

Govt. Lic. No. 1004/068/069



ISO Certify Company



## COMPANY PROFILE



## Nepal Recruitment Consultancy Pvt. Ltd.

Sinamangal-9, Shambhu Marg, Airport, Kathmandu, Nepal

Tel: +977-1-4485647, 4485648, 4485649

Email: [nrcemployment@gmail.com](mailto:nrcemployment@gmail.com), [info@nrc.com.np](mailto:info@nrc.com.np)

URL: [www.nrc.com.np](http://www.nrc.com.np) & [www.nepalrecruitmentagency.com](http://www.nepalrecruitmentagency.com)



“We have Found no greater satisfaction than achieving success through honest dealing and strict adherence to the view that, for us to gain, those we deal with should gain as well”



## Certificate of Registration

This certificate has been awarded to

**Nepal Recruitment Consultancy Private Limited**

Sambhu Marg Airport, Kathmandu, Nepal

in recognition of the organization's Quality Management System which complies with

**ISO 9001:2015**

The scope of activities covered by this certificate is defined below

**Providing Foreign Employment Consultancy Services**

Certificate Number <b>84243/A/0001/UK/En</b>			
Date of Issue of Certification Cycle	Issue Number	Certificate Expiry Date	Certification Cycle
<b>17 August 2020</b>	<b>2</b>	<b>16 August 2023</b>	<b>2</b>
Revision Date	Revision Number	Original Certificate Issue Date	Scheme Number
<b>10 February 2021</b>	<b>0</b>	<b>17 August 2017</b>	<b>n/a</b>

For detailed explanation for the data fields above, refer to <http://www.urs-holdings.com/logos-and-regulations>

Issued by



On behalf of the Schemes Manager



If there is any doubt as to the authenticity of this certificate, please do not hesitate to contact the Head Office of the Group on [info@urs-certification.com](mailto:info@urs-certification.com). URS is a member of United Registrar of Systems (Holdings) Ltd, Derby Manor, Derby Road, Bournemouth, BH1 3QB, UK. Company Registration no. 5298466

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## Company Profile



### NEPAL RECRUITMENT CONSULTANCY PVT. LTD.

- 📍 P. O. Box No.: 7068, Sinamangal-9, Shambhu Marg, Airport, Kathmandu, Nepal
- ☎️ +977-1-4485647, 4485648, 4485649
- ✉️ nrcemployment@gmail.com  
info@nrc.com.np
- 🌐 www.nrc.com.np &  
www.nepalrecruitmentagency.com

### Types of Service

Manpower Consultant and Recruiting Agency

### Member

- Nepal Association of Foreign Employment Agencies
- Nepal Chamber of Commerce

### Official Bank

- Nepal Bangladesh Bank Ltd.

### Contact Person

#### Vijay Lama

Managing Director

- ☎️ : +977-9851077091, 9801077091
- ✉️ : vij\_lama@yahoo.com  
info@nrc.com.np

#### Tara Tamang

Executive Director

- ☎️ : +977-9801155177
- ✉️ : tara7tamang@gmail.com  
info@nrc.com.np

### Legal Advisor

Mr. Neelam Gautam

### Auditor

Mr. Udaya Prasad Poudel (Company Auditor)

### Registration Authority

Ministry of Industry & Commerce Office of the Company Registrar Company Registration No. : 79683/067/068

Ministry of Foreign Employment Department of Foreign Employment Govt. License No. : 1004/068/069

Ministry of Finance Department of Internal Saudi ID : 486  
JITCO No. 597

### 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.

### Operated / Managed by

Business Finance and Administrative Management Experts Advisors Professional from Nation Lead Organizations of Nepal.

### Capital Structures

Authorized - 20 Million Nepalese Rupees (USD 175,000)  
Issued - 10 Million Nepalese Rupees (USD 87,500)



## Message From Managing Director



This is my great pleasure to introduce ourselves as one of the leading & professional recruiting manpower companies in Nepal, supply manpower to various countries, especially the Gulf.

From the very beginning, the company's incorporators aimed into becoming one of the Nepal's leading Manpower agency, soliciting only the best and high skilled Nepalese for overseas deployment. Within a small span of time, Nepal Recruitment Consultancy Pvt. Ltd. has proven its efficiency in deploying only the best personnel abroad.

Nepal Recruitment Consultancy Pvt. Ltd. is a placement and consultancy company involved in deploying highly skilled professionals and also the unskilled manpower to the local and overseas companies/clients. For over the years, the company prides itself as an institution in the industry that has withstood the test of time.

We strive to maintain the high standards of recruitment management by adhering to the exacting standards while at the same time exploring new and emerging best practices in the recruitment business to be applied at the work place.

Yours Sincerely,

**Vijay Lama**  
Managing Director



MANAGING DIRECTOR DESK



## Message From Executive Director



### Our Experience...Your Advantage

In today's global market, companies and organizations need a recruitment consulting company that can provide professional service and respond to its client's needs on an effective and timely basis.

Companies likewise expect their recruitment company to know their business realities and to quickly and continuously respond with sound recommendations on matters relating to their recruitment activities and how it becomes a powerful tool to achieve their corporate objectives.

In today's global economy, companies need a recruitment partner-this is Nepal Recruitment Consultancy Pvt. Ltd. to its clients, a partner in progress. We hope you will find this brochure is informative and helpful.

Yours faithfully,

**Tara Tamang**  
Executive Director



## Company Introduction

Nepal Recruitment Consultancy is among the leading reputed, reliable And ISO Certified manpower Agency that's a partner with international clients to provide the very talents candidate to them from Nepal. We're a team of consultants offering top of the line executive search and selection solutions to the corporate, that is varied with diverse business interests; of all sizes.

Nepal Recruitment Consultancy is a registered company, approved by the Government of Nepal (Ministry of Labor and Transport Management) under the license number 1004/068/69. Within a short period of time, the company has owned a remarkable achievement. The company is managed by highly qualified, Professional and dedicated team. We provide quality and reliable, highly skilled, skilled, semi-skilled and unskilled manpower in the Gulf, Middle East and Far East countries.

Nepal Recruitment Consultancy is established with the sole commitment of deploying Nepalese human resources at different legal authorized countries of the global. Till now, we have deployed 25k plus Nepalese workforce to the employer countries. Our major concentration is to uplift the living standard of the Nepalese people who are living under poverty.

Nepal Recruitment Consultancy has always thought in the Philosophy of quality and the objective is to make our clients and customers delighted with total satisfaction through our professional, quality and timely service by our trained staff all of the time and county. We give hospitality and a warm welcome to all our clients





## Our Team

Nepal Recruitment Consultancy Pvt. Ltd. is a team of experts with many years experience in the comprehensive support of companies, institutions and other units in the public and private sectors in the area of selection and recruitment of qualified personnel. We specialize in offering all the capabilities of a large recruitment company with the personalized service that you would expect from a privately owned operation. All projects are headed by our managing director who provides overall strategic direction and advice to organizations. Our panel of experienced personnel comprising project coordinators, recruitment professionals, HR professionals, technical consultants, Industry experts and seasoned interviewers are expert at executing the entire recruiting process in a manner that best suits the interest of the employer's organization.

Nepal Recruitment Consultancy Pvt. Ltd. strongly believes that teamwork is the key to success and that mutual understanding coupled with professional networking, personal edge and communication makes for a successful business. For the MD, representing an organization he asserts that with staff support and exchange of ideas between employer and employees, the company delivers nothing but the best to its clients.

### **THE RECRUITMENT OPERATIONS TEAM, CONSISTS OF PERSONNEL FROM THE FOLLOWING DEPARTMENTS:**

- ☞ Technical Consultants & Sourcing Department
- ☞ HR & Mobilization Department
- ☞ Visa Processing Department
- ☞ Immigration Department
- ☞ Ticketing & Travel Department
- ☞ IT Department

## Why NRC ?

Nepal Recruitment Consultancy is one of the leading reputed and reliable manpower agency of Nepal which is registered from the ministry of labor Nepal. Within a short period of time, the company has owned a remarkable achievement. The company is managed by a highly qualified, dynamic and dedicated team. We provide quality and reliable, highly-skilled, skilled, semi-skilled and unskilled manpower in the Gulf, the Middle East and the Far East countries.

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Nepal Recruitment Consultancy has always believed in the philosophy of quality and the main goal is to make our clients and customers delighted with total satisfaction through our personnel, timely, quality and professional service by our trained personnel all the time and countries to uphold this distinction. We provide good hospitality and a warm welcome to all our clients.



# Organization Chart





## Mission, Vision & Values

### OUR VALUES

Honesty, integrity, accuracy and transparency.

### MISSION

### OUR MISSION

We aim at being a professional overseas recruitment company where training, skill development and job opportunities are made available for jobseeker and a one-spot platform for recruiting qualified human resources for employer.

### VALUES

### VISION

### OUR VISION

We would like to be a leader in recruitment sectors to achieve our vision of recruiting competent human resources worldwide by:

- ☞ Providing training to the human resources;
- ☞ Coordinating with overseas companies for employment opportunities;
- ☞ Bridging the jobseekers and job-providers and facilitating the process;
- ☞ Recruiting human resources for overseas company at mass level; and
- ☞ Increasing the value of our staffs, clients and stakeholders at every stage of our work.

## Continuously improving our systems, Processes and teamwork

We ensure that our business complies with standards of quality management, we are constantly seeking to improve our own internal and external operations in order to attract wide range of potential candidates and provide our clients with effective quality services. We stand out from other HR Consultancy firms because of our profound knowledge, extensive experience, our vast data base of potential candidates and our dedication to suiting the needs of both potential candidates and clients.

### Our Values

- ☞ Integrity- doing what we say we'll do, when we say we're going to do it, treating each other, clients and candidates with respect. Having respect for ourselves and pride in our work.
- ☞ Culture - we believe in our client's interest and put satisfaction before profit. We are solutions driven and are rigorous in our standards. We are time sensitive in our execution and steadfast in our delivery. We are determined to provide a distinctive client experience.
- ☞ Responsiveness- performing to the targets we set ourselves as individuals, teams and as an organization. Being at the forefront of our industry, producing the best for clients and candidates when it matters to them.
- ☞ Resourcefulness- using all of our collective resources to solve problems and constantly innovate. Offering clients and candidates the best solution to their problems. Sharing knowledge and skills, helping each other to be the best.
- ☞ Ethics - at Prudential we expect our people to maintain the highest ethical standards in everything we do. Client confidentiality is at the heart of our business. We embed and adhere to standards of corporate governance which we believe sets us apart from others. We are trusted.

**"We connect you with quality candidates to power your business"**



Nepal Recruitment Consultancy Pvt. Ltd. is dedicated and committed to providing the best platform for both the employee and employer from around the world where quality of services will be ensured and the objectives of clients are tallied with our activities. Clients and jobseekers are in the heart of everything we do and our actions are framed with the ethical values and professional knowledge to excel your expectations."

## **Our Strength**

We have been in the sector of recruitment and human resource development for more than a decade. Along with this, our continuous growth, innovative approaches, youth involvement in management has made us a standout company in Nepalese market. We are experienced with extensive database of jobseekers and can supply appropriate human resource within the specified time period. Our major strengths are:

- ☞ Highly experienced, professional and dedicated team.
- ☞ Well-equipped office.
- ☞ Strong online and offline data bank of job seekers.
- ☞ Established network throughout the nation.
- ☞ Expansion of worldwide network.
- ☞ Hundreds of satisfied clients.
- ☞ Tie-up with recognized polytechnic school for practical trade test and training.
- ☞ Tie-up with recognized medical testing center.
- ☞ Tie-up with recognized orientation center.
- ☞ Online recruitment portal.

Nepal Recruitment Consultancy Pvt. Ltd promotes, consistency, transparency, compliance and adherence to labor laws and regulations in the recruitment procedure. Hiring the right candidates to maintain the success of any business is crucial but at the same time NRC is committed to equal employment opportunity for all regardless of race, religion, gender, age and marital status.

Herewith are the core principles of our recruitment policy.

## **1. ADHERENCE TO LAW**

Nepal Recruitment Consultancy Pvt. Ltd. is committed to the principles contained in the RBA Code of Conduct and have ensured that company's facilities are in compliance with all the applicable laws, rules & regulations of the country. Nepal Recruitment Consultancy Pvt. Ltd further pledges to comply with labor laws governed by ILO.

## **2. FREE OF CHARGE PROVISION OF SERVICE TO JOB SEEKERS**

NRC follows zero cost policy administered by NEPAL GOVERNMENT under the Foreign Employment Act. We comply with the recruiting rules & regulations of the Government of Nepal. The employees will not be charged any commission for the visas, all the expenses will be borne by the company

## **3. CONFIDENTIALITY**

NRC has policed to protect the employee's information. NRC follows the guidelines mentioned in employee's data confidentiality and data protection

## **4. HEALTH & SAFETY**

Our employee's safety and good health is our prime objective thus NRC makes field visit to the company to check if proper safety measures are being taken. Violation to safety measures and health of employee will not be tolerated and strict action will be taken against who so ever concerned.

## **5. FAIR COMPETITION**

NRC promotes fair competition and does not support bribery.

## **6. NON DICRIMINATION**

Discrimination of an employee bases on gender, color, race, ethnicity is strictly prohibited.

## **7. FREEDOM OF ASSOCIATION**

NRC allows and encourages labor union or any union that works for the benefits of the employee but should not violate the country's rules & regulations.

## **8. DISCIPLINE & TERMINATION**

If an employee is not punctual, they will receive warning letter. If an employee is found to indulge in illegal activities which violates country's law, they will be immediately terminated. For the foreign employed workers, *if they wish to return back to Nepal before the completion of their contract period, all the expenses of their repatriation will not be borne by the employee but will be paid by us.*



Nepal Recruitment Consultancy Pvt. Ltd. is committed to the principles contained in the RBA Code of Conduct and have ensured that company's facilities are in compliance with all the applicable laws, rules & regulations of the country. Nepal Recruitment Consultancy Pvt. Ltd further pledges to comply with labor laws governed by ILO.

Nepal Recruitment Consultancy Pvt. Ltd promotes freedom of expression and open communication. But we request all employees and stake holders and business partners to follow our code of conduct. We also request them to foster a well-organized, respectful and collaborative environment.

Herewith are the pillars of code of conduct

## **1. NO FORCED LABOR**

NRC allows all employees to choose their work with their consent. NRC will take strict action against the concerned company or stake holder if any employee is forced to work in fear or threat.

## **2. NO CHILD LABOR**

NRC doesn't advocate child labor; the minimum age of employee has to be at least 18 yrs. old as per Nepal Labor Law.

## **3. NON DISCRIMINATION**

Discrimination of an employee bases on gender, color, race, ethnicity is strictly prohibited.

## **4. FREEDOM OF ASSOCIATION**

NRC allows and encourages labor union or any union that works for the benefits of the employee but should not violate the country's rules & regulations.

## **5. ETHICS PROTECTION OF WORKERS PRIVATE INFORMATION:**

NRC has policed to protect the employee's information. NRC follows the guidelines mentioned in employee's data confidentiality and data protection

## **6. EMPLOYMENT TERMS SUCH AS WAGES, BENEFITS, DUTY HOURS:**

NRC follows the policies protecting employee right in accordance with international labor law, country's existing labor laws. If there are any amendments in the salary, duty hour from the government then the company should makes changes accordingly and should notify us about the amendment in written to us and should comply with the amendment.

## **7. DISCIPLINE & TERMINATION**

If an employee is not punctual, they will receive warning letter. If an employee is found to indulge in illegal activities which violates country's law, they will be immediately terminated. For the foreign employed workers, if they wish to return back to Nepal before the completion of their contract period, all the expenses of their repatriation will not be borne by the employee but will be paid by us.

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## **9. GRIEVANCE MECHANISMS**

NRC has grievance mechanism policy so that employee's issues are being addressed with utmost urgency and are sorted out.

## **10. ZERO COST POLICY**

NRC follows zero cost policy administered by NEPAL GOVERNMENT under the Foreign Employment Act. We comply with the recruiting rules & regulations of the Government of Nepal. The employees will not be charged any commission for the visas, all the expenses will be borne by the company



## 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.

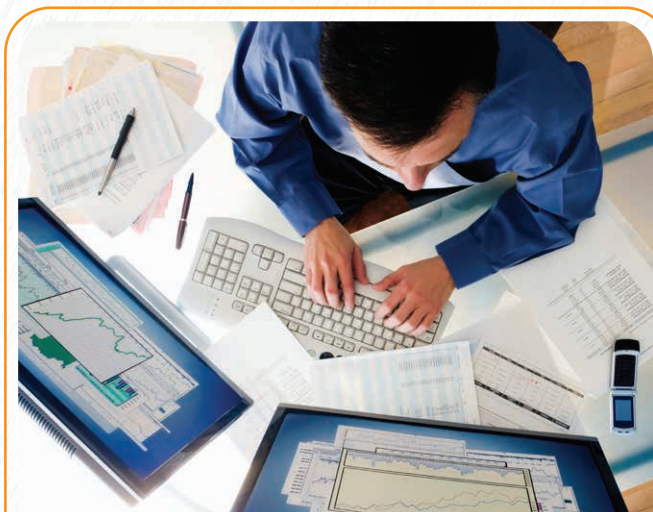
### OIL AND GAS

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





# Categories we Provide



## ENGINEERING

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

## AGRICULTURAL & FARMING GROUP

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



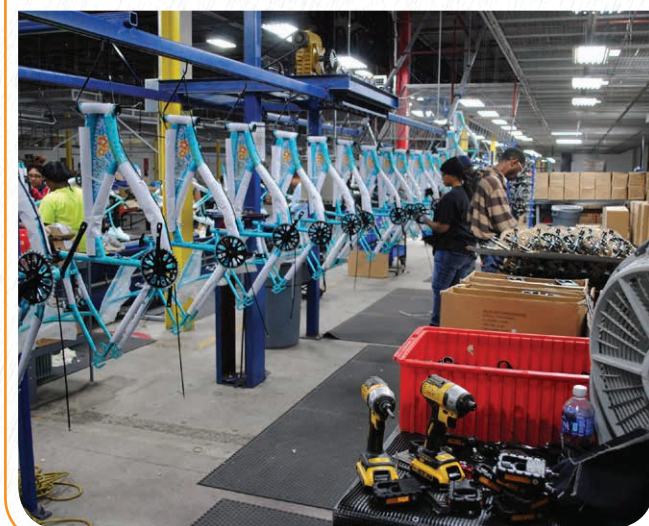
## OFFICE PERSONNEL MANAGEMENT

- ✓ 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
- ✓ Scrapper 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

### GARMENTS AND TEXTILE

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



# 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



## 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 Nepal Recruitment Consultancy Pvt. Ltd. License No: 1004/068/069 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 Nepal Recruitment Consultancy Pvt. Ltd. License No: 1004/068/069 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.

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, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand set should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience 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 worker 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 detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
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 worker 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 candidate accordingly.
10. Within the three (3) month 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 of the unqualified worker. All expenses incurred in relation thereto shall be borne by the SECOND PARTY.
11. Arrival of the selected candidates 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 will replace the candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will collapse before contract periods.



## **Review**

Our deep understanding of the enterprise psyche, coupled with multi-dimensional analytical technique enables us to assess issues and suggest solution approaches in alignment with a global vision.

Our experience of more than two decades in the human talent sourcing business has helped us to create powerful tool for assessing the organizational climate, employee attitude, employee morale, motivation and commitment to the organizational goals and advising the corporate world about remedial solutions.

## **Initial Documentation Process**

On receipt of job order request, a consultant is assigned to the portfolio. A set of documents is usually required for overseas recruitment from most countries and in most cases these need to be legalised in the respective embassies. Our consultant will provide the draft set of these documents.

## **Advertisement**

Advertisements are placed in local and regional media, in order to attract the best available candidate. We also place a huge emphasis on online job boards and forums and actively promote all vacancies.

## **Trade Test**

For skilled categories, trade tests are conducted at approved centre.

## **Prescreening and Forwarding**

Our consultant screens them before forwarding it to the client for consideration.

## **Interview**

We will arrange for the candidates to be interviewed as agreed and convenient. Video conferencing, skype and/or telephonic interviews may be arranged as required.

## **Medical Fitness**

Once the candidates are short listed and selected, a reference check may be conducted based on the position recruited for. All selected candidates have to undergo a compulsory medical fitness test.

## **Employment Agreement**

On receipt of appointment letters, required documents for visa application are processed and dispatched to the client.

Constant co-ordination is maintained between the client's office and our associates all over our country to ensure that the candidates are mobilised in the shortest possible time. (Screens the short-listed candidates by pre-interview.)

## **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 takes special care in briefing them to strictly abide by the guide lines in the field of their employment and direct them to maintain good circumstance and motivate them to their duties/responsibilities.

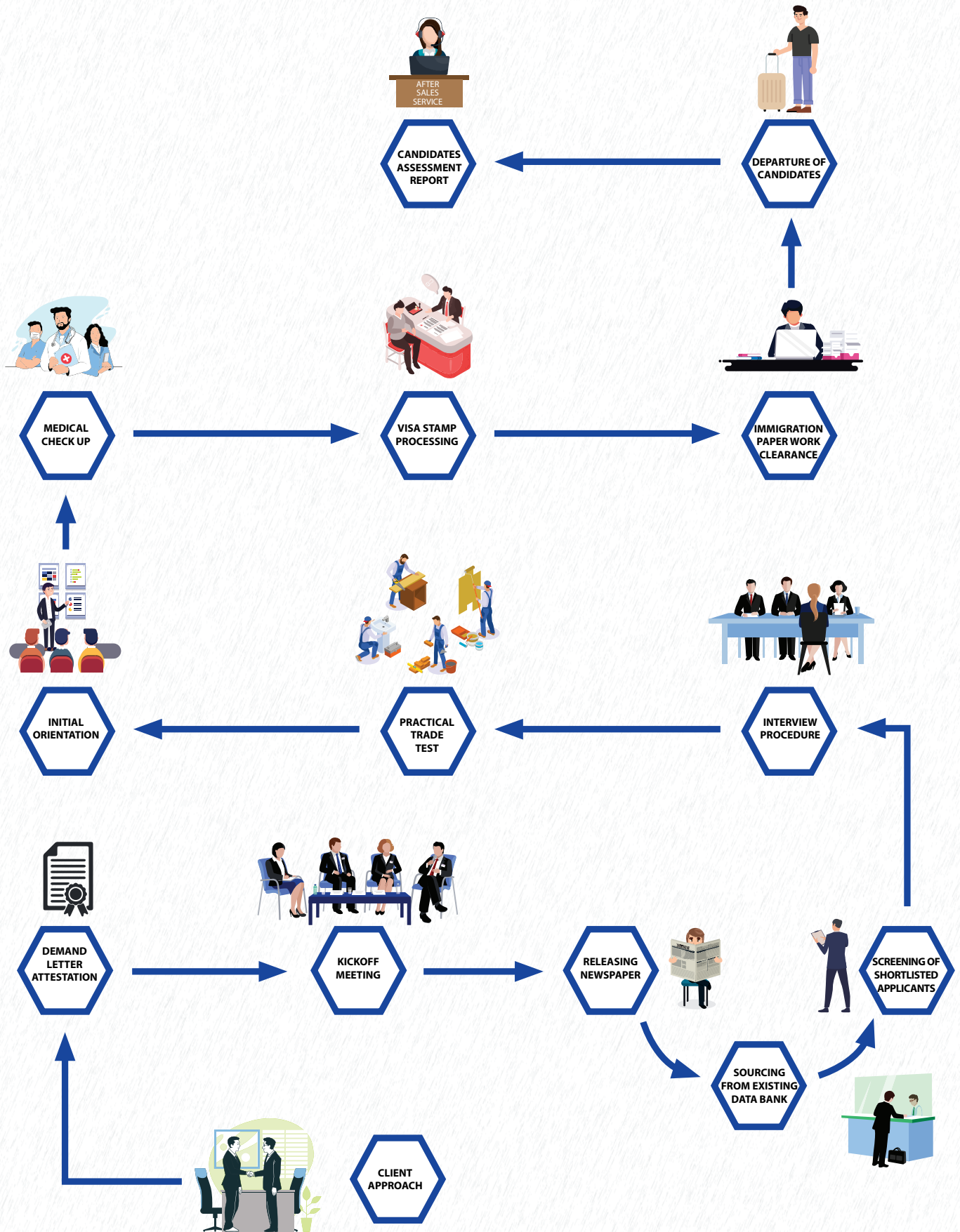
## **Travelling Arrangement**

In all case, we send all the visa endorsement, passport to the concerned airlines, to confirm the scheduled flight from Nepal to destination country. PTA to any airlines operating from Kathmandu shall be sent after our final confirmation.

## **Termination of Employment**

In case of any termination of any employee under non performance or disciplinary action Client should provide concrete evidence and termination letter along with exit interview details addressing Nepal Recruitment Consultancy Pvt. Ltd. and a CC to the Ministry of Labor Nepal.

# Recruitment Procedures





**TOP GLOVE** **TOP GLOVE SDN. BHD.**  
 TOP QUALITY, TOP EFFICIENCY **The World's Largest Manufacturer of Gloves**  
 GOOD HEALTH, SAFETY FIRST & BE HONEST

Registration No. 1992810171 (200483 T)  
 SST No. B16-168-2200008

A member of Top Glove Corporation Bhd. a Public Listed Company on Bursa Malaysia & Singapore Exchange  
 1st Floor, Jalan Terasa Baka 4, P.O. Box 1099, 11500 Seberang Jaya, Malaysia

FACTORYS: +603 2292 6317 +603 2392 6348 +6012 2896 270 sahn@topglove.com.my www.topglove.com

BUSINESS DIRECTION: To Produce Consistently High Quality Gloves At Efficient Low Cost

FACILITIES: 50 Factories (Malaysia, Thailand, Vietnam & China), 812 Production Lines, 100 Billion Gloves Per Annum, 22,000 Employees

MARKET: Exports to 195 countries worldwide with Marketing Offices in the USA, Germany and Brazil

Date : 14<sup>th</sup> March 2022

**NEPAL RECRUITMENT CONSULTANCY PVT. LTD.**  
 P.O. Box No.: 7068, Singmangal-9,  
 Shambhu Marg, Airport,  
 Kathmandu, Nepal.

Dear Sir,

**RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the Ministry of Home Affairs Approval Reference KDN16031/JLBEH5821884 (L) dated 11/02/2022, we hereby appoint your company to recruit 140 Male and 10 Female Nepal workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : 150 Workers (140 Male & 10 Female)
- Sector : Manufacturing
- Job Description : General Worker
- Age (18 – 45 years old) : 18 – 45 years old
- Contract Period : 2 years
- Wages  
 Basic monthly wage : RM1,400.00 month (RM53.85 /day x 26 days)  
 a. Allowances : RM0  
 b. Overtime (OT) : RM856.25 month  
 (Average 65 hours to maximum 104 hours per month)  
 Normal day : RM1,400/26 days/8 hours x 1.5 x 65 hours = RM856.622  
 Rest day : RM1,400/26 days/ 8 hours x 2.0 x 1 hours = RM13.46  
 Public Holidays : RM1,400/26 days/ 8 hours x 3.0 x 1 hours = RM20.19  
 Total minimum monthly income: RM2,056.25 month
- Working days : 6 days per week
- Working hours : 8 hours per day or 48 hours per week

"TO PREVENT CORRUPTION & BRIBERY, CORRUPTION & BRIBERY IS A CRIME.  
 BE HONEST AND NO CHEATING"

**KONICA MINOLTA**

Date: 29 Jan 2018

Nepal Recruitment Consultancy Pvt. Ltd  
 Ward No.8, Dhapasi,  
 Kathmandu, Nepal.

Attn: Mr Vijay Lama  
 Recruiting License no: 1004/068/069

Dear Sir,

**RE: LETTER OF DEMAND FOR RECRUIT NEPAL MALE WORKER**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning this recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : Eighty (80) male workers
- Job category : Factory worker (Manufacturing Sector)
- Age : 18 years old and not over 25 years.
- Contract period : 3 years and can be extended for continuous years with mutual agreement of the employer and the employee.
- Salary  
 Basic Salary : RM 38.46 / 26 days = RM 1000.00  
 Overtime (Estimation, depend on production job order) : RM7.21/hour x 3 x 20 days = RM 432.60  
 Estimate monthly income and subject to production demand (except festive month) = RM 1,432.60
- Food : Self-arrange by employee
- Working days : Monday to Saturday
- Working hours : 8 hours per day or 48 hours per week (Rest time shall not be included in working time.
- Overtime : in accordance with Malaysian Labour Law:  
 On normal day: salary x 1.5  
 On Sunday x 2.0  
 On Public holiday x 3.0
- Insurance Coverage : Free FWCS (Foreign Workers Compensation Scheme) covered by the Employer. SKIPPA (Hospitalization Insurance) RM127.20 / year will advance by The Employer and deduct from worker's salary after their arrival
- Accommodation : 11.1 The employer shall provide the employee safe and hygienic accommodation, equips with basic amenities like water, electricity, mattress, pillow and basic cooking utensils. RM50.00 per month will be deducted from Employee's monthly salary.

KONICA MINOLTA BUSINESS TECHNOLOGIES (MALAYSIA) SDN BHD (1095149-P)  
 No. 8, Jalan TU 62, Kawasan Perindustrian Tasik Utama, 75450 Ayer Keroh, Melaka.  
 Tel : 06-233 2930 Fax : 06-233 2935

**FABER-CASTELL**  
 since 1817

Date : 27/02/2017

Nepal Recruitment Consultancy Pvt. Ltd  
 Ward No.8, Dhapasi,  
 Kathmandu, Nepal.

Attn: Mr Vijay Lama  
 Recruiting License no: 1004/068/069

Dear Sir,

**RE: LETTER OF DEMAND FOR RECRUIT NEPAL MALE WORKER**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning this recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : Thirty Five ( 35 ) male workers
- Job category : Factory worker ( Manufacturing Sector )
- Age : 18 years old and not over 35 years.
- Contract period : 3 years and can be extended for continuous years with mutual agreement of the employer and the employee.
- Salary  
 Basic Salary : RM38.46 / 26 days = RM1000.00  
 Overtime ( Estimation, depend on production job order ) : RM7.21 / hour x 3 x 20days = RM 432.60  
 Total salary estimate (except festive month) :- = RM 1,432.60
- Food : Self-arrange by employee
- Working days : Monday to Saturday
- Working hours : 8 hours per day or 48 hours per week (Rest time shall not be included in working time.
- Overtime : in accordance with Malaysian Labour Law:  
 on normal day : salary x 1.5  
 on Sunday x 2.0  
 on Public holiday x 3.0
- Insurance Coverage : Free FWCS (Foreign Workers Compensation Scheme) covered by the Employer. SKIPPA (Hospitalization Insurance) RM127.20 / year will advance by The Employer and deduct from worker's 3rd month salary after their arrival.

A. W. Faber-Castell (M) Sdn. Bhd., (040619-U)  
 No. 9, Jln TP2, Taman Perindustrian Sime UEP, 47620 Subang Jaya, Selangor, Malaysia.  
 Tel: 603-8024 6363 Fax: 603-8024 7886 E-mail: info@faber-castell.com.my www.faber-castell.com.my

**Cargill**

Date : 06/03/2017

Nepal Recruitment Consultancy Pvt. Ltd  
 Ward No.8, Dhapasi,  
 Kathmandu, Nepal.

Attn: Mr Vijay Lama  
 Recruiting License no: 1004/068/069

Dear Sir,

**RE: LETTER OF DEMAND FOR RECRUIT NEPAL MALE WORKER**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning this recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers : Fifty ( 50 ) male workers
- Job category : Factory worker ( Manufacturing Sector )
- Age : 18 years old and not over 35 years.
- Contract period : 3 years and can be extended for continuous years with mutual agreement of the employer and the employee.
- Salary  
 Basic Salary : RM42.31 / 26 days = RM 1100.00  
 Overtime ( Estimation, depend on production job order ) : RM7.93 / hour x 2.5 x 20days = RM 396.50  
 Full Attendance Allowance = RM 30.00  
 Safety incentive = RM 30.00  
 Estimate monthly income and subject to production demand / except festive month) = RM 1,576.50
- Food : Self-arrange by employee
- Working days : Monday to Saturday
- Working hours : 8 hours per day or 48 hours per week (Rest time shall not be included in working time.
- Overtime : in accordance with Malaysian Labour Law:  
 on normal day : salary x 1.5  
 on Sunday x 2.0  
 on Public holiday x 3.0

Cargill Palm Products Sdn. Bhd. (Reg. No. 45493-B) 167, Jalan Kim 42000 Port Klang, Selangor Darul Ehsan, Malaysia Tel: +603-3165 3888 Fax: +603-3168 6546



# Demand Letter



**Engineering & Construction**
  
**AI ATTIAH ARCHITECTURAL CONSTRUCTION**
  
 29 December 2020

**M/S NEPAL RECRUITMENT CONSULTANCY PVT. LTD.**  
 Kathmandu, Nepal  
 License No. 1004/068/069  
 Regd No. 79683/067/068

**DEMAND LETTER**

Dear Sir/Madam  
 We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01	LABOURER	78	QAR 1,000	One Thousand Qatar Riyals	Provided by the Company
02	DRIVER (LIGHT)	10	QAR 1,400	One Thousand Four Hundred Qatar Riyals	Provided by the Company
03	MASON	10	QAR 1,100	One Thousand One Hundred Qatar Riyals	Provided by the Company
04	PLUMBER	5	QAR 1,100	One Thousand One Hundred Qatar Riyals	Provided by the Company
07	ELECTRICIAN	10	QAR 1,100	One Thousand One Hundred Qatar Riyals	Provided by the Company
06	PANTER	5	QAR 1,100	One Thousand One Hundred Qatar Riyals	Provided by the Company
07	HEAVY VEHICLE DRIVER	5	QAR 1,900	One Thousand Nine Hundred Qatar Riyals	Provided by the Company
08	FOREMAN	5	QAR 2,500	Two Thousand Five Hundred Qatar Riyals	Provided by the Company
09	PLASTER WORKER	5	QAR 1,100	One Thousand One Hundred Qatar Riyals	Provided by the Company

The following Terms & conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : Doha Qatar
- Air Ticket : For joining the Company for the first time (KTM-DOHA) and then Up & Down air ticket will be provided after the completion of two years contract.
- Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar Labour Law.
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
- Service Charge : provided by the company.
- Other Term & Conditions : As per Qatar Labour Law.  No

**AL ATTIAH ARCHITECTURAL CONSTRUCTION**  
**HAMAD ABDULLA HA AL-ATTIAH**  
 Chief Executive Officer

Engineering & Construction  
 Arab, Arab, Arab

ISO 9001 ISO 14001 OHSAS 18000  
 Tel: +974 44119117 / 8 Fax: +974 44119116 P.O.Box:54444 Doha - Qatar www.alattiyahgroup.com

**Contracting & Trading W.L.L.**
  
 للمقاولات والتجارة ذ.م.م

20 February 2021

**M/S NEPAL RECRUITMENT CONSULTANCY PVT. LTD.**  
 Kathmandu, Nepal  
 License No. 1004/068/069  
 Regd No. 79683/067/068

**DEMAND LETTER**

Dear Sir/Madam  
 We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01.	REINFORC FITTER	50	1,100	One Thousand One Hundred Qatar Riyals	Provided by the Company

The following Terms & conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : Doha Qatar
- Air Ticket : For joining the Company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years contract.
- Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar Labour Law.
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
- Service Charge : provided by the company.
- Other Term & Conditions : As per Qatar Labour Law.  Yes

**BADR CONTRACTING TRADING**  
**AHMAD NASSER R S AL-KAABI**  
 Owner

BADR Cont. & Trading W.L.L.  
 P.O. Box 605 DOHA - QATAR

44664415 / 25 / 35 44664405  
 P.O.Box: 608 - Doha / C.R. No.: 30097

E-mail: info@badrcontracting.com  
 Web : www.badrcontracting.com

**Jaber Trading & Construction Est.**
  
 مؤسسة جابر للتجارة والإنشاءات

Date: 19/12/2016

**DEMAND LETTER**

To,  
 M/S NEPAL RECRUITMENT CONSULTANCY PVT. LTD.  
 Kathmandu, Nepal  
 License No. 1004/068/069

Dear Sir,  
 This is to request you to recruit the following Nepali workers for employment on the behalf of our company and alias with the relevant authorities concerning recruitment under following terms and conditions.

S No.	CATEGORY	QTY	SALARY (QR)
1	LABOURER	30	900
2	PLUMBER	15	1100
3	A/C TECHNICIAN	15	1100
4	ELECTRICIAN	15	1100
5	DUCTING	15	1100
6	PLASTER WORKER	35	1100
7	TILE MAKER	35	1100

**Terms & Conditions:**

- Food : Provided by company
- Accommodation : Provided by company
- Medical/Insurance : Provided by company
- Uniform : Provided by company
- Transportation : Provided by company
- Over time : As per company rules
- Working hours/days : 8 hours/Day (6 Days a week)
- Period of Contract : 2 Years
- Leave : 21 days/year OR as per company policy
- Joining Air Ticket : provided by company
- Return Air Ticket : Provided by Company (After completion of contract)
- Residential Permit : Provided by the company
- Visa charge : Free of Cost
- Service Charge : Not provided by company.

All other terms and conditions are as per the Country Labor Law.

Thanking you.

For: Jaber Trading & Construction Est.

**JABER ABDULLAH HAMAD ALMANSOORI**  
 CHAIRMAN

Tel: 44447740 - Fax: 44411146 - P.O.Box: 4805 - DOHA - QATAR

**CONVERT**
  
 Engineering & Trading W.L.L.

+974 441 603 43 info@convert-qa.com  
 +974 446 041 19 www.convert-qa.com  
 P.O. Box 55429 Doha-Qatar C.R.No.:48261

08 June 2021

**M/S NEPAL RECRUITMENT CONSULTANCY PVT. LTD.**  
 Kathmandu, Nepal  
 License No. 1004/068/069  
 Regd No. 79683/067/068

**DEMAND LETTER**

Dear Sir/Madam  
 We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

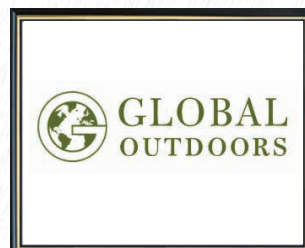
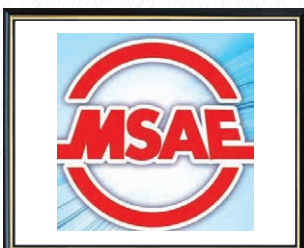
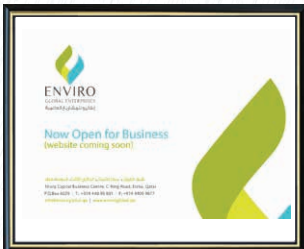
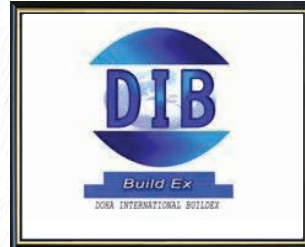
No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01.	BUILDING WORKER	139	1,000	One Thousand Qatar Riyals	Provided by the Company

The following Terms & conditions shall be included in the contract.

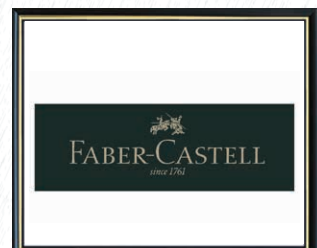
- Period of employment : Two years (renewable)
- Place of Employment : Doha Qatar
- Air Ticket : For joining the Company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years contract.
- Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar Labour Law.
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be provided by the company
- Water, electricity & gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company (to and from the work site)
- Uniform, and safety Materials : Provided by the company
- Service Gratuity and Leave pay : Provided by the company as per Qatar Labour Law.
- Service Charge : provided by the company.
- Other Term & Conditions : As per Qatar Labour Law.  Yes

**CONVERT ENGINEERING AND TRADING**  
**ISLAM MISER SADEIK MOHAMED MOHAMED**  
 General Manager

CONVERT Engineering & Trading W.L.L.  
 C.R. No: 48261 - P.O.Box: 55429  
 Doha - Qatar



# Our Valuable Clients



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



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.

**Capital:** Kathmandu (Largest City) 27°42'N85°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 km<sup>2</sup>/56,827 sq mi (95th)

Water (%) 2.8

**Population:**

2022 Census 30,098,312

Density 203/km<sup>2</sup>, 526/sqmi

**GDP (PPP) 2012 Estimate:**

Total \$ 41.22 Billion

Per Capital \$ 1,200

**GDP (Nominal) 2012 Estimate**

Total \$ 19.921 Billion

Per Capital \$ 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

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

The population of Nepal is approximately 30,098,312

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.

नेपाल सरकार  
श्रम तथा यातायात व्यवस्था मन्त्रालय  
**वैदेशिक रोजगार विभाग**  
**इजाजतपत्र**

इजाजत पत्र नं. १००५/०६८/०६८ मिति: २०६८/११

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी **नेपाल रिक्रुटमेन्ट कन्सल्टेन्सी प्रा. लि. धापासी -८, काठमाण्डौ!** लाई यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको  
दस्तखत:-   
नाम:- **महेन्द्रराज शर्मा** महानिर्देशक  
दर्जा:- **महानिर्देशक**  
मिति:- २०६८/११

नेपाल सरकार  
उद्योग मन्त्रालय  
**कम्पनी रजिष्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण-पत्र**

दर्ता नं. ७९६८३/०६७/०६८

श्री **नेपाल रिक्रुटमेन्ट कन्सल्टेन्सी प्राइभेट लिमिटेड कम्पनी संवत् २०६७ साल माघ महिना ०४ गते** मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०६७/१०/४

स. रजिष्ट्रार  
**सहायक रजिष्ट्रार**

Government of Nepal  
Ministry of Industry  
**Office of the Company Registrar**

Registration No: 79683/067/068

**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to M/s **Nepal Recruitment Consultancy Private Limited** having incorporated it on the **18** day of **Jan. 11** pursuant to sub-section (1) of section 5 of the Companies Act 2006.

Date: 2011/1/18 Assst. Registrar

**शुनं** कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नमानिने हुनाले कानून अनुसार तिनपुर्ने अनुमति सम्बन्धित तिकायबाट लिपर् मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्न पर्नेछ ।

नेपाल सरकार  
उद्योग मन्त्रालय  
**अन्तर्राष्ट्रिय रोजगार विभाग**

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

**जायकरना मात्र दर्ता**

स्थायी लेखा नम्बर	३ ० ५ ७ ८ ३ २ ७ ६	आयकर	०५	१०	२०६७
करदाता लेखा कार्यालय	महाराजगंज	मु. अ. कर			
		अन्तःशुल्क			

दिना महिना साल

कारोबारको नाम : नेपाल रिक्रुटमेन्ट कन्सल्टेन्सी प्रा. लि.

करदाताको प्रकार : प्राइभेट लिमिटेड

ठेगाना : वार्ड नं. २९, सामाखुडी महानगरपालिका: का.म.पा., काठमान्डौ

व्यवसाय कारोबारको प्रकार : वैदेशिक रोजगार

करदाताको दस्तखत कर अधिकारीको दस्तखत

**करदातालाई पाउनुपर्ने शुनं शर्तहरू:**

- करदातालाई पाउनुपर्ने शुनं शर्तहरू जारी गरिएको छैन।
- म. अ. करको शुनं शुल्कको दस्तखत गर्ने ल्यान्डिङ वा डेपोजिटको साक्ष्यको साथै २९ दिनेसमा म. अ. कर विवरणको साथ म. अ. कर रकम बुझाउनु पर्नेछ।
- प्रत्येक शुनं शुल्कको दस्तखत गर्ने ल्यान्डिङ वा डेपोजिटको साथै २९ दिनेसमा म. अ. कर विवरणको साथै २९ दिनेसमा म. अ. कर रकम बुझाउनु पर्नेछ।
- प्रत्येक शुनं शुल्कको दस्तखत गर्ने ल्यान्डिङ वा डेपोजिटको साथै २९ दिनेसमा म. अ. कर विवरणको साथै २९ दिनेसमा म. अ. कर रकम बुझाउनु पर्नेछ।
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- यो प्रमाणपत्र शुनं शुल्कको दस्तखत गर्ने ल्यान्डिङ वा डेपोजिटको साथै २९ दिनेसमा म. अ. कर विवरणको साथै २९ दिनेसमा म. अ. कर रकम बुझाउनु पर्नेछ।
- यो प्रमाणपत्र शुनं शुल्कको दस्तखत गर्ने ल्यान्डिङ वा डेपोजिटको साथै २९ दिनेसमा म. अ. कर विवरणको साथै २९ दिनेसमा म. अ. कर रकम बुझाउनु पर्नेछ।

S.No. 597	Schedule-2
 <p>Government of Nepal  <b>Ministry of Labour, Employment and Social Security</b>          Department of Foreign Employment          Kathmandu, Nepal</p>	
<p><b>AUTHORITY CERTIFICATE FOR          SENDING TRAINEE WORKERS TO JAPAN</b></p>	
<p>It is certified that <b>NEPAL RECRUITMENT CONSULTANCY PVT. LTD.</b> Company Licence No. <b>1004/068/69</b> situated in <b>KATHMANDU</b> is authorized as being the sending agency under Industrial Training and Technical Intern Training Program under JITCO. This Certificate holder must comply with the Foreign Employment Law, JITCO Directive and Instructions issued by the Ministry.</p> <p>This certificate is valid <b>Until Renewed</b> and should be renewed every year within <b>31<sup>st</sup> July</b> days of its expiry.</p>	
<p>Pradeep Kumar Dhakal          Name: Section Officer          Issue Date: <b>20 Feb. 2022</b></p>	 Pradeep Kumar Dhakal Section Officer Authorized Signature

Regd. No.: 388/048/049	
	<p><b>नेपाल बैदेशिक रोजगार व्यवसायी संघ</b>  <b>Nepal Association of Foreign Employment Agencies</b></p>
<p><b>MEMBERSHIP CERTIFICATE</b></p>	
<p>Name of Agency : <b>NEPAL RECRUITMENT CONSULTANCY PVT. LTD.</b></p> <p>Govt. License No. : <b>1004/068/069</b></p> <p>This is certify that the above agency has been granted membership of this Association. The membership number given is <b>822</b></p>	
<p>  <b>Kamud Khanal</b>          Secretary General</p>	<p style="text-align: center;">NEPAL 2049</p> <p>Date <b>16<sup>th</sup> NOVEMBER 2011</b></p> <p>  <b>Som Lal Batajoo</b>          President</p>
<p>P.O. Box: 9376, Tej Bhawan, Lazimpat, Kathmandu, Nepal, Tel: +977-1-4426720, Fax: +977-1-4426717, E-mail: nafea@wlink.com.np, www.nafea.com.np</p>	



This

## Certificate of Attendance

is hereby awarded to

**Mr. Vijay Lama**

From: Nepal Recruitment Consultancy Pvt. Ltd.

for attending the

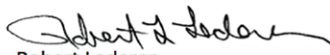
RBA Foundation Ethical Recruitment Appreciation Course for Labor Providers

conducted on 27 - 28 November 2019

in Kathmandu, Nepal

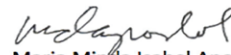
Certificate#: 3494408

Signed:



Robert Lederer

Executive Director, Responsible Business Alliance



Maria Minda Isabel Apostol

CEO, The FAIR Hiring Initiative, Inc.



## Nepal Recruitment Consultancy Pvt. Ltd.

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Name of the Owner of the Agency : **VIJAY LAMA**

Agency Name : **NEPAL RECRUITMENT CONSULTANCY PVT. LTD.**

License No : **1004/068/069**

Date of issue : **18/08/2021**

**CARD NO (486)**

**Ali Abdurrahman Alsharhan**

Authorized Seal and Signature



## **Nepal Recruitment Consultancy Pvt. Ltd.**

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