) - Diploma
- RN Nurses (ICU) - Diploma
- RN Nurses (Surgery/ Operation Theatre) - Diploma
- Asst. Nurses (Cleaners) Male - Diploma
- Asst. Nurses (Cleaners) Female - Diploma
- Technician Lab - Diploma
- X-ray Technician - Diploma

INFORMATION TECHNOLOGY

- Computer Engineer
- System Administrator
- Software Engineers
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



Categories We Provide

ENGINEERING

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

AGRICULTURAL & FARMING GROUP

- Engineer Landscaping
- Engineer Irrigation
- Supervisors
- Foremen
- Gardeners/Farmers

OFFICE PERSONNEL MANAGEMENT

- Office Manager/Asst. Manager
- Manager - Marketing, Sales, Admin.
- Accountants, Cashiers
- Secretaries, Storekeeper, Purchasers
- Clerks, Typists, Data Entry Operators

SUPERMARKET

- Salesman
- Check out Cashier
- Trolley Boys
- Shelves/ Rack Organizers
- Cleaners/Stockers/Merchandiser

MANUFACTURING

- Automotive
- Petrochemical & Associated Products
- Building Products
- Consumer Products
- Forestry Pulp & Paper
- Machinery & Equipment
- Pharmaceuticals
- Industrial Products
- Defense



Categories We Provide

VEHICLE/HEAVY EQUIPMENT OPERATOR AUTO MECHANIC AND MAINTENANCE

- Light Vehicle Drivers
- Car/Van/Minibus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Operator
- Motor/ Grader/Dozer/Backhoe Operator
- Roller Operators
- Bulldozer Operator
- Scraper Operator
- Auto Mechanic
- Diesel Mechanics
- Heavy Duty Mechanic
- Wireless Technician
- Denter/Painter

HOTEL AND CATERING STAFF

- Manager and Asst. Manager
- Public Relation Officer
- Restaurant Captain
- Cook (Continental, Chinese, Indian and Arabic)
- Asst. Cooks
- Waiters/Stewards
- Fast Food Crew
- Food and Beverage Controller
- Food and Beverage Manager
- Bakers/Barman
- Kitchen Helpers
- Dishwasher men
- Laundrymen
- Pressmen/Janitors
- Housekeepers/Room makers
- Office Boys/Tea Boys/Bell Boys

CARMENTS AND TEXTILE

- Production Managers
- Supervisors
- Pattern Makers
- Cutting Masters
- Tailors
- Checkers, Helpers



Required Documents

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.

Principle Documents:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Company & our Company
5. Guarantee Letter

Demand Letter

Addressed to authorizing Lucky Human Resource Pvt. Ltd. (Lic. No. 1302/074/075) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

Power of Attorney

Addressed to authorizing Lucky Human Resource Pvt. Ltd. (Lic. No. 1302/074/075) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

Service Agreement

Employing Company should provide us service agreement between company and recruitment agency in Nepal.

Employment Contract

One copy each signed and Sealed by the employer & employee.

Guarantee Letter

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

For The Kingdom of Saudi Arab

Following additional Documents are essential for KSA only.

AUTHORIZATION LETTER/COUNSELOR LETTER

COMPANY REGISTRATION (CR) COPY

VISA APPROVAL SLIP (BANK SLIP)

Note: Documents Should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.

Sample of Required Documents

DEMAND LETTER

To, (P.) Ltd.
License No:
Kathmandu, Nepal

Date:
VISA NO:
VISA DATE:

Demand Letter

This is to request you to select and recruit the below mentioned categories of workers on behalf of M/S.COMPANY NAME at given terms and conditions:

S#	Category	Qty	Salary
1			

Terms & Conditions

- 01 Period of Employment 2 years, renewable
- 02 Place of Employment (Name of the Country)
- 03 Air Passage For joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years
- 04 Service Charge Not provided by the company
- 05 Visa Visa charge will be borne by the company
- 06 Working Hours 8 hours per day, 6 days a week
- 07 Over Time (48 hours per week)
- 08 Probation Period Provided by the company as per (Name of the Country) Labour Law
- 09 Resident Permit 90 days from the date of entry into (Name of the Country)
- 10 Accommodation Provided by the Company free of cost
- 11 Water & Electricity Free Bachelor Accommodation should be provided by the company
- 12 Food Provided by the company
- 13 Medical / Insurance Provided by the company
- 14 Transportation (Bus) Provided by the company
- 15 Uniform, Helmet and Shoes Provided by the company
- 16 Annual Leave 30 days
- 17 Service Gratuity & Leave Pay Provided by the company as per (Name of the Country) Labour Law
- 18 Other Terms & Conditions Provided by the company as per (Name of the Country) Labour Law

Yours truly,
For M/S.COMPANY NAME

GUARANTEE LETTER

Date:

Guarantee Letter

Dear Sir,
We hereby confirm to recruit Nepali workers (as per demand letter) through:

To, (P.) Ltd.
License No:
Kathmandu, Nepal

We shall guarantee you for these recruited workers who will not be transferred to any other company beside our company as they will be working with us at all.

POWER OF ATTORNEY

VISA NO :
Date:
VISA DATE:

Power of Attorney

We M/S.COMPANY NAME a company organized under the laws of State of (Name of the Country), do hereby nominate, constitute and appoint

To, (P.) Ltd.
License No:
Kathmandu, Nepal

to be our true and lawful attorneys and agents in Nepal in respect of handling

EMPLOYMENT CONTRACT

Date:

Employment Contract

This agreement is made and entered into ____/____/____ day of ____ M/S. COMPANY NAME (herein called the company as First Party).

& Mr. ____ Nationality: Nepali, Passport Number ____ in his capacity as the Second Party hereby agreed the following terms and conditions.

The Second Party agreed to work with the First Party as ____ with the gross salary of ____ per month. The terms and conditions of the contract are as follows:

- | | | |
|----|------------------------------|---|
| S# | Terms | Conditions |
| 01 | Period of Employment | 2 years, renewable |
| 02 | Place of Employment | (Name of the Country) |
| 03 | Air Passage | For joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years. |
| 04 | Service Charge | Not provided by the company |
| 05 | Visa | Visa charge will be borne by the company |
| 06 | Working Hours | 8 hours per day, 6 days a week (48 hours per week) |
| 07 | Over Time | Provided by the company as per (Name of the Country) Labour Law |
| 08 | Probation Period | 90 days from the date of entry into (Name of the Country) |
| 09 | Resident Permit | Provided by the Company free of cost |
| 10 | Accommodation | Free Bachelor Accommodation should be provided by the company |
| 11 | Water & Electricity | Provided by the company |
| 12 | Food | Provided by the company |
| 13 | Medical / Insurance | Provided by the company |
| 14 | Transportation (Bus) | Provided by the company |
| 15 | Uniform, Helmet and Shoes | Provided by the company |
| 16 | Annual Leave | 30 days |
| 17 | Service Gratuity & Leave Pay | Provided by the company as per (Name of the Country) Labour Law |
| 18 | Other Terms & Conditions | Provided by the company as per (Name of the Country) Labour Law |

First PartySecond Party

For M/S.COMPANY NAME

SERVICE AGREEMENT

Date:

Service Agreement

This agreement has been made M/S.COMPANY NAME(hereinafter called the FIRST PARTY).

& (P.) Ltd. Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at Kathmandu, Nepal. Herein after referred to as the SECOND PARTY.

Whereas the Second Party agrees to process the recruitment as per the Government's rules and regulations and suitable workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will not give any service charge to SECOND PARTY.
4. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
5. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to (Name of the Country) and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
6. FIRST PARTY shall make arrangements to make visa for all the selected workers.
7. FIRST PARTY will provide free accommodation & transportation for the selected workers here in as per the prevailing Labour Law of the state of (Name of the Country) & its own rules.
8. The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labour Law of the State of (Name of the Country).
9. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them the entry visa to (Name of the Country).
10. This agreement takes effect upon signing thereof by both the parties concerned.

The First Party and the Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness where of the parties have their voluntary signed.

For M/S.COMPANY NAME

Recruitment Process

Information Desk

Lucky Human Resource Pvt. Ltd. Offers its service for its clients information Services Desk from where any relevant information can be obtained. Moreover, the main registration is also carried out and the data bank is maintained as well. This serves as a good information system for the company which helps in updating the job seekers' record on a basis.

It also operates 'Bio-data bank' where each and every individual's record is recorded and can be provided upon request as per the requirement from our valued employers.



Communication

Each and every department of Lucky Human Resource Pvt. Ltd. Is fully computerized and networked entirely in order to provide our clients the best and prompt service. Our staff members are always ready to help its clients and provide better service.

Advertisement in Daily Newspaper

The recruitment company apply with Department of Labor Nepal for authorization, the Department of Foreign Employment will grant the permission on being satisfied about the credibility of the demand and attesting that terms and conditions offered are conformity with the Government regulations. The permission allows the recruitment company to advertise the demand in local and national newspaper and also allows starting the recruitment process.

कतारमा वैदेशिक रोजगारको अवसर कि बिना कि बिना

कतारमा वैदेशिक रोजगारको अवसर कि बिना कि बिना

कतारमा वैदेशिक रोजगारको अवसर कि बिना कि बिना

क्र.सं.	व्यवसायिक पद	कुल प्रमाण	चयनित व्यक्त	प्रति मास	प्रति मास	प्रति मास	प्रति मास	प्रति मास	प्रति मास
1	Labourer	100	900	250 रम					
2	Brick Mason	10	1100	30 रम					
3	Heavy Vehicle Driver	10	1400	52 रम					
4	Carpenter	10	1100	30 रम					
5	Pipe Fitter	10	1100	30 रम					
6	Representative	01	2200	60 रम					

कि- अन्तराष्ट्रिय प्रमाणित अफरको छ । फाइल अन्तराष्ट्रिय कम्पनीको प्रतिनिधि द्वारा हुने छ ।

Lucky Human Resource Pvt. Ltd.
O. P. O. Box : 515, Mirzapur, Chabahi-7 Kathmandu, Nepal Tel : +977-1-4495401, 4405501
E-mail: luckyhumanhr@gmail.com Website : www.luckyhumanresource.com.np



Selection Candidates

This company maintains up to date data bank of potential candidates with full information on his/her skill, trade qualification and experience and advertising allows other to compete for the post too. The final interview for short listed candidates after pre screening can be conducted by the employer or his/her representative or by this company on their behalf. The selection is made purely on merit basis not on racial, secretarial or considered action. The company is confident that the personnel selected by the selection committee will fulfill the employer's need and earn reputation and appreciation from the employer. Lucky Human Resource Pvt. Ltd. Screens the short-listed candidates by pre-interview.

Recruitment Process



Trade Test

Practical trade test will taken at the technical training institute, If the company wants to choose the employee directly by an oral interview and practical test, the trade test will be taken at office where our selection committee observe the workers directly to their respective job.

Medical Check-Up

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidates, who is fit medically and physically for employment will be eligible to sign the employment contract.



Orientation

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labor laws immigration policy and maintain understanding and cordiality them self and aim of the particular activity of the individual. The Orientation take special care in briefing them to strictly abide by the guide line in the field of their employment and direct them to maintain good circumstance and motivate them to their duties/responsibilities.

Traveling Arrangement

In all case, we send all the visa endorsement, passport to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side. PTA may send to any airlines operating from Kathmandu under intimation to us.



Terms & Condition

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Inter Party Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate workers from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chamber of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective governments to import, recruit and supply the workers as per the rules and regulations of both countries in regard to the conditions necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experiences in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY's full guarantee.
5. The workers will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival details by any means of communication (Fax, Email or Telephone) so as to receive them on arrival by the FIRST PARTY.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the workers per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidates accordingly, prior to mobilization.
10. Within the three (3) months probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination. All expenses incurred there shall be borne by the SECOND PARTY.
11. Arrival of the selected workers will be within one month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. FIRST PARTY has to compensate the worker on their own expenditure if the worker will not get all facilities as per Employment Contract and the company collapse before contract periods.
13. The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labours law of country concerned.

Knowing Nepal

Federal Democratic Republic of Nepal
सङ्घीय लोकतान्त्रिक गणतन्त्र नेपाल
Sanghiya Loktantrik Ganatantra Nepal



Flag



Coat of arms

Motto: जननी जन्मभूमिश्च स्वर्गादपि गरीयसी
"Mother and Motherland are Greater than Heaven"

Anthem: *Sayaun Thunga Phulka*
Made of Hundreds of Flowers



Capital: Kathmandu (Largest City) 27°42'N 85°19'E

Official Language: Nepali

Demonym: Nepali, Nepalese, Gurkhas

Government: Federal Parliamentary Republic

President: Bidhya Devi Bhandari

Prime Minister: Sher Bahadur Deuba

Legislature: Constituent Assembly

Unification:

Kingdom declared 25 September 1768

State declared: 15 January 2007

Republic declared: 28 May 2008

Area:

Total 147,181 km² / 56,827 sq mi (95th)

Water (%) 2.8

Population:

2011 census 26,494,504

Density 180/km², 518/sqmi (62th)

GDP (PPP) 2012 estimate

Total \$ 41.22 billion

Per Capita \$ 1,200

GDP (Nominal) 2012 estimate

Total \$19.921 billion

Per Capita \$ 743

Currency: Nepalese Rupee (NPR)

Time Zone: NPT (UTC +5:45)

Drives on the left

Calling Code: +977

ISO 3166 Code: NP

Internet TLD: .np



Nepal is located in South Central Asia. Its shape is roughly rectangular about 650 km long and about 200 km wide and comprises a total of 147181 sq. km of land. It is bound by China to the North and India to the East, west and South. Geographic coordinates is 28° N latitude 84° E longitude. It is a land-locked Beautiful country. Nepal is rich in heritage & culture. The country is divided into three broad physiographic regions.

The High Mountains of the main Himalayan range which included Highest peak of the world called Mt. Everest, Middle Hilly Ranges and Lowland the Tarain, which is narrow flat belt of alluvial land the extends along with southern boarder with India. the principal rivers are the Koshi, Karnali, Narayani, Gandaki etc. Nepal is slightly larger than Bangladesh and the state of Arkansas. Major cities are Kathmandu(Capital of Nepal), Lalitpur, Bhaktapur in the Kathmandu Valley. Others cities are Jhapa, Biratnagar, Saptari, Janakpur, Birgunj, Narayangadh, Pokhara, Butwal, Bhairahawa, Nepalganj, Tulsipur , Kailali, Mahendranagar etc.

Land use for Agricultural cultivated 17% Forested 39% Pastures 15% and other 29%

Climate: Kathmandu - Summer 15-30°C, winter 0-16°C, Terai - Summer 21-39°C, winter 9-30°C. Rainfall (Kathmandu) - Oct-May 300mm June-Sept 1100mm.

The population of Nepal is approximately 2,75,00,000.

It is divided into two broad ethnic groups. a) Indo- Nepalese and b) Tibeto-Nepalese. It's a secular State. Includes major religions Hinduism, Buddhism, Muslim and others.

Language: Official language is Nepali although over 20 distinct languages are also spoken. English also widely understood.

Time: 15 minutes ahead of Indian Standard Time, 5 hour 45 minutes ahead of GMT.

Client Lists

Malaysia

- Master Foam Industries Sdn. Bhd.
- Oriental Food Industries Sdn Bhd
- Flexitech Sdn.Bhd
- Baangi Plastic Sdn. Bhd
- Jaya Grocer Trendcell Sdn. Bhd
- Meiban Technology Sdn. Bhd
- Mega Square Sdn. Bhd
- Regal Metal Sdn. Bhd
- Guppy Plastic Industries Sdn. Bhd
- Unico Steel Sdn. Bhd
- EF Furniture Sdn. Bhd
- GF Furniture Sdn. Bhd

Oman

- Al-Balna Line Transport
- Hussain Fadhil And Partners
- Nasim Ibra Trading Co.

K.S.A

- Al- Abbad Est.
- Al-Shehili Company

Bahrain

- Al Sulh Construction

U.A.E

- Al-Khaleej Labour Supply Service
- White Pearl Cleaning Services
- Lima Heavy Inddustrial
- Arabtec Construction W.L.L
- Swiss Perfume L.L.C
- General Construction Company
- Al-Naboodah Construction L.L.C
- Dubai Walla Construction L.C.C
- China State Construction Engineering Corporation



Client Lists

Qatar

- Shaqab Abela Catering Service
- Como Construction W.L.L
- Iskan Group
- Structural Qatar
- Blue Steel Factory-Qatar W.L.L
- Al Nakheel Agricultural & Trading W.L.L
- Global Tamer Ltd.
- Qatar Power Construction W.L.L
- Alumco Qatar W.L.L
- SEG (Societe'd' Enterprise &De Gestion-Qatar Ltd)
- Al Ali W.L.L
- Al Zejera
- Al Aqaria
- The Natural Stone & Marble Factory W.L.L
- BSI Steel (Building System Integration W.L.L)
- Al Arz Carpentry & Decoration
- Venture Gulf Engineering
- Redco International W.L.L

- Samko International W.L.L
- AL-Darwish Engineering W.L.L.
- Peninsular Petrotech Engineering W.L.L.
- Naouras Engineering W.L.L.
- Electo Mechanical Engineering Co. W.L.L.
- Omega Engineering W.L.L.
- Karlo Vivary Engineering Company
- Al Ali Engineering Company
- Gulf Contracting Company W.L.L.
- Mechanical Electrical Plumbing W.L.L.
- Arabian MEP Contracting
- Al. Maha Service
- Takyeef Electromechanical W.L.L.
- Nasco Contracting & Trading W.L.L.
- Al- bandAry Engineering W.L.L.
- Ramaco Trading W.L.L.
- Al-Jazeera Engineering & Contracting W.L.L.
- Gulfar Misnad Engineering & Contracting W.L.L.
- Al Jabar Engineering W.L.L.





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