

Company Profile

Govt. Licence No.: 1195/073/074



ISHAN

INTERNATIONAL OVERSEAS PVT. LTD.

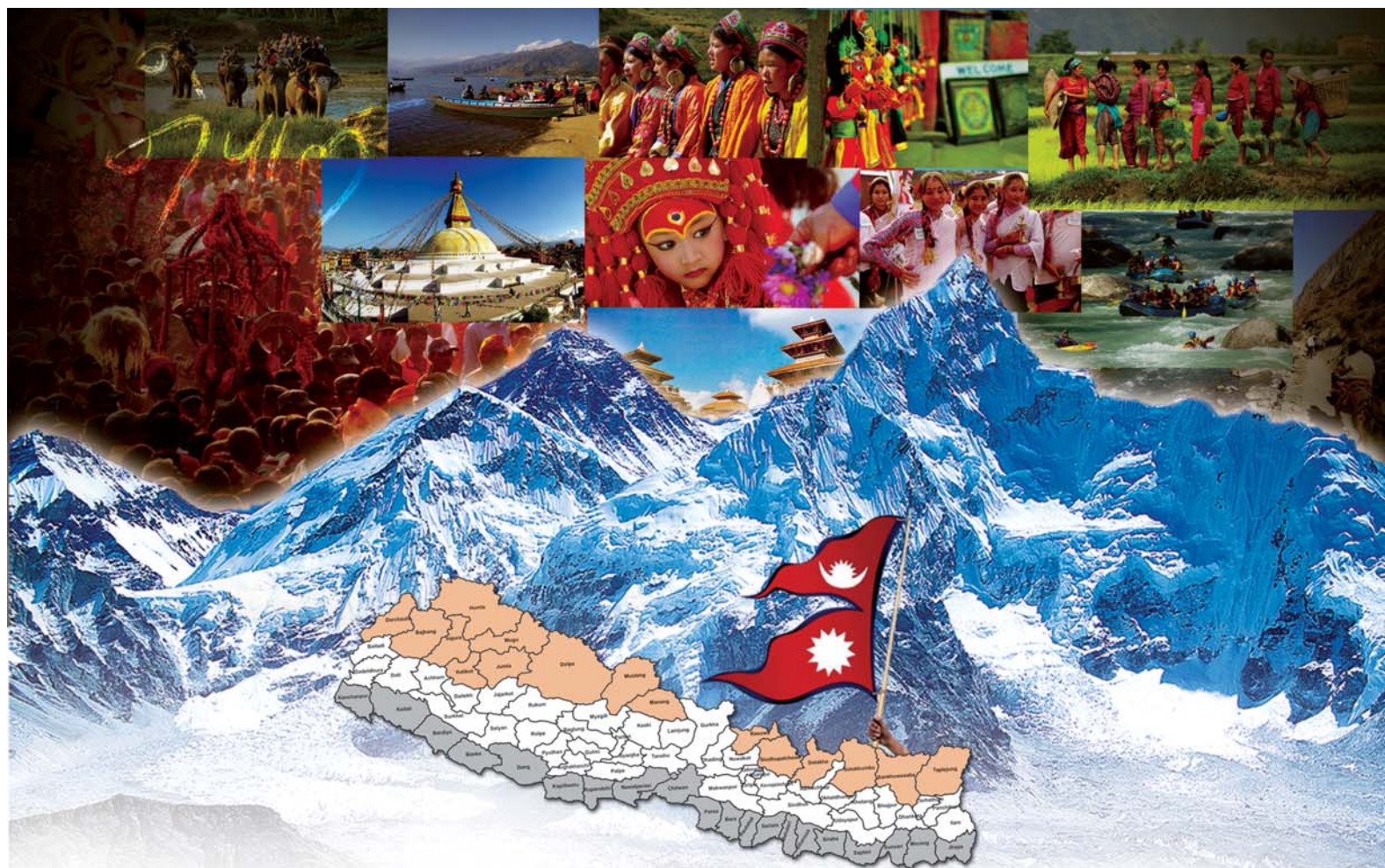
📍 P.O. Box: 532, New Baneshwor-34, Kathmandu, Nepal

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✉ isonepalos@gmail.com

🌐 www.ishanintl.com



Nepal at a Glance

Location:	Southern Asia, between China and India
Geographic coordinates:	28° N, 84° E
Map references:	Asia
Area:	Total : 147,181 Sq Km Land : 143,181 Sq Km Water: 4,000 Sq Km
Area comparative:	Slightly larger than Arkansas
Land boundaries:	Total: 2,929 km border countries: China 1,236 km, India 1,690 km
Coastline:	0 km (landlocked)
Maritime claims:	None (landlocked)
Climate:	Varies from cool summers and severe winters in north to subtropical summers and mild winters in south
Terrain:	Terai or flat river plain of the Ganges in south, central hill region, rugged Himalayas in north
Elevation extremes:	Lowest point: Kechana Kalan 70 m highest point: Mount Everest 8,850 m
Natural resources:	Quartz, water, timber, hydropower, scenic beauty, small deposits of lignite, copper, cobalt, iron ore
Land use:	Arable land : 21.68%, permanent crops : 0.64%, other: 77.68% (2001)
Irrigated land:	11,350 sq km (1998 est.)
Natural hazards:	Severe thunderstorms, flooding, landslides, drought, and famine depending on the timing, intensity, and duration of the summer monsoons
Environment:	Deforestation (overuse of wood for fuel and lack of alternatives)
Current issues:	Contaminated water (with human and animal wastes, agricultural runoff and industrial effluents); wildlife conservation; vehicular emissions.
Environment-party to:	Bio-diversity, Climate Change, Desertification, Endangered Species, Hazardous Wastes, Law of the sea, Ozone Layer Protection.
International agreements:	Tropical Timber 83, Tropical Timber 94, Wetlands signed, but not ratified: Marine Life Conservation.
Geography Note:	Landlocked; strategic location between China and India; contains eight of world's 10 highest peaks, including Mount Everest (the world's tallest) on the border with China



Introduction

Ishan International Overseas Pvt. Ltd. is a popular foreign employment agency that supplies the manpower of different categories as per demand of employing company and interest & ability of the employees. This company is registered under the government of Nepal, Ministry of Labour and Transport Management with Lic. No. 1195/073/074. It is situated at the heart of New Baneshwor, Kathmandu, Nepal.

Ishan International Overseas was established with the sole commitment of deploying Nepalese human resources in different legally authorised countries of the globe. Till now, we have deployed a lots of Nepalese human resources to the employer countries. Our major concentration is to uplift the living standard of nepalese people who are living under poverty.

Within a short period, we have successfully completed recruitment of thousand of skilled, semi-skilled and unskilled work force for a number of overseas employers. The success of Ishan International Overseas has been built upon the basic of maintaining close long-term relationships combined with personal interaction and a commitment to provide a quality services to our clients and candidates. This philosophy produces the optimum understanding of our clients business and efficient & cost effective solution to the process.

We would like to welcome all those who are looking for reliable partner to feel free to contact us to get clarified of any doubts and queries. We assured you that you will be safe in doing business with us.





Message From Chairman

It gives me immense pleasure to introduce Ishan International Overseas Pvt. Ltd. as one of the reputed and reliable recruiting agencies in Nepal, which is duly registered from the Ministry of Labour, Nepal. We are proud to state that within a short and stipulated time frame, we have become one of the best and prominent manpower company for providing the works force to various countries.

We at Ishan International Overseas Pvt. Ltd. completes our manpower supply deals with proper procedures. We believe in competent and honest work force blended with quality. The organization specializes on recruiting of skilled, semi-skilled and un-skilled workers. The company takes full responsibility to recruit categories of employee from Nepal on behalf of any legally authorized and genuine overseas employment regulation of the government of both the concerning countries.

Looking forward to hear from you soon and assuring our best services at all times, I remain.

Thanking you !

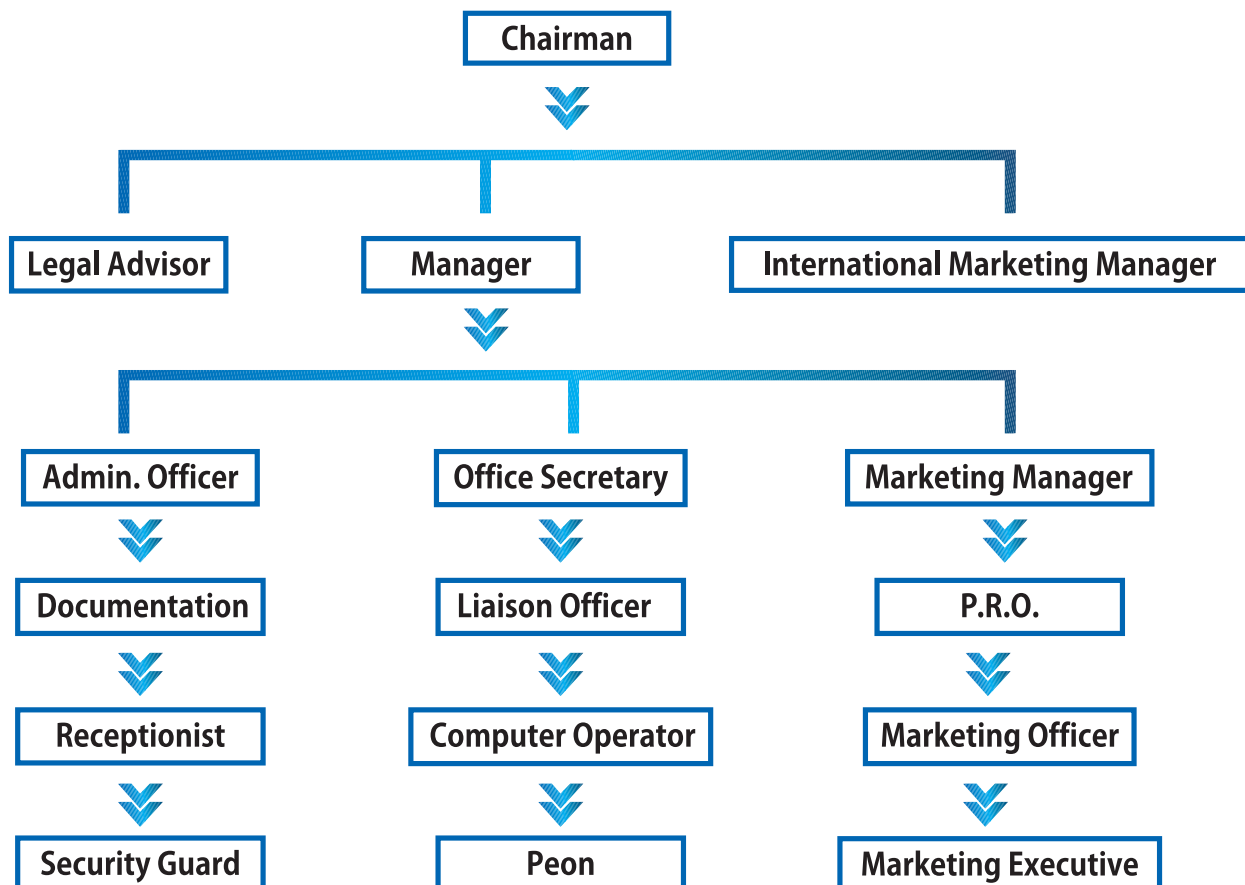
Tek Raj Gyawali
Chairman



COMPANY PROFILE

Company Name	: Ishan International Overseas Pvt. Ltd. Manpower Consultant and Recruiting Agent
Govt. Licence No.	: 1195/073/074
Types of Service	: Manpower Supply
Chairman	: Mr. Tek Raj Gyawali
Contact No.	: +977-9851088162
Address	: P.O. Box: 25450, New Baneshwor-34, Kathmandu, Nepal
Telephone No.	: +977-1-4104414, 4104415
Fax	: +977-1-4104484
E-mail	: isonepalos@gmail.com
Web	: www.ishanintl.com

Organization Structure



How We Work

Almost without exception our corporate clients comment on our ability to understand their complex and specialized employment needs, respond quickly to their concerns and questions, follow through on our commitments and be open and honest with them. We don't try to "bend and flex" candidates to make them fit on employment opportunity. We try to ask the right questions in front to ensure that we fully appreciate and understand the kind of applicants our clients are specifically looking for. That's why we do our best to screen all our candidates to ensure that we hit the mark the first time.

Our rewards are our satisfied clients. We are totally motivated and focused on helping our clients succeed in employing only the very best people and getting exceptional value for their money.

Similarly, our job seekers comment on the professional and genuinely personal way in which they are treated whilst under our care. They acknowledge the lengths we go to in helping them to prepare for their interviews, the thoroughness of our research on the companies we represent, and our follow-up with themselves and their prospective employers after each interview. Being kept in the loop at all times is important to them. So too is our straight forward, sincere approach and the fact that we do exactly what we say. We will help our candidates to find the right job and fulfill their career goals.

More than Just Solutions!

Ishan International Overseas Pvt. Ltd. prides us on being able to deliver the right candidate, for right job, time after time. By focusing on getting the right fit, not just with regard to person or job match, but also with regard to corporate culture and working environment, we are able to add value to your organization's workforce. We are specialists in our area of expertise and pride ourselves in our extensive knowledge and ability to source quality candidates.

Recruitment Choices...

As a progressive and innovative recruitment agency we can recruit staff in a variety of ways.

- Identification of candidates through specialized recruitment processes where by our consultants conceptualize, design and provide professional copy for any and all job specific advertising or marketing campaigns which can be like online media, radio (local & national) and specialized press;
- Contingency Recruitment -where we can offer you available candidates from our extensive database;
- "Executive Recruitment"- where we utilize a higher degree of industry knowledge, partnership and executive networking together with more targeted advertising in specialized national press and medias.



Services

Recruitment, selection and placement of quality staff has been a major part of Ishan International Overseas Pvt. Ltd., dedicated and professional services, since its inception. The skill shortage worldwide has created such a demand for Ishan International Overseas Pvt. Ltd. recruitment services. Ishan International Overseas Pvt. Ltd. assists International Employers in selecting the right people required for their project.

We assist job seekers who want to work abroad. For job seekers we provide a friendly, personal and totally professional approach to their search process - the level of which can be difficult to match by any other recruitment agencies. In this regard we are uniquely positioned to help short-listed offshore candidates to interview with foreign companies, deal with settlement issues and prepare for the cultural and lifestyle differences that may exist between their home country and living down under.

Steps of Manpower Sourcing Process

In order to select the best possible candidate for various industries, we follow the following procedures:

Step 1

Understand our Client's requirements. Actively listen to clients and identify the vacancies that are required to be fulfilled.

Step 2

Identify candidates' talents, abilities, strengths and untapped potential. Screen and perform detailed interviews of qualified candidates. Conduct practical evaluations and testing of skills set.

Step 3

Provide the linkage between candidates and clients. Send qualified candidates' CVs according to client's needs and requirements. Provide short-listed candidates with detailed information about client's background and mission.

Step 4

Empower short-listed candidates with self-presentation skills in order to excel in the upcoming interview.

Step 5

Conduct job-matching accuracy checks with clients upon completion of each interview.

Step 6

Enhance our manpower search after receiving valuable feedbacks from clients upon completion of candidates' first interviews.

Step 7 - After-Placement Support Services

Counsel employees and provide dispute management services. Communicate regularly with clients' HR Manager after placement to understand candidates' work performances and how candidates can improve to better their contributions.



Service Delivery Model

Find the best candidates

We provide you the candidates of high caliber fitted, capable of doing work efficiently, smart, amiable and reliable. This is achieved through specialized marketing campaigns, Job fairs, our branch offices in various cities of Nepal, tie up with universities career centers, training institutes, professional associations, media advertising and our CV bank itself. We use many tools, techniques and strategies to access top quality candidates.

Client Centric/Individual Approach

We at Ishan International Overseas Pvt. Ltd., passionately believe that every business is different, with separate staffing needs & special requests. Therefore, we treat every potential client as individual with single focal point to produce top quality recruitment services at all levels. Our credibility & reputation for providing top quality service is gained by treating our clients as individual basis. We thoroughly study each client's project and depending on project requirements, we engage a dedicated team of recruitment consultants to analyze and understand our client's specific needs and objectives to find the best solutions that meet them.

Experience & Expertise

With over 11 years of successive experience as overseas manpower supplier of Nepal, we have expertise in overseas recruitment solutions for various industries and countries like United Arab Emirates (U.A.E.), Qatar, Saudi Arabia, Oman, Jordan, Bahrain, Libya, Malaysia, Maldives, Poland, Romania etc. and our sphere of expertise keeps growing every instant. Knowing our market niche so intimately, we provide excellent advise to our clients about candidate availability, sourcing methods, salary and benefit expectations, hiring time frames, and key "push & pull" and many others factors of local workforce market for the whole recruitment project.

Effective Communication

We understand the effective communication is crucial for the success of recruitment project .We understand the importance of accessibility. That's why we provide instant support to your calls, emails, faxes and other inquiry instantly or within 24 hour turn around. Our team members are efficient communicators. We have established an effective and prompt "team-client" communication environment providing all the required resources. All our employees who are engaged with communication department speak good English.

Reliability and Trust

At Ishan International Overseas Pvt. Ltd., we pride ourselves in providing overseas recruitment services not only fast but also reliable and sustainable. Our commitment to provide efficient and top quality overseas recruitment services is ranked among top manpower companies/agencies in Nepal. This level of reliability comes from planning, hard work and forward thinking.



Technology

Ishan International Overseas Pvt. Ltd. uses a high end recruitment database to track, view, manage and report on all aspects of recruitment process. The software we use specifically aligns to our recruitment process model to provide consistent approach to our recruitment service provision to both candidates and clients.

Skill Testing Services

We partner with Nepal's top training centers and educational institutes to assess the skills, competency and motivation of our Job seekers within various skill sectors. This helps our clients to get quality candidates.

Commitment to Quality

In fast-paced present business scenario where companies are mushrooming in every part of world, the demand of quality manpower is like never before. So, to make sure that our clients get the best overseas manpower solutions possible, we at Ishan International Overseas Pvt. Ltd. enforce a vigorous quality assurance throughout the recruitment cycle, from analysis to search and supply. Our team has experience and awareness of international recruitment trends around Middle East and various other countries against benchmarks like ISO standards. With such expertise and years of experience with various industry sectors, Ishan International Overseas Pvt. Ltd. is committed to deliver our clients with top quality manpower services, offering them a hassle free solutions for all their requirements and creating value for their business growth.

Executive Search and Selection

Ishan International Overseas Pvt. Ltd. has already experienced exceptional growth in executive recruitment, building a strong brand and business platform with a strong combination of clear focus, ambition and hard work. Each of our executive search recruitment consultants has the experience and knowledge to be an expert in overseas executive search and selection and in each of the sectors they specialize in. Our consultants' invest significant time and energy in understanding and then meeting the recruitment requirements of clients and candidates. This ensures high standards of service are maintained throughout the executive recruitment process whilst guaranteeing targets are met.

Superior Team

At the heart of Ishan International Overseas Pvt. Ltd., are professionals with many years of experience in overseas recruitment and HR Practice. We hire the very best employees who have skills and expertise to provide recruitment service parallel to international benchmarks like ISO Standards. Our recruitment experts have had ample experience in working on overseas manpower supply projects of all scales and complexities within different industry domains, which is another reason why our clients can rely on us for all their recruitment needs. Each member of our staff is chosen based on their industry experience.

Value for Money

Above reasons don't matter if our charges are not competitive. What's so great about offering for years is we have kept giving more or less and what has kept our clients remain with us throughout our history.



We Supply

Information Technology

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

Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer
- M.E.P. Engineer

Security Sector

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

Garments And Textile

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



We Supply

Building Structure Maintenance & Construction Group

- Electricians
- Plumbers, Welders, Steel Fixers & Pipe Fitters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians
- Painters (Spray Wall)
- Mason- Construction Helpers
- Mason- Brick Layers
- Mason - Tile/ Marble Fitters

Vehicle/Heavy Equipments Operator Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/ Van/Mini-bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Drivers
- Motor/Grader/Dozer/Backhoe/Roller Operators
- Bulldozer/Scraper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders

Official Personnel Management Group

- Officer Manager
- Assist Manager
- Manager-Marketing, Sales, Administration
- Accountants, Cashiers
- Secretaries, Storekeepers, Purchasers
- Clerks, Typists, Data Entry Operators
- Office Boys
- Tea Boys
- Bell Boys

Supermarket

- Salesman/Sales Girls
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners

Air Conditioning (Window Type, Split Level & Central Unit)

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



We Supply

Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer
& Restaurant Captain
- Cooks (Continental, Chinese,
Indian & Arabic)
- Asst. Cooks
- Waiters
- Stewards
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers
- Barmen
- Kitchen Helpers
- Dishwasher men
- Laundry Men
- Pressmen
- Janitors
- House Keepers, Room Makers

Doctor / Nurse

- Doctor Gynecology
(Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & UD) MD
- Doctor (Nephrology) MD
- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynecology)
Diploma
- Nurses (ICU) Diploma
- Nurses (Surgery Operation Theatre)
Diploma
- Asst. Nurses (Cleaners)
Male -Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma



Required Documents

Requirement of documents vary from country to country. Documents requirements also depend on whether the embassy of manpower importing has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

1. For Kingdom of Saudi Arabia:

- A. In case of Block Visa issued for Dhaka, Bangladesh, the company should prepare all below mentioned principle documents authorized to Ishan International Overseas Pvt. Ltd. License No: 1195/073/074, which is recognized Nepalese agent by the embassy of the Royal Kingdom of Saudi Arabia, located in Dhaka, Bangladesh.

Important:

We prefer Dhaka, Bangladesh for Visa Endorsement because we have our own ID Card through which we can endorse the visa on time.

Principle Documents:

1. **Demand Letter:** Demand letter should be addressed to Ishan International Overseas Pvt. Ltd. License No:1195/073/074, The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, residence permit and other benefits.
2. **Power of Attorney:** Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Ishan International Overseas Pvt. Ltd. License No:1195/073/074 for sending workers legally.
3. **Employment Contract:** The employing company should provide the employee with an employment agreement as per demand letter.
4. **Service Agreement:** Employing Company should provide us service agreement between company and recruitment agency in Nepal .

5. **Guarantee Letter:** The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.

6. **Electronic Authorization Letter:** The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.

7. **Visa Slip (Copy):** The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block Visa.

8. Company Registration (C. R.) /one photocopy only.

Above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 & 2 should be attested from Chamber of Commerce or Ministry of Foreign Affairs from the respective country.

- B. In case of Block Visa issued for nearest embassies- Delhi and Mumbai, India, the employing company should prepare all following documents in the name of Ishan International Overseas Pvt. Ltd. License No: 1195/073/074

1. Electronic Authorization Letter
2. CR Copy (Company Registration Copy)
3. Visa Approval Slip

Important:

We do not prefer these places for visa endorsement because we have to rely on Indian agencies. Documents from A.1 to A.5 should be same as above. But the following documents should be in the name of associate office recommended by Ishan International Overseas Pvt. Ltd. License No:1195/073/074

2. For Other Countries:

The documents mentioned above A.1 to A.5 should be signed by company authorized person and bear company seal. The documents 1 and 2 must be duly sealed and attested by Chamber of Commerce and Ministry of Foreign Affairs from the respective country.

Sample of Required Documents

DATE: 23 July 2017

Demand letter

To,
M/S Ishan International Overseas PVT. LTD.
Lic no:1195/073/074 Kathmandu, Nepal
TEL NO.: +977-1-4461902, FAX: +977-1-4783348
Email: isonepalos@gmsail.com

We hereby authorized **Ishan International Overseas PVT. LTD.** Ltd on our behalf to recruit the following candidates from Nepal

SN	Category	Quantity	Salary	Sex	Duration
1	LABOR	10	AED 900	Male	2 years
2	ELECTRICIAN	3	AED 1500	Male	2 years
3	PLUMBER	3	AED 1200	Male	2 years
4	STEEL FIXER	10	AED 1200	Male	2 years
5	CARPENTER SHUTTERING	10	AED 1200	Male	2 years
6	BRICK MASON	10	AED 1200	Male	2 years
TOTAL		46			

Terms & conditions

1. Period of employment : Two years (renewable)
2. Air Ticket : Joining & Returning Ticket provided by company.
3. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
4. Probation Period : 90 days from date of entry
5. Resident permit : Resident permit will be provided by the company
6. Accommodation : Provided by the company
9. Water, electricity & gas : Provided by the company
10. Food : Provided by the company
11. Medical / Insurance : Provided by the company
12. Transportation (Bus) : Provided by the company (to and from the work site)
13. Uniform, and safety Materials: Provided by the company
14. Vacation Per Year : 21 days
15. Service Gratuity and Leave pay: Provided by the company
16. Service Charge : Not provided by company
17. Visa Processing fee : Borne by company

Uruk General Contracting L.L.C
Khaled (full name as per trade license)
General Manager

Date: 23 July 2017

TO

The Director General
Department of Foreign Employment
Buddha Nagar, Kathmandu, Nepal

Sub: **Guarantee Letter,**

Dear Sir,

This is to inform you that we have authorize to recruit (46) workers from Nepal as per the demand letter dated 23 July 2017 through M/S Ishan International Overseas PVT. LTD. Gov Lic no, 1195/073/074 New Baneshwor Kathmandu, Nepal. We guarantee that these all employees will not to be sent any third country.

Yours faithfully

Uruk General Contracting L.L.C
Khaled (full name as per trade license)
General Manager

DATE: 23 July 2017

POWER OF ATTORNEY

We Uruk General Contracting L.L.C, PO BOX:,Abudhabi,U.A.E do hereby appoint M/S Ishan International Overseas PVT. LTD..Gov Lic No:1195/073/074 to be our true and lawful attorney as a recruiting agent in Nepal for the purpose of handling all the affairs associated with recruiting of employees for our company, to sign all necessary documents and employment contracts required by the laws & regulation of the Government of Nepal, to arrange for passport and for visa endorsement with the embassy concerned to make arrangement for the workers to travel to the jobsites. And this power of attorney is to recruit only 46 workers from Nepal.

This Power of attorney shall remain valid until the workers arrive at our company in U.A.E and this power of attorney is non-transferable.

Yours faithfully

Uruk General Contracting L.L.C
Khaled (full name as per trade license)
General Manager

DATE: 23 July 2017

EMPLOYMENT AGREEMENT

Company name & Address Uruk General Contracting L.L.C
, P.O BOX:, Abudhabi ,U.A.E

Name:
Passport no:
Nationality: **Nepali**
Job category:
Salary: AED

Terms & conditions

1. Period of employment : Two years (renewable)
2. Air Ticket : Joining & Returning Ticket provided by company.
3. Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
4. Probation Period : 90 days from date of entry
5. Resident permit : Resident permit will be provided by the company
6. Accommodation : Provided by the company
9. Water, electricity & gas : Provided by the company
10. Food : Provided by the company
11. Medical / Insurance : Provided by the company
12. Transportation (Bus) : Provided by the company (to and from the work site)
13. Uniform, and safety Materials: Provided by the company
14. Vacation Per Year : 21 days
15. Service Gratuity and Leave pay: Provided by the company
16. Service Charge : Not provided by company
17. Visa Processing fee : Borne by company

Uruk General Contracting L.L.C
Khaled (full name as per trade license)
General Manager

DATE: 23 July 2017

AGREEMENT

This agreement is made and entered in to on 23 July 2017 between Uruk General Contracting L.L.C hereinafter called the First Party.

And

M/S. Ishan International Overseas PVT. LTD..Lic No:1195/073/074 New Baneshwor,Kathmandu,Nepal,hereinafter called the second party to recruit manpower from Nepal to employment in **Abudhabi** and Shall have the following terms & condition as mentioned below:

1. The second party should recruit the employees as per the demand letter dated 23 July 2017
2. The second Party should deploy the employees within 45-60 days after receiving the original documents.
3. The period of this employment agreement is 2 years starting from the first day of the arrival of employees in U.A.E.
4. FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
5. Working period will be 8 hours per day, i.e. 6 days a week.
6. The First party will provide free Food, accommodation, medical, insurance & transportation to the employees.
7. The First party will provide free both joining and returning ticket to the employee.
8. In case the employee decide to terminate the contract before its expiry, he will be liable to pay the company, the expenses incurred for his recruitment.
9. The First party will provide all the facilities incorporated in the demand letter to all the selected workers.
10. Service Charge of Nepalese agency will not be provided by first party
11. Visa processing fee will borne by the first party

SIGNATURE OF FIRST PARTY
Uruk General Contracting L.L.C
Khaled (full name as per trade license)
General Manager

SIGNATURE OF SECOND PARTY
M/s Ishan International Overseas Pvt. Ltd.
Tek Raj Gyawali
Chairman

Selection & Deployment

Pre Labor Approval

After receiving the authorized demand letter from the company, the document are presented for pre- labor approval. The department of Labor in Nepal analyzes the document and approve for further processing.



Candidate Screening/Interview

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. Ishan International Overseas Pvt. Ltd. will the short list the candidate for pre-interview. During pre interview the short listed candidate are given priority on merit basis giving opportunity to all. The final interview for the short listed candidate will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available than we arrange for telephone or skype interview.

Advertisement

The approved demand letter which is received from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. Ishan International Overseas Pvt. Ltd., also uses different tools like internet, SMS, telephone etc. in order to inform and collect documents. The documents are either collected through direct candidate or through sub agents/marketing executives.



Communications

Departments of Ishan International Overseas Pvt. Ltd. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.

Selection & Deployment



Medical Checkup

Only selected candidate will send for full medical examination to the medical centre authorized by government of Nepal. The candidates who are physical and mentally fit are eligible to sign the employment contract and he/she should be entitled to proceed for visa.

Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical report, experience certificate etc. to the employer.



Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by government registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country. It helps to create awareness and make cordial relation between employer and employee. Besides this we give full information about the company, work place, job description etc before flight.

Final Labor approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.



Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concern airline to conform seats to the nearest airport of origin country. After the flight is confirmed we send flight details to our employer requesting them for airport pick-up and hostel arrangement.



Terms & Conditions

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

Our Valued Clients

U.A.E.



- HAVANA CAFE RESTAURENT. LLC.
- INTERNATIONAL MARKET GROUP - ABUDHABI
- SECURITY GUARD MIDDLE EAST - ABUDHABI
- SPECTRUOM LIGHT BLOCK FACTORY - ABUDHABI
- GLOBAL TALENT RECRUITMENT - ABUDHABI
- NEW DELIGHT CONT. & GEN. MAINT.LLC - ABUDHABI
- ABU DHABI CO-OPERATIVE SOCIETY - ABUDHABI
- INTHER PRO LLC - ABUDHABI
- HAMDAN BIN MUBARAK AL NAHYAN - ABUDHABI
- UNITE PRE CAST CANCREAT - DUBAI
- EMIRATES SECURITY SERVICE - DUBAI
- KHIDMAL . LLC. DUBAI
- YATEEM OPTICAL. LLC. DUBAI
- BERLIN SECURITY - DUBAI
- JERZEM CONT. WLL. ABUDHABI
- AL JABER COIN SECURITY - ABUDHABI

MALAYASIA



- WRP ASIA PACIFIC SDN.BHD.
- ACE ENCLOSURES SDN.BHD.
- VBR SDN.BHD.

QATAR



- THE DIPLOMATIC CLUB - DOHA
- AL MOHTARIF CLEANING COMPANY W.L.L.
- GULF PAPER INDUSTRIES - DOHA
- AL MILLION SERVICE & TRD. & CONT. CO. W.L.L.
- A CONTEC ENGINEERING. W.L.L.
- G2S GUARDING SYSTEMS
- G4S SECURITY SYSTEM - DOHA
- EXPRESS CLEANING
- HOME SERVICES
- UNITED PRECST CONCRETE
- GULF CERAMIC
- AL HADRA GROUP
- PROFESSIONAL CLEANING COMPANY W.L.L.
- SAFECO TRADING CO. W.L.L.
- ABDULLA AL NASER TRAD. & CONT.
- GULF HIGHTEC SECURITY SYSTEMS
- BLUE SKY TRAD. CLEANING & CONT. CO. W.L.L.
- KAFER W.L.L.
- REEM ENTRPRISES
- AL JABER ENGINEERING
- SEA GULF TRAD. & CONT
- AL EMADI ENTERPRISES

K.S.A.



- AL JAZEERA PAINTS
- WATAD AL ARABIA LIMITED COMPANY
- SAS TECHNIQUE FOR CONT.CO.LTD
- M.S. ALBABTAILI
- TIN TING SYSTEMS COMPANY



Licence/Certificates

Dispatch No. of Notary Public: 1846/A

Government of Nepal
Ministry of Labour Management
Department of Foreign Employment

Coat of Arms of Nepal

Office Seal

Licence No.: 1195/073/74 Date: June 27, 2017

Licence

This licence has been given to **Ishan International Overseas Pvt. Ltd.** hereby authorizing to carry on foreign employment business, pursuant to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2008 and the terms and conditions specified in this licence.

Licence issuing authority:
Name: Bishwo Raj Pandey
Designation: Director General
Signature: Sd.
Date: June 27, 2017

The Translation Copy, True and Verified
Signature: Name Krishna Raj Pandey
Date: 18/07/2017
Certificate Number of the Notary Public: 1728
Date of Expiry of Certificate: Dec. 30, 2018 AD
Seal of the Notary Public

NOTARY PUBLIC
KATHMANDU

Table of Renewal

Renewal date	Renewal Valid up to	Renewal Charge	Additional Renewal Charge	Signature of renewing authority
July 09, 2017	Mid July 2020	30,000/-		Sd. Section officer July 09, 2017

Terms:

- No activity shall be done having opened a branch office without obtaining approval.
- No activity shall be done through an agent.
- No worker shall be sent in any manner to any country other than those countries for which the licence has been obtained.
- In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.

The Translation Copy, True and Verified
Signature: Name Krishna Raj Pandey
Date: 18/07/2017
Certificate Number of the Notary Public: 1728
Date of Expiry of Certificate: Dec. 30, 2018 AD
Seal of the Notary Public

NOTARY PUBLIC
KATHMANDU

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

दर्ता नं: १६०१०२/०७३/०७४

श्री इशान इन्टरनेशनल ओभरसीज प्राइमेट लिमिटेड कम्पनी संम्वत् २०७३ साल मंसिर महिना ३० गते रोज ५ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को टफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०७३-०८-३०

Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 160102/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to M/s. Ishan International Overseas Private Limited having incorporated on the 15 day of December, 2016 pursuant to sub-section (1) of section 5 of the Companies Act, 2066.

Date: 2016-12-15

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको तथ्याङ्क हुनाले कानून अनुसार विद्युत अर्न्तगत सम्बन्धित निकायबाट सिपिए मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाउँछ।

सहायक-रजिष्ट्रार

The Translation Copy, True and Verified
Signature: Name Krishna Raj Pandey
Date: 18/07/2017
Certificate Number of the Notary Public: 1728
Date of Expiry of Certificate: Dec. 30, 2018 AD
Seal of the Notary Public

NOTARY PUBLIC
KATHMANDU

Dispatch No. of Notary Public: 1846/A1

Government of Nepal
Ministry of Finance
Department of Inland Revenue

Coat of Arms of Nepal

Office Seal

Photographs
Sd.

PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Date: 19 06 2017
Date of Value added tax registration: Day Month Year

Permanent Account No. 6 0 4 3 6 7 8 2 8
Internal Revenue Office: New Baneshwor

Taxpayer's Name: Ishan International Overseas Pvt. Ltd.
Type of Taxpayer: Private Limited
Business Address: Ward No. 34, New Baneshwor
Kathmandu Metropolitan City
Kathmandu

Business Activity: Foreign employed.

Sd. Tax Payer's Signature
Sd. Signature of Tax Officer
Tax Officer

Duties to be abided by the taxpayer:

- Bill and invoice shall be compulsorily issued at the time of transaction.
- A person who is going to be registered in VAT, shall submit the statement of VAT and pay amount of VAT within 25 days after expiry of every tax period (every month or every two month or every four month)
- A person who is carrying on the business subject to excise duty, shall submit monthly statement and pay amount of excise duty within 25 days after expiry of every month unless the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by Mid October.
- If Tax return is not submitted and amount of tax is not paid in time, fee interest and fine shall be imposed.
- This certificate shall be displayed at the place of transaction/ main Office in manner conspicuous to all.
- Please keep contact with this office if there is any confusion.

The Translation Copy, True and Verified
Signature: Name Krishna Raj Pandey
Date: 18/07/2017
Certificate Number of the Notary Public: 1728
Date of Expiry of Certificate: Dec. 30, 2018 AD
Seal of the Notary Public

NOTARY PUBLIC
KATHMANDU

Govt. Licence No.: 1195/073/074




ISHAN


INTERNATIONAL OVERSEAS PVT. LTD.

 P.O. Box: 532, New Baneshwor-34, Kathmandu, Nepal

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 +977-1-4104484

 isonepalos@gmail.com

 www.ishanintl.com