

Govt. License No: 1341/074/75



Company Profile



Aayush Overseas Pvt. Ltd.

Sinamangal-09, Kathmandu, Nepal

Tel: +977 -1- 5918559

Email: info@aayushoverseas.com.np, aayushoverseas123@gmail.com

www.aayushoverseas.com.np

LICENSE/CERTIFICATES

**Government of Nepal
Ministry of Labor and Employment
Department of Foreign Employment**

Licence No.: 1341/074/75 Date: 2074/07/20 B.S.
(November 06, 2017 A.D.)

LICENCE

This Licence has been issued to the Aayush Overseas Pvt. Ltd., authorizing to operate Foreign Employment Services subject to the terms and condition mentioned in this Licence, Foreign Employment Act, 2064 (2007 A.D.) and Regulation 2064 (2007 A.D.).

Issuing Authority
Name: Bishwo Raj Pandey
Designation: Director General
Signature: Sd.
Date: 2074/07/20 B.S.
(November 06, 2017 A.D.)

Date of Renewal	Date of Validity	Renew Fee	Additional Renew Fee	Signature of Renewal
2078/03/31 B.S. (July 15, 2021 A.D.)	Till the end of Aash 2081 (July 15, 2024 A.D.)	30,000/-		Sd. Section Officer 2078/03/31 B.S. (July 15, 2021 A.D.)

Conditions:

- No work shall be carried out by opening branch Office without obtaining approval.
- No work shall be done through agent.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- Directions issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in prevailing acts and rules.

(The Employer Signs, Seal and Stamp)

Signature: *[Signature]*
Name: Aayush Overseas Pvt. Ltd.
Date: 2074/07/20 B.S.
Certificate Number of the Ministry Public 2074
Date of Expiry of Certificate: Feb. 15, 2022 AD
Date of Issuance of Certificate: Nov. 06, 2017 AD

(Seal and Stamp of the Ministry of Labor and Employment)

**Government of Nepal
Ministry of Finance
Inland Revenue Department**

PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Permanent Account No. [6][0][5][9][9][5][2][5][3]

Inland Revenue Office: Maharganj

Registration Date: 01/07/2074
Income Tax: 18/10/2017
Day Month Year

Business Name: Aayush Overseas Pvt. Ltd.
Type of Taxpayer: Private Limited
Address: Ward No. 9, Dhapasi
Municipality: Tokha
Kathmandu
Businesses Activities: Foreign Employment

SD. SD.
Signature of Tax Payer 2074/07/01 B.S. (October 18, 2017 A.D.)
Signature of Tax Officer

Terms and conditions to be followed by the Tax Payer

-Bill shall be issued mandatorily at the time of transaction.
-If issuer registered in VAT shall have to submit the statement and vat amount (monthly or bi monthly or four monthly) in each tax period within 20 days from the expiry date of the tax period.
-Transactions which levied excise duty subject to no other provisions shall have to submit monthly report and excise amount within 20 days from the expiry of the each month.
-Excise tax statement of each fiscal year shall have to submit within and of the month.
-Income tax and penalty shall be imposed on if failed to submit the statement and tax amount.
-This certificate should be displayed for all at the business place of office.
-If in case any confusion contact to the office.

(The Employer Signs, Seal and Stamp)

Signature: *[Signature]*
Name: Aayush Overseas Pvt. Ltd.
Date: 16/07/2074
Certificate Number of the Ministry Public 2074
Date of Expiry of Certificate: Feb. 15, 2022 AD
Date of Issuance of Certificate: Nov. 06, 2017 AD

(Seal and Stamp of the Ministry of Finance)

Certificate of Registration

This certificate has been awarded to

AAYUSH OVERSEAS PRIVATE LIMITED
SINAMANGAL - 09, KATHMANDU, Nepal

In recognition of the implementation of Quality Management System which complies with

ISO 9001:2015

The scope of activities covered by this certificate is defined below

FOREIGN RECRUITMENT AGENCY

Certificate Number: 32220/00000/00000

Party/Address of Certification	Scope	Issue Date	Expiry Date	Classification Grade
AAYUSH OVERSEAS PRIVATE LIMITED SINAMANGAL - 09, KATHMANDU, Nepal	FOREIGN RECRUITMENT AGENCY	15 January 2021	15 January 2023	A

Presented By: *[Signature]* Mahesh Sapkota (General Manager, Quality Management)

(Seal and Stamp of URS)

(Seal and Stamp of IAF)

(Seal and Stamp of ISO)

CERTIFICATE OF ATTENDANCE

This is to certify that

Mr. Udit Narayan Sah
Aayush Overseas Pvt. Ltd.

has attended Training on

**Responsible Business Alliance Code of Conduct (RBA COC) and
RBA COC audit Practices, Requirements and Audit Preparation**

Certificate No: 110055
Presented By: URS (www.ursnepal.com)
Date of Course: 11-12 DEC, 2020
Location of Course: Kathmandu, Nepal

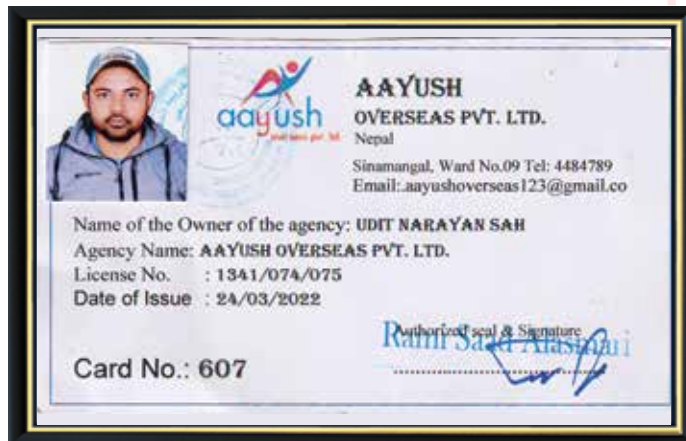
(Signature)
Course Manager

URS is UK based ISO standards certification body & also provides local auditor training on ISO standards management system

COMPANY PROFILE

Name of the Company : Aayush Overseas Pvt. Ltd.
Types of Service : Manpower Consultant and Recruiting Agency
Registration Authority : Ministry of Industry & Commerce Office of the Company
Registrar Company Registration No: 164026/073/074
Ministry of Labour, Employment & Social Security
Department of Foreign Employment Govt. License No: 1341/074/075
Ministry of Finance, Department of Internal Revenue
Pan No: 605995253
Member : Nepal Association of Foreign Employment Agencies
Contact Person : **Udit Naryan Sah** (Chairman)
Cell: +977 9805902727, 9851118114
E-mail: uditsah044@gmail.com
Capital Structures : Authorized - 20 Million Nepalese Rupees (USD 175,000)
Issued - 10 Million Nepalese Rupees (USD 87,500)
Legal Advisor : Ghuran Sah
Official Bank : Prime Commercial Bank Ltd./Nepal Rastra Bank
Operated / Managed by : Business Finance, HR, Law 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 : Sinamangal-09, Kathmandu, Nepal
Tel: +977 -1- 5918559
E-mail: info@aayushoverseas.com.np, aayushoverseas123@gmail.com
Web: www.aayushoverseas.com.np

SAUDI ID



MESSAGE FROM CHAIRMAN



Dear valuable Client's,

It's our great honor to introduce our as one of the reputed agency among Nepal's Leading Recruiting Agency under Ministry of Labour and we would like to invite you to consider our agency as a manpower supplier to your reputable organization from Nepal.

We, at Aayush Overseas Pvt. Ltd. firmly believe that human potentiality should be utilized to the maximum extent for the betterment of the world and they are the organization's assets; we therefore understand the importance of providing you the best people to work in your good organization. We have developed the expertise and know how in calibrating qualified candidate for the position as per your organization requirements through personal interview by our Agency professional human resources consultants.

Indeed, we also believe that our unrevealed reputation is one of the key factor that lots of organization around the gulf region choose Aayush Overseas Pvt. Ltd. to work for their needs and that's what has helped us to emerge as one of the fastest growing recruitment agency amongst the top tier nationally.

Finally we would like to thank you very much for taking out some of your precious time to read our proposal. We earnestly request you to list our Agency as a human resource consultant with your esteemed organization and provide us with an opportunity of serving you. We assure you of utmost satisfaction. We shall always be looking forward to have with an opportunity to serve you.

Thanking you.

With Best Regards,

Udit Naryan Sah
Chairman

MESSAGE FROM MARKETING DIRECTOR



Purna Bahadur Oli

Marketing Director

Email: purnabahdur54@gmail.com

Dear valuable Client's,

We take pleasure in introducing ourselves as an emerging and trust worthy Manpower licensed by the Labor Ministry Government of Nepal. We have proven record of extensive experience in meeting the manpower requirements of the Middle East.

Aayush Overseas Pvt. Ltd. is proficient and experienced in supplying enthusiastic, reliable and energetic workforce-professionals, skilled and semi skilled etc all around the world. Our vision is to be a quality conscious company assuring better performance of the workers having sincerity, honesty, loyalty and hardworking ability. since more than a decade, I always consider the fact that the human potentiality should be utilized to the maximum extent for the betterment of the world. Hence, our priority is always to bridge up the and the human resources. In short, we undertake the responsibility to provide the right man for the job.

Thanking you.

With Best Regards,

MESSAGE FROM MARKETING DIRECTOR



Dear valuable Client's,

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Thanking you.

With Best Regards,

Sushant Puri

Marketing Director

Email: mkt@aayushoverseas.com

COMPANY INTRODUCTION

It is a matter of our great pleasure to introduce Aayush Overseas Pvt. Ltd. as one of the leading human resources supplier agencies in Nepal. The company is dedicated to provide highly skilled, skilled, semi-skilled and unskilled manpower to support the human resources of the companies around the world.

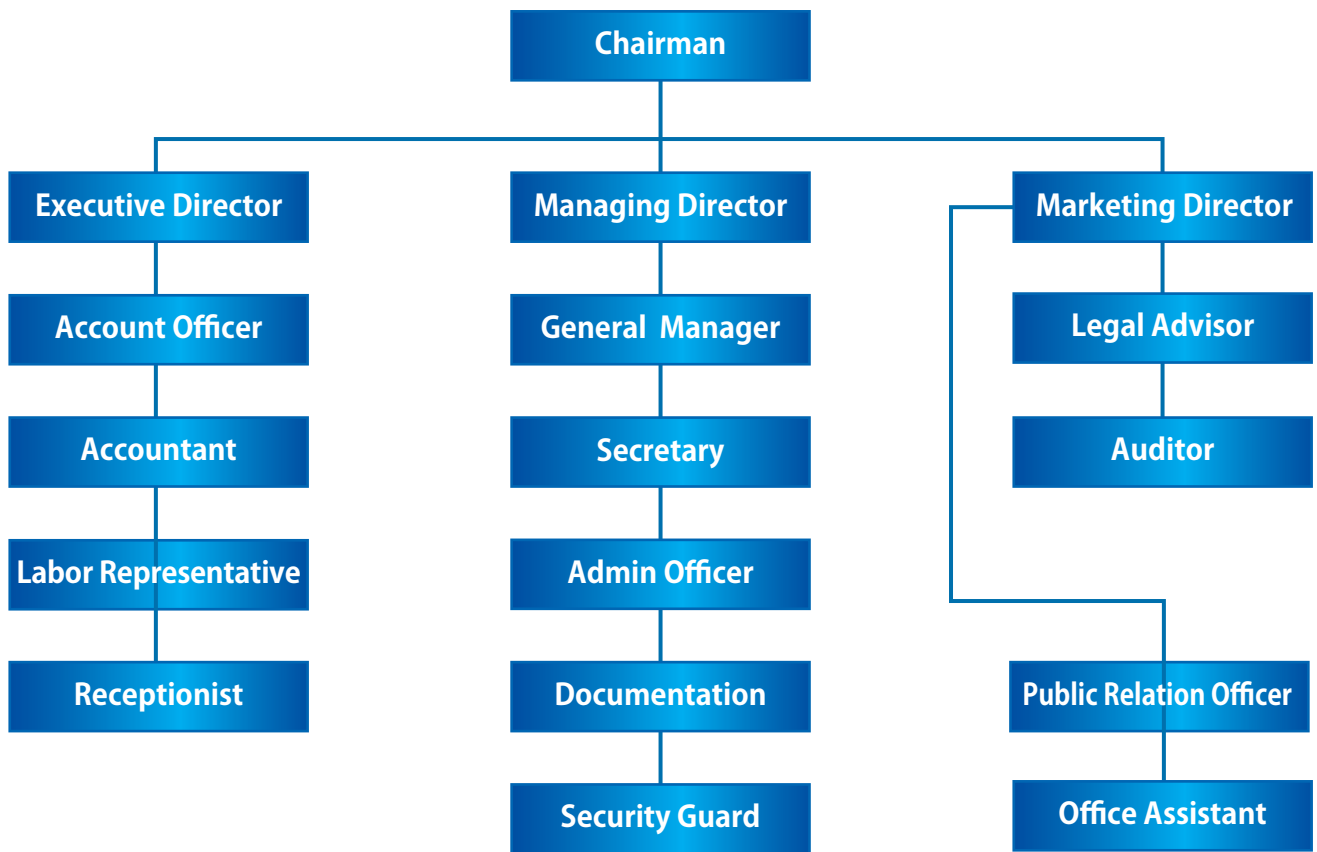
Aayush Overseas Pvt. Ltd. has been strongly set up by successful personalities with professional expertise in the field and many more with the License Number 1341/074/075 received from the Labor Ministry of Nepal to export the competent manpower from Nepal to manpower importing countries to excel the business status of the employer companies and better quality of employees' life as well as career. The members of the board of directors have been operating the business with excellence and the clients' ample satisfaction.

Aayush Overseas Pvt. Ltd. has the enormous capacity to fulfill the manpower demand of any scale. We are committed to providing qualitative, prompt, reliable and sustainable manpower services to our valued clients so it extends the hands for honest and long-term business relationship with you. Therefore, it is at work day and night to provide you the people you need.

Therefore, you are cordially requested to feel free to contact us for the best quality of service at any time from around the globe.



ORGANIZATION CHART



Barun Sah
HR Manager



Manoj Raj Khadka
Manager



Sangita Bhandana
Accountant



Rudra Khadka
Public Relation Manager

OUR TEAM

We take this privilege to introduce our organization Aayush Overseas Pvt. Ltd. as one of the highly trusted employment solution provider located in the capital city of Nepal, Kathmandu. We are successfully turning the dreams of employment seeker having desire to work overseas into reality.

Aayush Overseas Pvt. Ltd. offers total recruitment services for both employers as well as employees. We have expertise in several fields of recruitment options for skilled, semi-skilled and unskilled. In our business sincerity, and honesty definitely counts. Considering this sincerity, honesty and fulfillment of our commitment have been our topmost priority. Our future employees are encouraged to adopt our strong and ethical values, which are tolerance, equality, commitment, solidarity and expertise. Let us also inform that we have always accentuated more on giving our utmost respect to our clients, business partners and the employing companies besides picking hard working, sincere, energetic, experienced workers.

Let us associate and work together for the norms of fair and good business.

Warm regards
Aayush Overseas Family



MISSION, VISION & OBJECTIVES

Our Mission

Aayush Overseas Pvt. Ltd., Specializes in helping to provide right human resources to the clients in all aspects/ features of the business start-up cycle from concept to operation.



Our Vision

To become a company driven by honours and transparent joint ventures worldwide and a dedicated team, focused on delivering unambiguous service to its clients, thereby setting the course in bringing a Change in the socio-economic status of a various country candidate and we strongly believe professional skill and work ethics employees are the assets of company.

Our Objective

The main objective of Aayush Overseas Pvt. Ltd. is to provide employment opportunities to various categories of professionals' technicians and skilled, semi-skilled as well as unskilled workers to country seeking experience and hardworking manpower. The company makes every effort to keep in touch with the workers sent abroad for employment until their return home. We have a team of well experience staff who are well equipped in selecting manpower through practical test and interview; this confirms the ability of candidates in delivering quality outputs to our clients.



Company's Quality Policy

1. We are committed to timely supplying manpower for Overseas clients that strictly confirm to their requirements as defined by them by working closely with them so as to provide a level of quality excellence to reflect leadership position.
2. We shall do our job right the first time and every time.
3. We shall continually improve our quality system.
4. The policy shall be communicated and explained to all employees and shall be reviewed periodically for the continued suitability

WHY CHOOSE US?

01

Understand the recruitment goal with consultation with HR of the company/ agency. Your focus is our focus.

06

We learn from you to help you. Feedback is very necessary to us to evaluate ourselves and grow.

02

Share the plan of actions with the HR of the company/agency to ensure the plan-of-action is appropriate.

07

We believe on "WALK TO WALK THAN TALK TO TALK". We concentrate on issues and services than to empty promises.

03

Listen feedback from the HR of the company/agency and commodate the feedback into plan-of-actions to meet the goal

08

Always available when there is any problem. Physically present at the site to resolve the problem. when it is necessary.

04

Provides timely and appropriate communication on work progress.

09

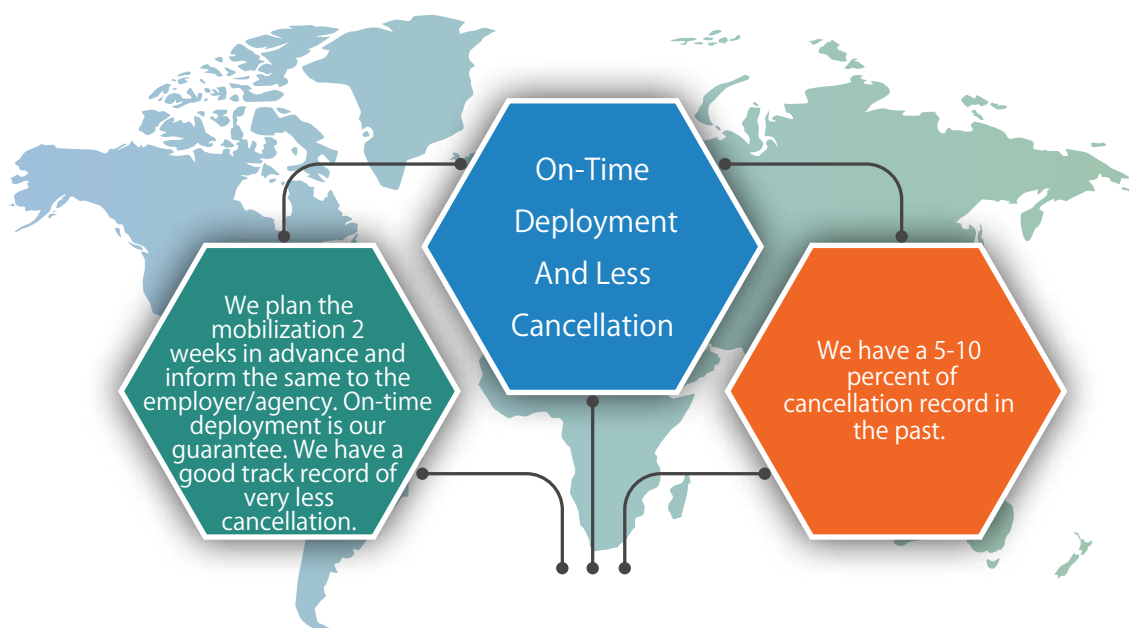
We serve a role of a MENTOR and we expect you as our MENTOR .

05

Available 24/7 to perform duty (sounds not practical. but this is what it is).

10

WE ARE NOT PERFECT. We believe that there is no perfection at all. It is always a learning. We learn to give our best .



CODE OF ETHICS

Aayush Overseas Pvt. Ltd. is an organization committed to providing recruitment service of the highest quality. To do this we recognize the need to operate in a highly ethical framework with a commitment to both corporate and individual responsibility and accountability. The purpose of the Code of Ethics is to instill confidence in the recruitment profession and to help an organization become a better recruiter. We truly believe that we can advance our profession by embracing this Code of Ethics.

01 No Conflict of Interest

02 Confidentiality & Privacy

03 Non-Discrimination

04 Protection of Intellectual Property

05 Anti - Bribery & Corruption

06 Fair Business & Promotion Practices

07 Freely Chosen Employment

08 Anti-human trafficking & slavery

09 No Child Labor

10 Accuracy, Retention of Business Records & Documents

11 Compliance with Laws & Regulations

OUR GUIDING PRINCIPLES



INTEGRITY

We adopt the highest ethical standard of our industry and operate with transparency and trust Integrity.



COMPASSION

We love and care for everyone and tread them as equals. It has a very significant value on how we work.



REALIZATION

We are guided by fact base reality. Hence, realization makes us aware and get experience from the failure.



EXCELLENCE

We always deliver what we promised. We shall never compromise to provide quality service to our client. Through our company commitment to excellence, we strive to meet our customer needs.



COLLABORATION

We believe in team work. We encourage our member to share their knowledge, skill & experience among other staffs.

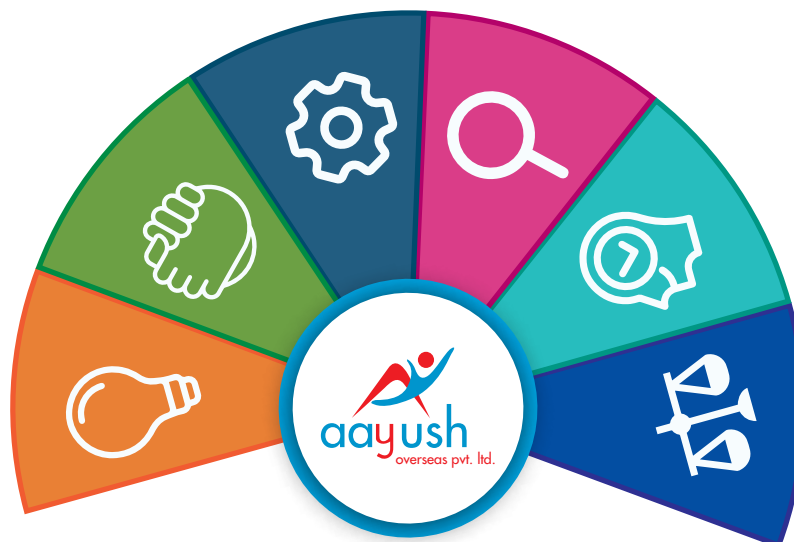
QUALITY POLICY

- ❖ To provide quality foreign recruitment service with customer satisfaction at the center and continuous improvement of organizational activities.
- ❖ Ensuring compliance with relevant industry specific standards and all statutory, regulatory and legal requirements including RBA and ILO.
- ❖ Enhancing the knowledge and skills of both management team and staff through review and actively pursuing an on-going training policy.

QUALITY OBJECTIVE

- ❖ To provide ethical and professional recruitment service to jobseeker and client.
- ❖ To carry out regular reviews of the QMS in order to monitor compliance and facilitate continual improvement.
- ❖ To implement prompt action in respect of non-conformity, complaint and recommendations.
- ❖ Always prioritize to take immediate action on grievances.

CORE VALUE



01

INNOVATE & IMPROVE

Innovation opens a window for creativity and high performance. We are committed to our continuous growth & development.

02

TEAMWORK

We work as a team. We share knowledge, experience and leverage continuous improvement for learning.

03

INTEGRITY

All individuals are accountable for the highest standards of ethical behaviour. We deliver recruitment services with honesty, transparency, equality and consistency.

04

TRANSPARENCY

We maintain total transparency with both recruiter and employee at the time of recruitment.

05

POSITIVITY

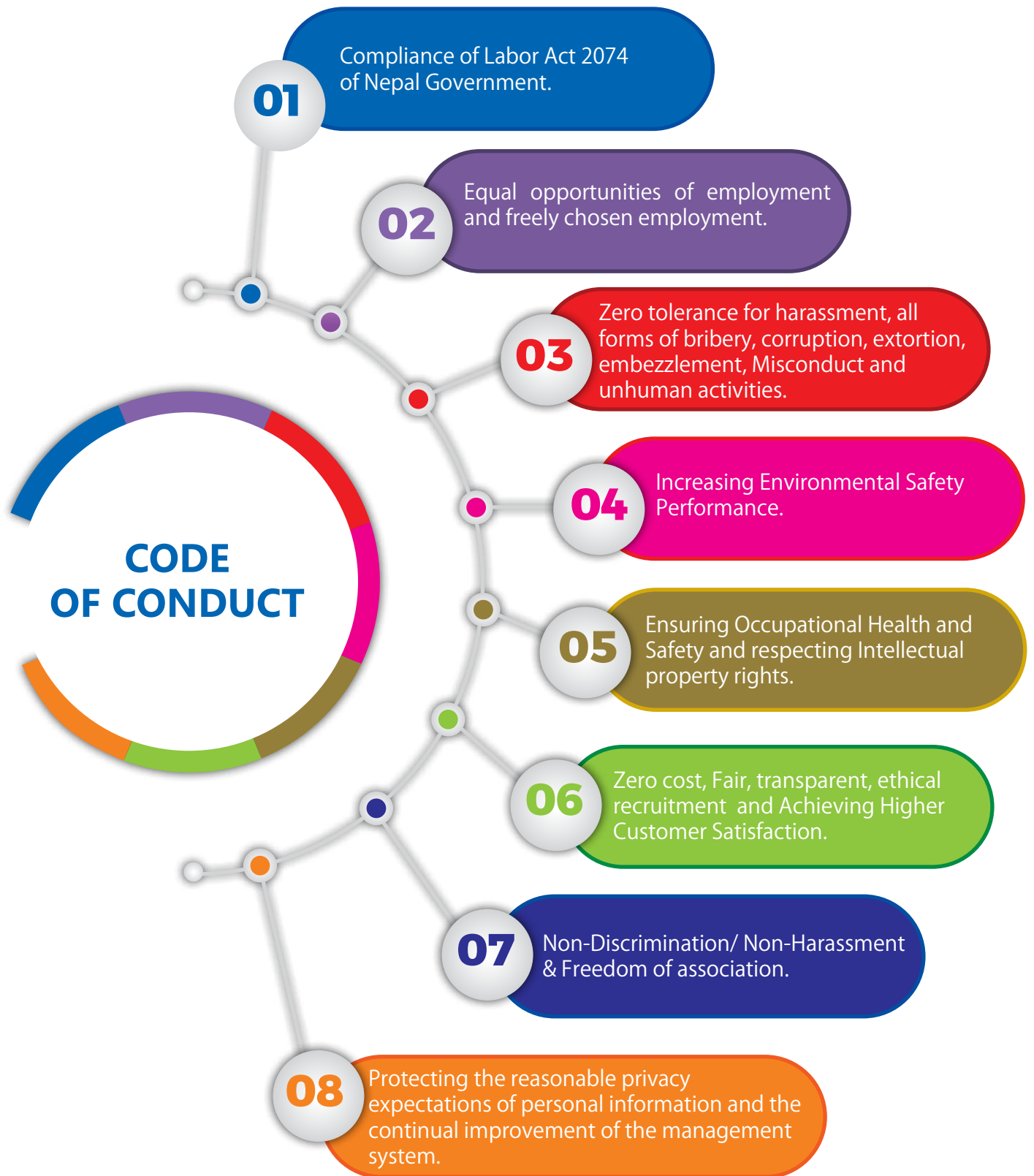
We strive to have a positive attitude in all that we do.

06

LAW

We respect the international laws and the laws of each nation and do our business there adequately.

OUR CODE OF CONDUCT



QUALITY EXCELLENCE MODEL



CATEGORY WE CAN 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.



CATEGORY WE CAN 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



CATEGORY WE CAN 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, Helper



CATEGORY WE CAN 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 (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 Aayush Overseas Pvt. Ltd. (License No. 1341/074/075), 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 Aayush Overseas Pvt. Ltd. (License No. 1341/074/075), 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 DOCUMENTS

DEMAND LETTER

No. _____ (PI) Ltd. Date: _____
Kathmandu, Nepal. VISA NO. _____
VISA DATE: _____

Demand Letter:
This letter is respectfully to request and request the below mentioned categories of workers on behalf of M/S COMPANY NAME or given terms and conditions.

Sl. No.	Category	No.	Salary
01	Technical Personnel	10	US\$ 1000 per month
02	Skilled	10	US\$ 800 per month
03	Unskilled	10	US\$ 600 per month
04	Service Charge	10	US\$ 500 per month
05	Food	10	US\$ 400 per month
06	Shelter	10	US\$ 300 per month
07	Other Fee	10	US\$ 200 per month
08	Probation Period	10	US\$ 100 per month
09	Residence Permit	10	US\$ 100 per month
10	Accommodation	10	US\$ 100 per month
11	Home & Security	10	US\$ 100 per month
12	Health Insurance	10	US\$ 100 per month
13	Medical Expenses	10	US\$ 100 per month
14	Travel Expenses	10	US\$ 100 per month
15	Other Terms & Conditions	10	US\$ 100 per month

Yours truly,
For M/S COMPANY NAME

POWER OF ATTORNEY

VISA NO: _____
Date: _____
VISA DATE: _____

Power of Attorney
We M/S COMPANY NAME a company registered under the laws of State of Nepal in the Country, do hereby nominate, constitute and appoint:

To, _____ (PI) Ltd.
Kathmandu, Nepal

To be as true and lawful attorney and agent in Nepal in respect of handling all the matters concerning recruitment of workers on contract, without bonded employment, completion of mandatory formalities etc. with the Ministry of Labour, Government of Nepal for all of necessary documents, matters and to do all the acts in connection with the recruitment of persons for service with said company.

We also authorize our agent to negotiate with the Ministry of Labour in cases where the Ministry considers the salaries offered to be lower than the minimum permitted.

This Authorization is valid for two (2) year from date of issue.

For M/S COMPANY NAME

EMPLOYMENT CONTRACT

Date: _____

Employment Contract
This agreement is made and entered into this _____ day of _____, 20____ M/S COMPANY NAME (hereinafter referred to as the "First Party")

Mr. _____ (Name), Nepal, Passport No. _____, in the capacity of the Second Party entered the following terms and conditions.

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

Sl. No.	Category	Conditions
01	Technical Personnel	100% experience
02	Skilled	50% experience
03	Unskilled	For joining the company for the first time and up to 3 months
04	Service Charge	Not provided to the company
05	Shelter	Provided to the company
06	Shelter & Food	Provided to the company on per week
07	Don't Take	Others as per company law
08	Probation Period	As per the law of the country
09	Residence Permit	Not provided to the company
10	Accommodation	Provided to the company
11	Home & Security	Provided to the company
12	Health Insurance	Provided to the company
13	Medical Expenses	Provided to the company
14	Travel Expenses	Provided to the company
15	Other Terms & Conditions	Others as per company law

First Party/Second Party
For M/S COMPANY NAME

SERVICE AGREEMENT

Date: _____

Service Agreement
This agreement has been made between M/S COMPANY NAME (hereinafter called the "FIRST PARTY") & _____ (PI) Ltd. (hereinafter called the "SECOND PARTY")

Whereas the Second Party agrees to contract the recruitment of workers for the Government of Nepal and to provide services to the Government of Nepal on the basis of the following terms and conditions:

1. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
2. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
3. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
4. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
5. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
6. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
7. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.
8. That the SECOND PARTY will make all the arrangements to supply workers from Nepal to the SECOND PARTY.

The First Party and the Second Party certify that they have read this agreement and that they are fully satisfied with its contents and that they have signed and sealed the same in the presence of the witnesses.

For M/S COMPANY NAME

GUARANTEE LETTER

Date: _____

Guarantee Letter
Dear Sir,
We hereby confirm to recruit Nepal workers (as per demand letter) through _____ (PI) Ltd. Kathmandu, Nepal.

We shall guarantee you for those recruited workers who will not be transferred to any other company besides our company as they will be working with us according to contract/agreement as at.

Yours truly,
For M/S COMPANY NAME

TERMS AND 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.

RECRUITMENT PROCESS

Review

Our deep understanding of the enterprise psyche, coupled with multi-dimensional analytical techniques 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 a 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 a 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 conveniently. Video conferencing, skype and/or telephonic interviews may be arranged as required.

Medical Fitness

Once the candidates are shortlisted 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, the 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 Aayush Overseas Pvt. Ltd. and a CC to the Ministry of Labor Nepal.

SAUDI CLIENTS LIST

- ABDUL AZIZ SULAIMAN AL-QASHAMI & PARTNER COMPANY
- ABDULLAH SAADOUN BIN HAMAD AL-ANZI FOUNDATION FOR MAINTENANCE AND CLEANING
- AIED DAHIM AL HAMOUD & PARTNERS TRADING & CONTRACTING CO.
- AL BUSTAN CAFÉ TO SERVE DRINKS
- AL DANA PACKAGING FACTORY
- AL MAWARED LOGISTIC SERVICES COMPANY
- AL MURSALAT GENERAL CONTRACTING EST
- AL REHAB ADVANCED TRADING & CONTRACTING CO.
- AL SARH PLASTIC FACTORY
- AL YAMAMA COMPANY FOR TRADING & CONTRACTING
- AL-AOUN AL-ARABIA CONTRACTING COMPANY
- AL-BAYNAH WATER COMPANY, ONE PERSON COMPANY
- AL-QEADI BLACKSMITH AND ALUMINUM WORKSHOP
- AL-TAYYER MANUFACTURING LINE FACTORY
- AMASSI ARAR RESTURANTS
- ARAB WINDMASON FACTORY COMPANY FOR INDUSTRY IS A ONE-PERSON COMPANY
- AYED DAHIM AL HAMOUD & PARTNERS TRADING AND CONTRACTING COMPANY
- AZHAR MANSOUR AL JADER CONTRACTING EST
- BASMAH AL MUSANADA CO.FOR TECHNICAL SUPPORT SERVICES
- BLACK OCEAN PLASTIC FACTORY
- CLASSY AND CLEAN WASH CAR EST.
- COMPLETE FURNITURE BUSINESS EST
- CONSTRUCTION AGENCIES CONTRACTING EST.
- CONSTRUCTION AGENCIES FOR CAR SERVICES
- CUPBOARD COFFEE AND BEVERAGE COMPANY
- DAR AL MASALA TRADING
- EDRAK CO. LTD.
- EXCELLENT ESTABLISHMENT FOR SERVING MEALS
- FAD ALKHALIJIAH CONTRACTING EST.
- FARAIID AL-QUHWAH FOR BEVERAGES
- GREEN GOLD COMPANY FOR INDUSTRY
- GULF TECHNICAL TRAINING CENTER
- HAIL OASIS WATER BOTTLING FACTORY
- HALA AL-DHAWAQ FOR SWEETS
- HESSA MOHAMAD SALIH AL DHOWAIHE TRADING EST
- INTELLIGENT S GENERAL CONT.CO
- KHALED ALI D ALSHAMAN RESTAURANT
- KINGDOM TECHNOLOGY GENERAL CONTRACTING EST.



SAUDI CLIENTS LIST

- LAZAL ALARABIYA FOR GENERAL CONTRACTING.
- MANAL SHABAB ABDULLAH AL-OTAIBI FACTORY FOR INDUSTRY
- MAWATEN ALSHMOOS FOR CONTRACTING EST
- MEMARY GULF CONT.
- MODHI HAMDAN MOHAMMED ALSHAIBANI ESTABLISHMENT
- NIGHT CAFE COMPANY LIMITED IS A ONE PERSON COMPANY
- NOOR THREE RESTURANT TO SERVE MEAL
- OLD RAYAN RESTAURANT FOR SERVING MEALS
- OMAR SAAD ALSANIE EST.FOR CONTRACTING
- OSOOL AL ERTHIFA COMPANY LTD.
- POWER ZONE CONTRACTING CO. (LLC) INDUSTRIAL SERVICES & PROJECT
- RAWAEE AL DAR FOR STONE, MARBLE AND GRANITE
- RUBUE ALDAHNA EST
- SAHEM AL BARAKA PLASTIC COMPANY
- SALEM M AL NAHDI READY MIX CONCRETE
- SAUD HAMAD AL QAHTANI EQUIPMENT RENTAL EST.
- SAUDI ATAYA CO.
- SHAHAD ALBAWADIRESTRANT
- SHALVES WORLD EST FOR OPERATION & MAINTENANCE
- SHAML AL MANAR CONTRACTING
- SHAQRA YANBU WATER FACTORY.
- SHAR COMPANY IS A CLOSED JOINT STOCK COMPANY
- SHAZRAT AL KHAIR CONTRACTING COMPANY
- SIX THIRTY COFFEE SHOP TO SERVE DRINKS
- SULTAN HAMDAN AL-MUTAIR EST.
- SUPPORT MANAGEMENT CO. FOR LOGISTICS SERVICES
- TAMAYOUZ AL ORUBAH EST. FOR GENERAL CONTRACTING
- TARRBIATE AL-AJJAL EDUCATION COMPANY LTD.
- TASTE AL JAWHARA RESTAURANT FOR SERVING MEALS,
- TECHNOLOGY SUPPLIES CONTRACTING CO
- TECHNOMED TRADING CO. FACTORY
- TERRA DRILL CO. LTD
- WAAD NAJD COMPANY LIMITED (ONE PERSON COMPANY)
- WASEEM AL- KHARJ TRADING EST.
- WETHAQ AL JAZEERA CONTRACTING EST

DUBAI

- HOC BUILDING CONTRACTING LLC
- AL HANA FACILITIES SOLUTIONS
- AL HISAN AL ABYADH SECURITY SERVICES L.L.C.
- ARAR BUILDING CLEANING SERVICES CO.LLC
- BAREEQ AL FAYROUZ LADIES SALOON
- BNBC STEEL CONSTRUCTION CONTRACTING CO. LLC.
- BUILDING CO BEST LLC
- DELIVERY HOME DELIVERY SERVICES LLC
- DISCOVERY EMPLOYMENT SOLE PROPRIETORSHIP L.L.C
- DUBAI TAXI CORPORATION (RTA)
- DUSSMANN GULF LLC
- EMIRATES TRANSPORT
- J T L I CONTRACTING L.L.C
- M J F INVESTMENTS OWNED BY MOHAMMAD JUMA ONE PERSON COMPANY LLC
- NATIONAL CORPORATION FOR TOURISM & HOTELS
- SUCCESS LINE PROPERTY MANAGEMENT
- TAWASUL TRANSPORT L.L.C



QATAR CLIENTS LIST

- ADUKKALA CAFETERIA
- AFGAN BROTHERS RESTAURANT MENDY AND POPULAR FOODS
- AL LAMIA TRADING AND CONTRACTING WLL
- AL MHENI TRANSPORT TRAD CONTRACTING.
- AL NAHR AUTO ELECTRICAL AND PUNCTURING
- AL RASHID TRADING & CONTRACTING
- AL WALEED FOR SERVICES & TRADING
- ALBAL RESTAURANT
- ALQUT TRADING AND CONTRACTING
- COCONUT RESTAURANT
- ELITE SUPPORT SERVICES WLL
- FAST DELIVERY
- GO FRESH COFFEE
- HOLIDAY LAUNDRY
- INTEND CLEANING & CONTRACTING
- INTERNATIONAL CARPENTRY FACTORY
- ISMAIL ABDUL AL MOMIN TRADING AND CONT WLL
- LA ROSA CLEANING AND HOSPITALITY
- LAVA INTEGRATED FACILITIES MANAGEMENT AND SERVICES
- LUNAR AC DUCT WLL
- NEW MOON TRADING SERVICES AND CONTRACTING
- NIF GLOBAL TRADING AND CONTRACTING
- OUT LOOK TRADING AND CONTRACTING
- QATAR STAINLESS STEEL
- QATAR TECHNOLOGY FOR ALUMINIUM & STEEL CO W.L.L.
- RAJSHREE TRADING AND CONTRACTING AND FACILITIES MANAGEMENT WLL
- SHAMSHER HOSPITALITY AND MAINTAINANCE
- SMART BUSINESS & CONTRACTING W.L.L
- SWIFT DELIVERY
- TASMO SERVICES



OUR VALUED CLIENTS LIST

MALAYSIA

- CAREMAN SECURITY (M) SDN.BHD.
- CREATIVE LABEL SDN BHD
- NELANG SECURITY SDN.BHD.
- PANASONIC APPLIANCES AIR-CONDITIONING MALAYSIA SDN BHD
- PANJI ZAMAN SECURITY SDN BHD
- PRO HEALTHY FOOD SDN BHD
- RESTORAN K MUNIANDY
- T.B.H. REBOND INDUSTRIES (M) SDN.BHD.

BAHRAIN

- FABTECH CONTRACTING WLL
- GULF EXHAUST SERVICES WLL

KUWAIT

- AL DURRA AL MUNIRA COMPANY FOR THE DELIVERY OF CONSUMER ORDERS
- AL MADAR AL MOTAMEDA COMPANY FOR DELIVER CONSUMER ORDERS
- BERLIN ORDER CO FOR DELIVERY OF CONSUMER ORDERS
- KUWAITI FAST COMPANY FOR DELIVERING CONSUMER ORDERS
- LOCATION KUWAITI DELIVER CONSUMER ORDERS

OMAN

- ASUOOL ALKHALEEJ INTERNATIONAL CO.
- BIN RASHID INTERNATIONAL
- EMPTY QUARTER FOR TRADE AND INVESTMENT
- FULK AL MAJED RADINGT
- GULF MUSHROOM PRODUCTS CO. (S.A.O.G.)
- MOHAMMED ABDULLAH ZAMANI TRADE INTERNATIONAL
- THE GOLDEN QUARTET LLC



ABOUT 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: Ram Chandra Paudel

Prime Minister: Pushpa Kamal Dahal Prachanda

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:

2021 census 29,196,4578

Density 180/km², 518/sqmi (62th)

GDP (PPP) 2021 estimate

Total \$ 4260.8

Per Capita \$ 2533.88

GDP (Nominal) 2021 estimate

Total \$36.29 billion

Per Capita \$ 1222.9

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, officially the Federal Democratic Republic of Nepal, is a landlocked sovereign state located in South Asia. Nepal is situated within latitude 26° 22' N to 30°27' N and longitude 80°4E to 88°12' E. with an area of 147,181 square kilometers (56,827 sq mi). Its Shape is roughly rectangular about 885km long East to West and about 200km wide North to South and occupies 0.3 and 0.03% of land area of Asia and the world respectively. Population of Nepal is approximately 27 million (and nearly 2 million absentee workers living abroad), Nepal is the world's 93rd largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India. Specifically, the Indian states of Uttarakhand, Uttar Pradesh, Bihar, West Bengal, and Sikkim border Nepal, while across the Himalayas lies the Tibetan Autonomous Region. Nepal is separated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's capital and largest metropolis.

The mountainous north of Nepal has eight of the world's ten tallest mountains, including the highest point on Earth, Mount Everest, called Sagarmatha in Nepali. It contains more than 240 peaks over 20,000 ft (6,096 m) above sea level. The southern Terai region is fertile and humid. Lumbini, the birthplace of Lord Gautam Buddha, is located in this region. Lumbini is one of the holiest places of one of the world's great religions, and its remains contain important evidence about the nature of Buddhist pilgrimage centres from as early as the 3rd century BC.

Hinduism is practiced by about 81.3% of Nepalis, making it the country with the highest percentage of Hindus. Buddhism is linked historically with Nepal and is practiced by 16%, Kirat 5.1%, Islam by 4.4%, Christianity 1.4%, and animism 0.4%. A large section of the population, especially in hill region, even though they follow Hindu customs, may identify themselves as both Hindu as well as Buddhists which can be attributed to syncretic nature of Hinduism and Buddhism in Nepal. In 2013, Nepal ranked the 157th place on the Human Development Index (HDI) and is one of the least developed nations in the entire world.



Aayush Overseas Pvt. Ltd.

Sinamangal-09, Kathmandu, Nepal

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