

Innovation
&
Excellence
in HR Solution



NIWIDA Concern Pvt. Ltd.

Govt. Lic. No.: 711/064/065

An ISO 9001:2008 Certified Recruiting Agency



Message from the MD

It gives me an immense pleasure to mention here that NIWIDA CONCERN PVT. LTD. (License No.: 711/064/065), the company completely authorized by the government of Nepal has now been recognized as one of the front ranking human resource management service provider companies, especially for delivering, supplying & deploying the workers from Nepal to abroad.

The company is established with the sole aim to provide a comprehensive range of foreign employment service to those job seekers who intend to go for the foreign employment. In this regard, the company pays a special attention to meet employment needs & requirement norms set-forth by our valued clients. our policy is to ensure the availability of manpower of all kind- unskilled, semi skilled, skilled & high skilled for interview, selection, recruitment & deploy in accordance with the needs of potential employers. we use the most up to date administrative & managerial service to meet these targets. it is carried out by our dedicated, experienced & professional staffs.

The number of orders & requests that we are receiving now, is the true reflection of our proficient management, trustworthiness & professionalism of our business dealings. If given an opportunity to serve you & your esteemed organization, we would like to assured you that we will leave no stone unturned to manage your orders systematically & to carry through within the specified time frame & date.

Thus, our company plays an active role for exporting manpower- fully equipped with required skills which is fit for the foreign employment. we believe that our little effort has helped to lessen the current unemployment problem of Nepal in general & to get rid of the problem of unemployment in particular.

I do hope that by going through, the prospective employers (clients) in abroad will find this profile a useful information & guideline on how we can work together for our mutual benefits & for the fulfillment of required manpower.

Thanking You,

Saroj Kumar Pokharel
Managing Director





Message from the Director

It is my great pleasure to mention here that NIWIDA Concern Pvt. Ltd. (Lic.No.711/064/65), has been successful in recognizing as having a front ranking position in the field of human resources management service provider company essentially for delivering, supplying and deploying workers from Nepal to countries abroad as per authorized by the Government of Nepal.

It aims to provide a comprehensive range of foreign employment services to job-seeking people who intend to be employed in overseas countries as above and at the same time to meet the requirements of our overseas valued clients. Our policy is to ensure the availability of manpower of all kinds like; un-skilled, semi-skilled, skilled & high-skilled for interview, selection then recruitment and deploy in accordance with potential employer's needs. We use the most up-to-date administrative and managerial services to attain these targets carried out generally by our experienced and professional staff.

The number of orders and requests that we are receiving are a true mark of our proficient management, trustworthiness and professionalism of our business dealings. If given an opportunity to serve you and your esteemed organization, we assure you that your orders will be managed systematically and carried through within required time-frame and date.

Thus the Company plays an active role in the field of exporting human resources by helping in developing needed skills of workers so that they are fit to be employed in order to help add the Government of Nepal to get rid of unemployment problems. I do hope that by going through, the prospective overseas employers (Clients) will find this PROFILE a useful information guideline on how we can work together for our mutual benefits and fulfillment of required amount of manpower needs.

Thanking You

Narayan Bhattarai
Director
nrnniwida@gmail.com





natural beauty NEPAL

Company Profile [a brief overview]

Name of the Company	Niwida Concern Pvt. Ltd.
Registration Authority	<ul style="list-style-type: none">➤ Government of Nepal (Company Registrar Office) (Ministry of Industry & Commerce)➤ Department of Foreign Employment (Ministry of Labour & Transport Management)➤ Department of Internal Revenue (Ministry of Finance)
Our Branch Offices	<ul style="list-style-type: none">➤ Ithari Brach, Sunsari District, Nepal.➤ Birtamod Branch, Jhapa District, Nepal.
Capital Structures	Authorized - 10 Million Nepalese Rupees Paid-Up - 05 Million Nepalese Rupees Issued - 7.5 Million Nepalese Rupees
Official Banks	<ul style="list-style-type: none">➤ Nabil Bank Limited➤ Siddhartha Bank Limited➤ Sunrise Bank Limited
Operated / Managed By	Business Finance and Administrative Management Experts / Advisors and MIS (IT) Professional from Nation Lead Organizations of Nepal.
Working Experiences	Comprehensive background in implementing and accomplishing Co.'s mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.
Mailing Address	G.P.O. Box: 6624, Sinamangal, Kathmandu Nepal Phone: +977-1-44770711, Fax No. +977-1-4470811 E-mail: info@niwidaconcern.com/niwida@gmail.com Website: www.niwidaconcern.com



ISO
9001



Certifies that the Quality Management System established at
M/s. Niwida Concern Pvt. Ltd.
 P. O. Box : 11523, Maharajgunj, Kathmandu, Nepal

complies with:

ISO 9001:2008

and is hereby registered under the following scope:

Other Services
IAF Code # 35

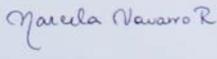
The scope of certification includes Overseas Employment Consultancy.

CERTIFICATION DATE	: 11/23/2009
REGISTRATION No.	: R09112301
EXPIRATION DATE	: 11/23/2012
ACCREDITATION No.	: ATCP001-07

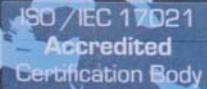

CERTIFIED COMPANY







For the Certification Board:



THIS CERTIFICATE IS THE PROPERTY OF QSI AUDITING & CERTIFICATION SERVICES, LLC., ORLANDO, FLORIDA
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 CS 9.0.0.0.2 VERSION E 01/19/2009

An ISO 9001:2008 Quality Certification

Introduction



foreign
employment
services
effectively and
efficiently.

NIWIDA Concern Pvt. Ltd. (Foreign Employment Consultant)

In recent years, the overseas labour market has become increasingly popular for countries, such as Nepal, where there has been a labour surplus. With a substantial increase in demand for overseas employment, NIWIDA Concern Pvt. Ltd. takes this opportunity to provide human resources to overseas countries in an efficient, trustworthy, and professional manner.

The Company facilitates employers to select the workers for the right job and place them according to the chosen company abroad. We are loyal, reliable, dedicated, and honest people for whom Nepal has a worldwide reputation, and in this manner, we are able to supply and deploy hard-working and committed workers in accordance with the employer's demand and requirements.

NIWIDA Concern Pvt. Ltd. is consequently one of the nation's leading manpower agencies in Nepal, possessing a strong capacity for supplying all categories of workers from the country. It intends to supply tens of thousands of workers from the Middle East, Far East, Gulf Countries, and the rest of the Government of Nepal-authorized countries. According to our performance, we are already recognized by the Government of Nepal as one of the leading and front-ranking Foreign Employment Consultants in Nepal.

The postal address of Niwida is:

G.P.O. Box: 6624, Sinamangal, Kathmandu, Nepal
Phone: +977-1-4470711, Fax No. +977-1-4480811
E-mail: info@niwidaconcern.com/niwida@gmail.com
Website: www.niwidaconcern.com

The office is located in the central town of Kathmandu, Nepal.

This company complies with ISO 9001:2008 Certification and is the Government-approved and authorized Foreign Employment Agency and an active member of the Nepal Association of Foreign Employment Agencies (NAFEA) - an umbrella organization of foreign employment consultants in Nepal. It supplies workers as per the needs of employers for Hotels, Restaurants, Factories, Construction Industries, Supermarkets, Transport Companies, Dairy Farms, Civil & Buildings, Poultry Farms, Oil & Gas Industries, and Government Offices and Buildings.

With our experienced and professional team, office infrastructure, and utilizing modern IT communication devices, we can provide and manage all kinds of foreign employment services effectively and efficiently. This dedication and industriousness will definitely help add to satisfy our clients' (employer) and the employee's (job seeker) needs, which is our prime ambition. We request our valued clients to contact us to have a good, trustworthy, and long-lasting business relationship in foreign employment.

We, therefore, invite and encourage our valued company, industry, and clients to come and get in touch with us essentially to fulfill their human resource demands in a most time-frame and point-in-time business relationship.

Mission Statement

NIWIDA Concern Pvt. Ltd. has directed towards its mission objectives as fundamental and essential obligation to be achieved by providing foreign employment opportunities for Nepalese citizens and workers (i.e. professionals, skilled, semi-skilled and unskilled) in various Nepal government authorized overseas countries. It promotes its business as a transit between employers in foreign countries and the Nepalese workers seeking employment overseas.

The following is our statement of principles and targets that we would like to meet and achieve:

- To pursue, arrange and legally provide permissible foreign employment opportunities for various categories of Nepali work force/manpower (i.e. professionals, skilled, semi-skilled and unskilled persons, labours and helpers) to overseas countries as per our valued client's requirements.
- To explore for better job opportunities and guarantees of employment.
- To authenticate, confirm and satisfy overseas employers, industries, companies, organizations and the business partners by supplying/and or exporting as per their demand.
- To meet deadlines and time frames in fulfilling foreign employment requirements for employees and their potential employers.
- To establish amicable business relationships with overseas countries, industries, companies, and business partners (employers) relating to requirements for human resource management or supply of specific workers.
- To help in receipt of foreign remittances to improve the economic condition of Nepal and at the same time contribute as a taxpayer of Government of Nepal.
- To strengthen, as a member of the foreign employment business community, with friendly relationships between other nations, overseas employers, industries, companies, organizations and business partners.
- To contribute for the development and further betterment of financial, commercial, business, industrial and social development of the country.

providing foreign
employment
opportunities
for Nepalese citizens

नेपाल सरकार

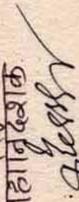
श्रम तथा यातायात व्यवस्था मन्त्रालय

श्रम तथा रोजगार प्रवर्द्धन विभाग

इजाजत न ७११/०६४/०६४

इजाजतपत्र

वैदेशिक रोजगार ऐन, २०४२ वैदेशिक रोजगार नियमावली, २०५६ र यस इजाजतपत्रमा लेखिएका शर्तहरूको अधिनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी निविदा कन्सर्न प्रा. लि. लाई यो इजाजत पत्र जारी गरिएको छ ।

इजाजतपत्र जारी गर्ने अधिकारी :
नाम : केशर बट्टार वीरिवा
दर्जा : महाविद्वाक
दस्ताखत : 
मिति २०६४/११/१४

महाविद्वाक

Eng./Nep. Translation
Dispatch No. 7412
D.O. 2

Government of Nepal
Ministry of Labour and Transport Management
Department of Labour and Employment Promotion



Licence No. 711/064/065

Reg. No. 10535
Attested the seal of Law Books Management Board and signature of its Production/Section Officer.
Date:-

Date:

[Signature]
Dy. Chief of Protocol

21 MAY 2008

LICENCE

This Licence has been issued to the **NIWIDA CONCERN PVT. LTD**, authorising to operate Foreign Employment Services subject to the terms and condition mentioned in this Licence, Foreign Employment Act, 2042 (1985 A.D.) and Regulation 2056 B.S. (1999 A.D.).

Issuing authority

Name:- Keshar Bahadur Baniya

Designation:- Director General

Signature:- Sd.

Date:- 2064/4/14 B.S. (July 30, 2007 A.D.)



[Signature]
Sep 12, 2007

Ganga Prasad Chemjong
(Section Officer)

Licence

Why recruitment through Niwida?

NIWIDA Concern Pvt. Ltd. - a nationwide leading and certified company by ISO 9001:2008 - is in a good health respected and appreciated recruiting agency is a preferred one in compare of others in the country essentially for human resource management services. The timely deployment and availability of various manpower categories all times - have been proved to our professionalism and efficient capability of manpower supply to overseas countries. The respected clients (employers) have always paid their personal visits to make the final agreement so that they can scrutinize and select the workers as per their requirements and needs. The following are some reasons for recruitment through NIWIDA Concern Pvt. Ltd.:-

- The Company is confident in recruiting and managing the appropriate Nepalese citizens (workers) for foreign employment. Besides these, our selection committee selects the right workers using appropriate criteria such as work experience, academic qualification, training courses, trade tests and full medical check ups etc.
- Our well experienced and skilled staff are fully confident and proud of providing and rendering the needed foreign employment services both for the employers and employee at a very high level of integrity.
- The Company's goal is to supply all categories of human resources to fulfill the immediate needs of the employers without any administrative or bureaucratic problems.
- According to demand of the clients, the Company can provide skilled, semi-skilled, unskilled and professional human resources and take full responsibility of workers and their welfare as per local and international laws.
- As per requirements, employers have the opportunities to selecting the best candidates among applicants and at the same the employees can choose the best place or country to go with their own needs.
- A growing number of employers from overseas countries are directing their attention to NIWIDA Concern Pvt. Ltd. for recruitment so as to meet the increasing requirement of manpower in their countries.
- The Company is authorized, honoured and recognized by Government of Nepal (GoN)/Ministry of Labour & Transport Management (Dept.of Foreign Employment), Nepal Association of Foreign Employment Agencies (NAFEA), ISO 9001:2008 Certification for the high achievement of excellent foreign employment job providers. This is further strengthening that almost all the day, we usually receive good responses from our valued employers and employees.

Thus, for the above mentioned reasons, the overseas employers (Clients) have shown their keen interests to recruit Nepali workers from NIWIDA Concern Pvt. Ltd. as their sole, trusted and mandated business Agent in Nepal.



On-going Routine Activities

To meet the desired mission and the highest achievement to accomplish, the Company performs the following regular functions:

Employment Opportunity Service Desk

Our employment opportunity service deals as the public relations counter, with all the inquiries in respect of job information opportunities, demands or vacancies abroad which might match up the Nepali citizens. It also deals with the inquiries from overseas employers regarding availability of various categories of workers in Nepal.

Employee Data-Bank

The Company operates "Employment Opportunities Service Desk" for citizens at its office where registration carries out and all information from citizens are stored in the databank which up-date records of job seekers on a regular basis. It established the "Data Bank" where detailed information of individuals is recorded. This helps us matching the right person for the right job.

The Company conducts intensive job-related refresher training to selected workers before their departure in order to help them to perform their jobs effectively and also acquire adequate competencies before departure. Apart from this, it also operates data-bank for employees, foreign employers companies and concerned factories/industries.

Computerized Work Specification

All our sections are fully computerized with network to enable every member of staff to be able to work smoothly and accurately and thereby to provide efficient services to the Clients as well as employees.

Basic Orientation Classes

Prior to departure to destination - basic orientation classes are conducted and organized to make all workers fully aware of the employment country's general laws and orders, labour laws, immigration regulations and other relevant regulations. Further, it is aimed essentially to assist workers to avoid any misunderstanding or other difficulties that could arise from local culture and tradition and in particular emphasis is placed upon the need to observe Islamic Laws.

Medical Check-Up

All short-listed workers are sent to a Government-approved hospital or clinic for full medical examination and check-up. Only after their medical fitness for employment is confirmed whether they will be eligible to sign the employment contract.

Endorsement of Visa

The Company carries out process of visa endorsement through the concerned Embassy after receiving the original visa from the employers.

Ticketing & Flight Travel Arrangement

After collecting all documents i.e. Demand Letter, Employment Contract, Inter Party Agreement, Letter of Gurantee, valid passport and visa etc. the documents will send to Travel Agents for reservation of seats on respective airlines. However, employers may send their PTAs to any airlines - operating from Kathmandu Nepal.

A Foreign Exchange Traveler's Cheque support services or facilities can also be managed or arranged from the overseas Company seeking help from employees before the employee departs from Kathmandu Nepal.

Selection & Recruitment Procedures

There are mainly four selection procedures that the Co., as a rule, conducts and follows.



01 Direct Personal Interview and test conducted by the Employer

Employers can make their own selection procedures like direct personal interview and the necessary test at the Company Office in Nepal - for those potential workers (skilled, semi-skilled and un-skilled) who are preliminary listed and short-listed by NIWIDA Concern Pvt. Ltd.



02 Selection by the Company - NIWIDA

In the absence of Employers, the Co. conducts their own selection procedures and as a result display workers to their employment destination under its full supervision and guarantee. For this, well-trained and experienced staff works dedicatedly to recruit the right people for the right jobs.

03 Selection by Documents Review

Other type of selection procedure, which we called, the "Documents Review" of the potential candidates is also available for the employers. For this, the employers may request for the pre-selected documents Bio-data, academic certificates, work experience, language knowledge etc. of the potential candidates by courier or postal service.



04 Video Conference

For the consistency of employees and their job, a video conference is conducted. This will generally help to accept as true and have faith in the company and its recruitment and selection procedures.

Categories of workers available in Nepal

As required by the employer, NIWIDA Concern Pvt. Ltd. is committed to fulfill its obligation by supplying healthy, honest, dedicated, experienced, professional and competent manpower. The Company is able to hold all kinds of workers to meet the demand of employers.

We believe that the employers have experienced with the fact that Nepal is a good source or destination for skilled, semi-skilled and general worker categories of manpower. The Co. is here committed with full confidence and determined to supply any categories (i.e. professionals, skilled, semi-skilled and un-skilled) of manpower if request is made from the employers.

The following categories of human resources are to be made available and can be supplied at the right time-frame period by the Company:



Professional (High Skilled) Category

Engineers (Civil, Electrical, Mechanical, Electronic, Telecom, Architect) Doctors (Specialists, General Physicians, Surgeons)

Academic (Professors, Lecturers, Teachers in various fields)

Experts/Specialists (Chartered Accountants, Cost Accountants, Management Experts, Economists, Sociologists, Researchers, Consultants, GIS Specialists & Experts)



Skilled Category

Constructions Supervisors, Overseers, Welders (Gas, Electric), Foreman (Electrical, Mechanical, Civil), Plant Operators (Electrical, Mechanical, Civil), Earth Moving, Construction Equipment Operator, Electrician (L.T & H.T.), Mechanics (Air Conditioning, Heavy, Light Equipment), Turners, Toolmakers, Carpenters, Steel Fixers, Scaffolders, Masons, Tile Fixers, Plasterers, Plumbers, Pipe Fitters, Draughtsman (Electrical, Mechanical, Civil), Hotel Personnels (waiters, Cooks, Bakers, Front Office staff), Computer Operators, Garments, Textile, Jute Workers, Administration Personnel, Drivers (Heavy & Light), Security Personnel (Ex-Army, Policemen), Male, Female Nurses, Pharmacists, Laboratory Technicians, Medical Assistants, Paramedics etc.



Semi-Skilled Category

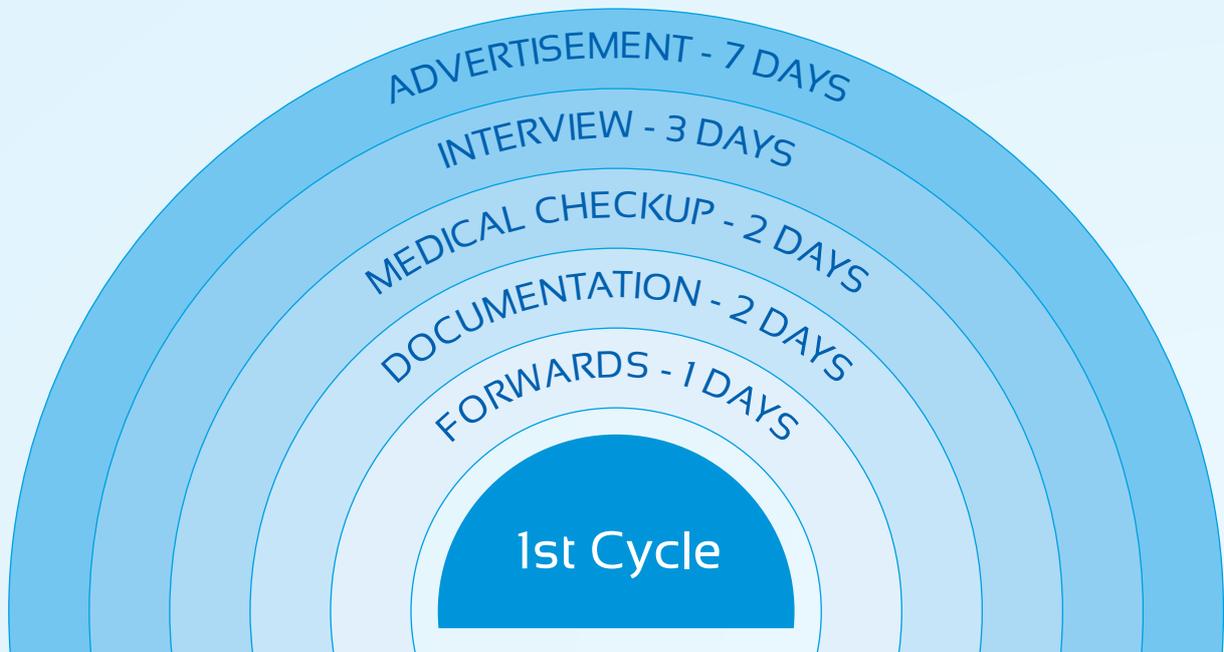
Carpenters, Shutterers, Mason Helpers, Concrete Mixture Operators, Pump Operators, Helper (Electrical, Mechanical & Civil), Block Makers, Kitchen Helpers, Assistant Cooks, Tailors, Laundry, Washer Men, Barbers, Shop Assistant, Gardeners.



Unskilled Category

Domestic Helper, Care-Giver, General Labourers, Cleaners, Sweepers, Agriculture Farmers, Watchmen, Guards, Office Boy, Airport Loaders, Industrial labourers etc.

Processing Procedure & Time Frame



Our Valued Clients



AL NISR DISTRIBUTION



AL RIYADH CONTRACTING COMPANY



AL SAFWA
AL SAFWA TRADING & CONTRACTING



ALL MAADEED GROUP



AMANA STEEL BUILDINGS CONTRACTING CO.



ARAB UNITED CONSTRUCTION



BYSSM



D.S. CONSTRUCTION



DISSA SHIPCHANDLING AND TRADING LLC



EXZONE PLASTICS MANUFACTURERS



ALMUFTAH GROUP
FURNITURE AND PRE-FAB BUILDING
ALMUFTAH CARPENTRY



GULF NEWS



INTER GREAT



LUSTER PRECISION ENGINEERING SD. BHD.



MAJESTIC PROJECT COMPANY



MULTI MECH HEAVY EQUIPMENT



NICO INTERNATIONAL



PEMBINAAN MITRAJAYA SDN BHD
(Company No. 144554-1)



PRECISION EMPLOYMENT AND MANAGEMENT TRADING SERVICES



PROGRESSIVE TRADING & CONTRACTING



QUALITY GROUP OF COMANIES



QUALITY HYPERMARKET W. L. L.



SUPER ENGINEERING INDUSTRY LLC



TAG ENGINEERING & CONTRACTING Co.



AWARDED ISO 9001
TOP GLOVE SDN. BHD.



UNICON LIMITED



YAMAMA POWER



AMMICO CONTRACTING CO.



Adyard Group



Dynamic Eastern Resources Sdn. Bhd.



WRP Asia Pacific Sdn. Bhd.



Shapoorji Pallonji Qatar, W.L.C.

Documentation & Procedural formalities to be undertaken by the employers of overseas countries

An employer is required to provide with detail information denoting the number of workers required, including salaries and other perks or benefits. To start a deal, the following documents have to be produced or provided by the government authorized overseas employers or licensed foreign employment companies and or recruiting agencies as per mandatory rules and regulations to the licensed or government authorized manpower company in Nepal.

01

Among others is the Demand Letter, which is to be based on the company letterhead listing categories and number required, salaries and other terms and conditions, being offered. This document should be duly signed and stamped (both sides - back & front) by the company and duly attested by the Chamber of Commerce or concerned authority.

02

Similarly, a Power of Attorney is to be given to enable to advertise, pre-select, interview candidates and to facilitate all the formalities required by the Nepalese Government and the Embassy or Consulate of the concerned authority. It should also be duly Authenticated or Attested from the Authorized Offices before sending to licensed or government authorized Manpower Company in Nepal.

03

Likewise, an employment contract paper (between employer & employee) should be prepared which should address employee's job title or position, basic monthly salary, duration of contract, accommodation, working days and hours, overtime, leave benefits, medical facilities, insurance, renewal of contract and other terms and conditions.

04

After that guarantee letter on behalf of the employer company should be mentioning that the workers will be working in the mentioning country only.

Apart from above, an agreement between employer and the concerned manpower agency or company mentioning general terms and the conditions of recruiting the manpower - is to be done or signed. Besides above, labour approval letter is to be made available to the company, if possible. This will help aid to be confirmed and to process with the Nepalese Government procedures and formalities at a very faster rate.

Copy of Visa / Consular Letter / Entry Permit INOC etc. - (Duly Authenticated/or Attested from the Authorize Authority Offices of the employer's country before sending to licensed or government authorized Manpower Company in Nepal).

Regarding job in Saudi Arabia, a Consular Letter is necessary, which is to be provided to Saudi Consulate or Saudi Embassy at Mumbai or Dhaka to get their permission for visa processing and stamping. The Government of Nepal is expecting to have Saudi Consular Office in Katmandu very soon.

Upon received above documents, the Agency in Nepal, will immediately apply to the Ministry of Labour and Transport Management, Department of Foreign Employment for permission or pre-approval to recruit Nepalese workers through announcement or advertisement in the national newspapers.

Note: These documents should be authenticated! or attested by Ministry of Foreign Affairs/Labour or the Chamber of Commerce of the employer's country & Nepalese Embassy of the respective Country.

Document Required as per Country needs

The requirement of documents usually varies from country to country but principally these types of documents are essential such as;

- > Demand Letter
- > Power of Attorney
- > Inter Party Agreement
- > Employment Contract
- > Gurantee Letter

To be able to obtain the approval letter from the Government of Nepal, the following documents are, in principle, required for government formalities and procedures;

Demand Letter

Addressed to authorizing NIWIDA Concern Pvt. Ltd. (License No.711/064-065) Kathmandu Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

Power of Attorney

Authorizing NIWIDA Concern Pvt. Ltd. (License No.711/064-065) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

Inter Party Agreement

One copy each signed and stamped by the employer and recruiting agency.

Employment Contract

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

Gurantee 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 Arabia

Following additional documents are essential for KSA only.

Authorization Letter/Counselor Letter, Company Registration (CR) copy, Visa Slip (Bank Slip). Note: Authorization Letter should be prepared by local agency.

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



General Terms & Conditions of employment

1. At first, the Company expects following original documents from the employers, such as;
 - > Demand Letter
 - > Power of Attorney
 - > Inter Party Agreement
 - > Employment Contract
 - > Gurantee Letter
2. Duly attested or certified with office stamps (both in front and backside of each paper) by the Employer Country's Chamber of Commerce, Ministry of Foreign Affairs or Labour Ministry and Nepalese Embassy. These are most essential documents required getting pre-approval letter from Government of Nepal, Ministry of Labour & Transport Management, the Dept. of Foreign Employment. For this, it will take maximum three days.
3. After that advertisement can be published in a reputed national daily newspaper inviting interested or job seeker to apply. Duration for application submission is to be given for a maximum of one-week time.
4. Interview and tests can be conducted within 10 days after receiving original documents from the employers.
5. After visa copy received, workers shall be deployed within 3 weeks (for KSA - 5 weeks)
6. Before 90 days, if the workers found or realized to be unsuitable for assigned jobs, the Company can provide replacement, which is at free of costs.



Specimen of Necessary Letters, Agreement or Contracts

01 Demand Letter

Date:

Ms Niwida Concern Pvt. Ltd.
License No 711 - 064/065
PO Box No 6624, Kathmandu Nepal

Dear Sir,

Re: Demand Letter for Recruitment of Workers from Nepal.

With reference to my Power of Attorney executed by me in your favour, we hereby request you to kindly supply the following manpower to work in our organization.

S. No.	Category	No. of Person	Salary
1.			
2.			
3.			

Terms and conditions:

- Contract Period - 2 years renewable
- Working Hours - 8 hours per day and 48 hours per week
- Over time - As per labour law
- Holidays - As per labour law
- Accommodation - Furnished Accommodation with free of charge
- Food - Free or Food allowances
- Passage - Economy class air passage from the place of appointment to place of employment and back on completion of contract period (or as relevant)
- Local Transport - Free
- Medical - by company
- Resident Permint - by company
- All others therms and conditions - As per labour law

Other facilities such as annual leave, overtime, age, accidental & medical insurance etc. will be in accordance with the labour laws of the country of employment.

Signature & Seal of employer

.....
(Name of Authorized Staff or Person)

Attested in the Country of Employment by:

The Chamber of Commerce or
The Ministry of Foreign Affairs/Labour or,
Nepalese Embassy of the respective country





Power of Attorney

Date:

Known all men by these presents that we,

(Name of Employing Firm with full address)

.....

do hereby appoint

(Name of the Recruiting Agency with full address, License No.)

.....

To be our true and lawful attorneys in respect of handling all the necessary affairs concerning with the recruitment and passages of manpower demanded:

such as registration of demand with the Department of Foreign Employment for premission and clearance etc. from the same department after payment of necessary fees, (if any), and to sign all the necessary documents required for the purpose of recruitment and passage of the required personnel and arrange their passports, visas and passage against their travel.

This Power of Attorney is valid for the recruitment of (.....) Nepali personnel of different categories as per mentioned in the Demand Letter enclosed herewith against our visa: For this purpose, the said agency is also authorized to make agreement and sign contracts on our behalf for the required number of personnel according to Demand Letter.

Thanking you,

Signature & Seal of employer

.....

(Name of Authorized Staff or Person)

Attested in the Country of Employment by:

The Chamber of Commerce or

The Ministry of Foreign Affairs/Labour or,

Nepalese Embassy of the respective country

03 Consular Letter (required for KSA Only)

His Excellency - Head of Consulate Section
Embassy of the Kingdom of Saudi Arabia

Your Excellency,

I/We have appointed Messers (Name of Manpower Agency) holding recruiting license No.....as our true and lawful attorneys/agents in Nepal by virtue of..... Power of Attorney, executed by me/us in his/their favour for processing and recruiting of my/our demand of manpower against my/our requisition letter No. dated Issued by me/us under visa nodated

I/we request you to kindly endorse the visas at the request of my/our aforesaid attorney/agents on my/our behalf. Thanking you for your good co-operation, please accept our regards.

Signature & Seal of employer

.....
(Name of Authorised Staff or Person)

04 Guarantee Letter

Date:

This guarantee letter is to be issued with connection to the recruitment of workers required for employer stating that the workers recruited through M/S NIWIDA Concern Pvt. Ltd. Kathmandu Nepal will only be employed at and we guarantee that they will not be employed/or sent to any other countries or places.

To
The Director General
Department of Foreign Employment
Kathmandu, Nepal

Dear Sir,

We are pleased to inform you that we have appointed M/S NIWIDA Concern Pvt. Ltd, Kathmandu, Nepal holding license No.711/064-065, under the Ministry of Labour & Transport Management, Nepal, to act on our behalf for the recruitment of personnel from Nepal.

And therefore, we hereby give full assurance that the workers recruited by M/S NIWIDA Concern Pvt. Ltd. to the aforesaid company will be appointed to their assignments within and only inand we also fully guarantee that the said workers will not be sent/employed to any other foreign countries.

We will remain obliged for your kind co-operation and necessary action in this regard so as to make the deployment soonest possible.

Thanking you & best regards,

Name:
Position:
Company Stamp:

05 Inter Party Agreement

This deed of agreement is executed on .../.../..... between M/S of P.O. Box..... (Hereinafter called Employer) and M/S NIWIDA Concern Pvt. Ltd, P.O. Box: 6624, Kathmandu, Nepal (Hereinafter called Recruiter) to recruit manpower from Nepal for employment in in the terms and conditions mentioned below:

1. The "Employer" will provide all the required documents i.e. Demand Letter, Power of Attorney, Inter Party Agreement, Employment Contract, Gurantee Letter duly attested from the concerned authorities.
2. The person or persons recruited shall be for the post or posts as per the demand letter and shall be designated as stated in the demand letter. The duration of the contract shall be for a period of (2) TWO years. The person or Persons engaged shall be required to perform duties as mentioned in the agreement.
3. The "Employer" shall provide uniform accommodation with Air condition, Medical care, transportation, and insurance, free of cost. Overtime shall be paid for extra hours other than 8 hours as per company rule. The working hours shall be (8) EIGHT hours per day & (6) SIX days a week.
4. Upon receipt of the documents of clause 1, the "Recruiter" will be responsible to advertise, pre-interview and line-up adequate candidates for final selection. The "Recruiter" shall undertake to ensure that all applicants selected by them will fit for the job and shall be guaranteed for a period of 90 days from the date of departure from Nepal. In case of any candidates found medically unfit at the working country, it is the responsibility of "Recruiter" to repatriate the candidate and provide replacement for the same within 15 days. All the charges for repatriation/replacement will be borne by the "Recruiter".
5. The "Employer" will be sole responsible for the timely payment of monthly salary as informed and mentioned in Demand Letter. All other facilities mentioned in the terms & conditions of Demand Letter must be provided to the candidates without any predicament. If any deduction is applicable in the mentioned basic salary, it is to be clearly mentioned in the demand letter prior to the candidates to avoid future inconveniences. If any problematic condition arises in the payment of monthly salary and other facilities to be provided, it is the responsibility of "Employer" to elucidate the problem.
6. Upon receipt of the visa copies, the "Recruiter" is responsible to make available the workers at site within 35 days in maximum.
7. In case of death of the employee during the contract period, the company shall agree to repatriate the remains of the deceased along with the personal belongings and savings at the expenses of the company/employer. Both in case of death and injury compensation shall be paid according to Labour Laws of the employed country.

We both the parties read & understood clearly all the above mentioned clauses and signed this document by us agreeing to pursue it strictly.

Employer:

Employer :

Name :

Designation:

Signature :

Company Stamp :

Recruiter:

NIWIDA Concern Pvt. Ltd.

Name:

Designation:

Signature:

Company Stamp:

06 Employment Contract for Employee to be Provided from the Employer

Employment Contract

This deed of employment contract is executed on .../.../....between M/S of P.O.Box:..... Tel:..... Fax:..... (Hereinafter called First Party) and Mr.....with Passport No (Hereinafter called Second Party) regarding the acceptance of the offer to work in the above mentioned company under the terms and conditions as mentioned below:

Terms & Conditions:

1. The second party accepted to work in the position of ... under the management of the first party and accepted to undergo 3 months probationary period. After successfully performing in the probation period, the contract will be extended for two years renewable including the previous three months probationary period.
2. In case the second party fails to provide his professional work the first party has right to deduct the salary. The first party reserves the right to terminate contract if second party found neglecting his duty, or slowing down his production which caused loss to his employer, lie will be sent back to his country of origin on his own expenses.
3. The first party shall be provided a monthly salary of for hours duty a day and days in a week. Any extra hour of the work will he paid as overtime as per the company rule.
4. The second party will be provided free accommodation, medical treatment, insurance, uniform and transportation from the residence to the working site. The first party is entitled to get days-paid leave after completion of two years contract.
5. In case the second party wants to come back to Nepal for any reason he should give the written notice to the management before one month. For this reason the first party will not bear any travelling expenses. In case the first party wants to send back to the second party for any other reason, all the expenses of repatriation/travelling will be bore by the first party.
6. The first party shall bear Government fees like exit, re-entry cost, Resident Permit and other taxes but not responsible for the wrong conduct or mis-behaviour. He should abide by all rules and regulations oflabour laws.
7. Both the parties have read, understood, accepted and signed this agreement with above mentioned terms and conditions in their full mental sense. This document will be treated authentic as a proof for both the parties if required to be produced in any official authorities.

First Party

Name :

Signature:

Company Stamp

Second Party

Name :

Signature:

Passport No.:

Client's Testimonials

It's a great pleasure to work with Niwida Concern. From our first point of contact and throughout the entire process everyone is so attentive to our needs, professional and knowledgeable. We would heartily like to thank Niwida for everything!

Rajesh Gopinath
Managing Director
MULTI MECH HEAVY EQUIPMENT
L.L.C.
UAE

Niwida is one of the most professional recruitment agency we work with, in Nepal. We have found the quality of the candidate they supply. Niwida's customer service, and their well-rounded staff to be topnotch. We would not hesitate to recommend them, and we will continue to use their expertise in the future.

Jamal Nasir
Chief Executive Officer
AMMICO CONTRACTING CO. W.L.L.
Doha, Qatar

I wish every vendorwise easy to work with Niwida. They are extremely flexible, and very customer service oriented. I was also very impressed with the quality and the quantity of the manpower they provide us. I feel very comfortable working with Niwida and its Team.

Dheya Nasser Al Rahma
Davies Tourism
Dubai, UAE

Niwida is great to work with. They know how to win your trust which is very important in recruiting the prospective candidate abroad for employment.

Musa Binti Mahamad
Manager
Suriya Sdn. Bhd., Malaysia



Universal Technical Institute Pvt. Ltd.

Introduction

Universal Technical Institute was established in the year 2002. We, at Universal feel that skill is required for any economic activity of human being, business, manufacturing, construction and hospitality or service oriented industries. It is important to make certain decisions related to career on time, so that our unemployed people can materialize their dreams. Lacking of technical know how and skills, the process of development of a country faces major obstacles. There is a high demand of skilled manpower throughout the world. Our country Nepal has been supplying unskilled manpower to various countries where they are paid lowest salary. If we could impart skill training in them, Nepal as a whole could generate better income and become a vital manpower supplying country in the world. It will also help to develop our country Nepal. Therefore, Universal has been established to impart skill training to Nepalese labours either for upgrading or providing skills.

Objective

The basic objective of the institute is to provide better training on various fields and upgrade the skill level of an individual.

- To conduct various vocational trainings
- To provide mobile training in various urban and rural areas.
- To examine proficiency level of skilled workers and provide trade proficiency test certificate
- To conduct foreign employment orientation program .

Physical Facilities

Located in convenient, easily accessible and spacious area, the institute is equipped with required facilities for class rooms, practical training workshop as well as play ground for refreshments. The institute covers a total area of about 22,000 sq.ft. with about 6,000 sq.ft. of practical training workshop and located at Maharajgunj, Chakrapath about 500 m. north-east from Narayanhopal chowk.

Methodology

Trainers with having long experience in practical engineering field and focus on practical skills on training delivery. The training will be based on 80% practical and 20% theoretical because, the trainees are from ordinary walk of life with school level education aspiring for employment within the country or overseas.

Training will be covered by real field scenario, Modern and appropriate tool and equipments will be used. The training will be conducted mainly through the use of action learning (learning by doing) method.

Regular Training Programs

The institute conducts regular training programs on the following trades and sub trades.

- Masonry - Block, Plaster, Tile, Marble
- Bar bending (steel fixture)
- Building painting
- Scaffolding
- Welding - ARC, GAS etc.
- Fabrication
- Shuttering carpentry
- Plumbing and sanitation
- Spray painting
- Electrification
- Pipe fitting
- Insulation etc .

Besides regular programs, specific trainings or refresher programs are designed and conducted in time with the need of employers.

Our Associate Company



Trade / Skill Certificateion

The institute provides skill proficiency certificate after conducting required test of skill a person possesses.

Foreign Employment Orientation Program

The special orientation program prior to their deployment to the foreign land, Universal is the authorized institute to conduct such type of program in a regular basis.

Board or Member Profile

Chair Person	- 1
Executive Director	- 1
Managing Director	- 1
Officers	
Finance and administration	- 1
Marketing	- 1
Workshop supervisor	- 1
Instructors	
Foreman Plumbing	- 1
Foreman Scaffolding	- 1
Foreman Electrification	- 1
Foreman S/F and S/C	- 1
Foreman Painting	- 1
Foreman Masonry	- 1
Foreman Welding/Fabrication	- 1



Universal Technical Institute Pvt. Ltd.

Kapan Marg, Maharajgunj, Kathmandu, Nepal
Phone: 977 1 4373352, Fax: 977 1 4372846
Email: universalktm@gmail.com

Nepal at a Glance



Historically, Nepal has been providing manpower services for nearly two centuries. Nepalese workers are always recognized as loyal, dedicated, reliable, trustworthy, hardworking and honest. They respond admirably well to kind treatment and just dealings but at the same time they are conscious of their self-respect. They are religious and are proud of their Hindu, Muslim, Buddhist, Christian, and other religious heritage and culture.

They are quick in the uptake and are always willing to learn and acquire more skills and so increase their productivity. And are adaptable and can adjust quickly to climate and social environment conditions. Nepalese workers are in particular physically and psychologically best suited to Gulf, Middle East and Western Countries and commands considerable respect among the people and with the Government of Nepal.

The performance of Nepalese workers in Gulf and Middle East countries has vouched for their qualities, capacity and hardworking. In fact, they have set established and are maintaining a good record of which we are proud of and at the same time the employers consider them as a result - NEPAL is considered an outstanding labour resource country.

The availability of workers in Nepal is in excess of national needs thus Nepal is well positioned to be able to assist other countries where labour in acute short supply at times causing hold ups in development programmes.

Why NEPAL has been accepted and hence recognized as the wonderful and marvelous labour resource country ?

Over the years, Nepal has been recognized as one of the best labour resource country. A growing number of employers from overseas countries are directing their attention to Nepal from recruitment of manpower to accomplish and fulfill increasing demand for human resources required in their countries. Largely because Nepalese workers are found to be loyal, dedicated, hardworking and honest and are responsive in their job assignments, duties responsibilities. The overseas countries have realized that in compare of other countries, Nepalese workers like to learn new techniques and ways to improve their productiveness.

The following are the reasons for employing Nepalese workers for overseas countries:

- More feasible and viable to recruit Nepalese workers compared to other manpower exporting countries.
- Nepalese workers are simple minded, dedicated, hardworking, disciplined, honest, calm nature, peace loving and extremely loyal to their employers. They possess the sense of humor and job accountability.
- Nepalese workers are laborious and sustain their working capability even in the most exhausting conditions.
- All categories of workers - professionals, skilled and unskilled almost in the fields are readily available for immediate placement.
- Nepalese workers discharge their duties relentlessly without any hitch and any kind of discontent.
- The Government of Nepal procedures and formalities for overseas recruitment are comparatively simple to follow.

History has shown, particularly during the last two World Wars, that the Nepalese labour force has proved its ability and capability to adapt to even the most hostile environment and climatic conditions in any part of the world.



We look forward
to serve you

Please contact us:

Niwida Concern Pvt. Ltd.

Govt. Lic. No.: 711/064/065

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