

[www.greatnepalhr.com.np](http://www.greatnepalhr.com.np)

Great Nepal H.R. Pvt. Ltd.

- ◎ (+977) 1 4547074
- ◎ Chundevi-04, Maharajgunj
- ◎ Kathmandu, Nepal
- ◎ [infogreatnepalhr@gmail.com](mailto:infogreatnepalhr@gmail.com)



## Great Nepal HR Pvt. Ltd.

### Corporate Profile

#### Name of Company

Great Nepal H.R Private Limited

#### Company Reg. No.

310523/079/080

#### Govt. Lic. No.

Govt. of Nepal, Ministry of Labor

License No. 1688/080/081

#### PAN No. (Tax)

610480959

Ministry of Financial Department of Internal Revenue

#### Chairman

Mr. Badal Dangali (Nandalal)

Mobile : (+977) 9802095260

Email : badaldangali2000@gmail.com

#### Managing Director

Mr. Ganesh Bahadur Thapa

Nepal Mobile : (+977) 9851196857

Email : ganeshthapa990@gmail.com

#### Executive Director

M/S. Samjhana Khadka

Mobile : (+977) 9705000220

#### Legal Advisor

Bam Bahadur Khatri

#### Company Address

Chundevi-4, Maharajgunj, Kathmandu, Nepal

#### Telephone Number

(+977) 1 4547074

#### E.mail

infogreatnepalhr@gmail.com

#### Website

[www.greatnepalhr.com.np](http://www.greatnepalhr.com.np)

#### Whatsapp

(+977) 9705000448

#### Nature of Business

Manpower Consultant and Recruiting Agency

Professionals/Skilled/  
Semi-Skilled/Unskilled

#### Affiliation / Certification

Nepal Association of Foreign Employment  
Agencies (NAFEA)





Great Nepal H.R Private Limited is a leading manpower consultancy and recruiting agency based in Kathmandu, Nepal. Established with a vision to bridge the gap between skilled Nepalese professionals and global employment opportunities, we specialize in providing tailored recruitment solutions for companies worldwide.

Our services encompass the recruitment of professionals, skilled, semi-skilled, and unskilled workers, catering to diverse industries and organizational needs. With a strong foundation of trust, integrity, and professionalism, we are committed to delivering exceptional manpower solutions that empower businesses and transform lives.

**Great Nepal H.R connects global companies with skilled, semi-skilled, and unskilled Nepalese manpower. With trusted recruitment, high standards, and NAFEA affiliation, we deliver tailored solutions and empower businesses worldwide.**

Nepal has long been celebrated for its dedicated and hardworking workforce. Over the years, advancements in education and vocational training have further enhanced the capabilities of Nepalese workers, making them highly sought after in the global market. At Great Nepal H.R Private Limited, we take pride in our rigorous recruitment processes and adherence to high standards, ensuring that only the most qualified and reliable candidates are recommended to our clients.

Our affiliations with esteemed organizations such as the Nepal Association of Foreign Employment Agencies (NAFEA) further demonstrate our commitment to excellence and compliance with international standards. With a dedicated team, extensive networks across Asia, Europe, and beyond, and a relentless focus on client satisfaction, Great Nepal H.R Private Limited stands as a trusted partner for businesses seeking reliable and skilled manpower.





**Great Nepal  
H.R is a trusted  
Nepalese  
recruitment  
agency  
connecting global  
businesses  
with skilled  
talent. Backed  
by experienced  
professionals  
and cutting-  
edge facilities,  
we ensure  
efficient, reliable  
manpower  
solutions tailored  
to meet client  
needs worldwide.**

Dear Clients,

Greetings!

Great Nepal H.R Private Limited stands as a trusted and leading recruitment agency in Nepal, dedicated to bridging the gap between Nepalese talent and global workforce demands. Established to address the rising unemployment in Nepal, our company specializes in providing competent manpower—from semi-skilled workers to highly skilled professionals—tailored to meet the specific needs of our valued clients worldwide.

Over the years, Great Nepal H.R has earned a reputation for excellence in outbound recruitment, blending competency with quality. Our experienced and dedicated team strives to deliver top-tier services to both employees and employers, adhering to international standards of excellence. Our unwavering commitment ensures prompt, efficient, and seamless cooperation with our clients, providing manpower solutions that exceed expectations.

Operating from our state-of-the-art headquarters in Chundevi-04, Kathmandu, Nepal, we employ advanced processes for sourcing manpower. Semi-skilled and unskilled personnel are recruited through sub-agents and mass media advertisements, while highly technical and professional candidates are handpicked through our expert team and branch offices across the country. This approach enables us to meet 99% of client requirements with precision and speed.

Great Nepal H.R Private Limited is committed to providing reliable, high-quality recruitment services, ensuring the success of both our clients and the workforce we represent.

Thank you for your trust and partnership.

Sincerely,

Badal Dangali (Nandalal)

Chairman



With over 10 years of experience, we bridge the gap between employers and employees, ensuring mutual growth and satisfaction.

Dear Clients,

Greetings!

At Great Nepal H.R Pvt. Ltd., we specialize in recruiting skilled, semi-skilled, and unskilled Nepalese manpower, eager to contribute to global workplaces and advance their careers. Our core mission is simple yet impactful: to connect the best available talent with exceptional career opportunities.

The organizations we partner with are leaders in their respective fields, seeking candidates who align with their staffing requirements to drive success. By bridging the gap between businesses in need of workforce solutions and the pool of qualified Nepalese talent, we have consistently delivered value to both employers and employees.

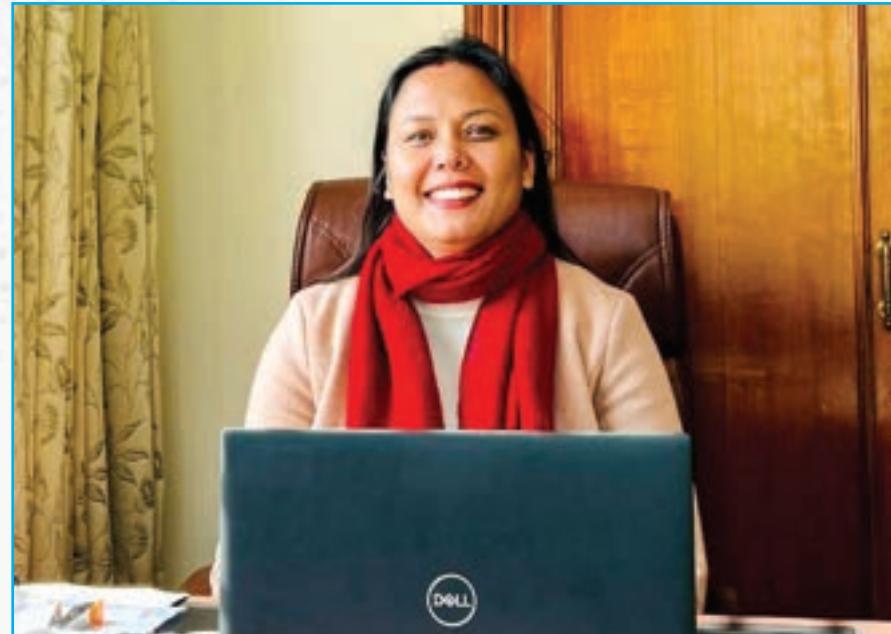
With over 10 years of experience in this field, I envision a bright future in facilitating mutually beneficial relationships between employers and employees, fostering growth and prosperity for both. We are confident in our ability to meet your manpower needs and are always open to discussions to finalize terms tailored to our mutual business interests.

You can rely on us for efficient operations, strict confidentiality, and results that meet your expectations.

With best regards,

Mr. Ganesh Bahadur Thapa

Managing Director



With a highly capable team and years of experience, we guarantee efficient recruitment solutions tailored to your specific demands.

Dear Respected Clients,

Warm greetings from Great Nepal H.R Pvt. Ltd., a trusted name in manpower recruitment from Nepal.

It is with great pride that I introduce our company as a reliable and professional recruiting agency dedicated to connecting skilled Nepalese workers with esteemed organizations worldwide. Our mission is to provide exceptional service by understanding and fulfilling the unique requirements of our clients.

At Great Nepal H.R Pvt. Ltd., we recognize the value of human potential and the significant role it plays in achieving organizational success. Our commitment is to serve as a bridge between opportunities and talent, ensuring the best match for your workforce needs.

With a highly capable team and years of experience, we guarantee efficient recruitment solutions tailored to your specific demands. Your trust and partnership inspire us to continuously deliver excellence and strengthen our mutual relationship.

Thank you for choosing Great Nepal H.R Pvt. Ltd. I look forward to collaborating with you to achieve greater success together.

Warm Regards,

M/S. Samjhana Khadka  
Executive Director



## MISSION

Our primary mission is to meet the needs of our clients by providing the "Right Candidate for the Right Job at the Right Time." We continuously strive to deliver high-potential candidates to our esteemed clients. With a forward-thinking approach, we aim to be an internationally recognized service provider in human resources, earning the trust of both clients and candidates as the most preferred recruitment agency.



## VISION

Great Nepal H.R Pvt. Ltd. acknowledges the global demand for skilled manpower and aims to connect Nepalese workers with international employment opportunities. Our vision is to deliver high-quality services to clients while offering Nepalese workers a chance to work abroad. We focus on:

- Supplying clients with competent, reliable, and dedicated candidates.
- Meeting client requirements within the shortest time frame.
- Continuously training our staff to ensure the highest standards of service.



## VALUE

Our core objective is to legally provide employment opportunities for various categories of labor force and professionals to overseas countries. Great Nepal H.R Pvt. Ltd. remains committed to staying in contact with workers sent abroad until their return or transfer to other countries. We ensure that workers are adequately immunized and, in the case of serious injury or death, they or their families are compensated through insurance. We also seek cooperation in supplying Nepalese manpower to your country, which will strengthen the bond between our nations and support our national development initiatives.





Great Nepal H.R Pvt. Ltd. is committed to upholding fair, ethical, and professional conduct to ensure success in its recruitment business. We expect the same from all our business clients, employees, and job seekers.

All clients, employees, and job seekers associated with Great Nepal H.R Pvt. Ltd. are expected to adhere to our Code of Conduct, outlined below. This Code will be incorporated into our Recruitment Agreement or any other agreement that forms the basis of the relationship between Great Nepal H.R Pvt. Ltd. and the relevant parties.

We prioritize ethics in all our operations. We believe in honesty, integrity, and transparency because trust is the foundation of our relationships with clients, employees, and partners.

Great Nepal H.R Pvt. Ltd. ensures that this Code of Conduct is communicated to all business clients, employees, and job seekers working with us and encourages strict adherence. Additionally, employees must comply with internal rules and regulations to promote efficient teamwork and service delivery. Any violation of this Code by individuals working with or on behalf of Great Nepal H.R Pvt. Ltd. will be considered a serious breach of business conduct and will not be tolerated.

### Standards:

- » Fair, ethical conduct
- » Transparency and honesty
- » Adherence to standards
- » Trust-based relationships
- » Internal rules compliance
- » Efficient teamwork and services
- » Strict breach tolerance





## Great Nepal H.R Pvt. Ltd.

Great Nepal H.R Pvt. Ltd. is dedicated to enhancing customer satisfaction by recruiting skilled Nepalese human resources based on the requirements of foreign employers. Our highly qualified and committed team is always ready to provide accurate information to both clients and candidates. We have implemented a fully computerized office system and virtual database to ensure prompt communication and efficient service delivery.

Our policy focuses on helping our clients find the right candidate for the right job, fulfilling their specific needs. We aim to achieve this by exploring new employment opportunities for qualified and skilled individuals, primarily from Nepal, while helping reduce the country's growing unemployment rate. We fully comply with the laws and regulations of the Ministry of Labor and Transport Management of Nepal.

### Government Policy

The increasing unemployment rate in Nepal has driven more workers toward foreign employment. Over the past decade, there has been a significant outflow of Nepalese workers to countries like the Middle East, Malaysia, South Korea, and other East Asian nations. However, this trend has led to exploitation by both registered and unregistered foreign employment agencies, as well as individuals. Many Nepalese workers sent abroad through these agencies face numerous hardships and challenges. To address these issues, the government has enforced policies to regulate and control agencies, ensuring the protection of Nepalese workers. Agencies must now obtain a Demand Letter and Power of Attorney, attested by the Nepal Embassy or Chamber of Commerce in the respective countries, to gain permission for recruitment.

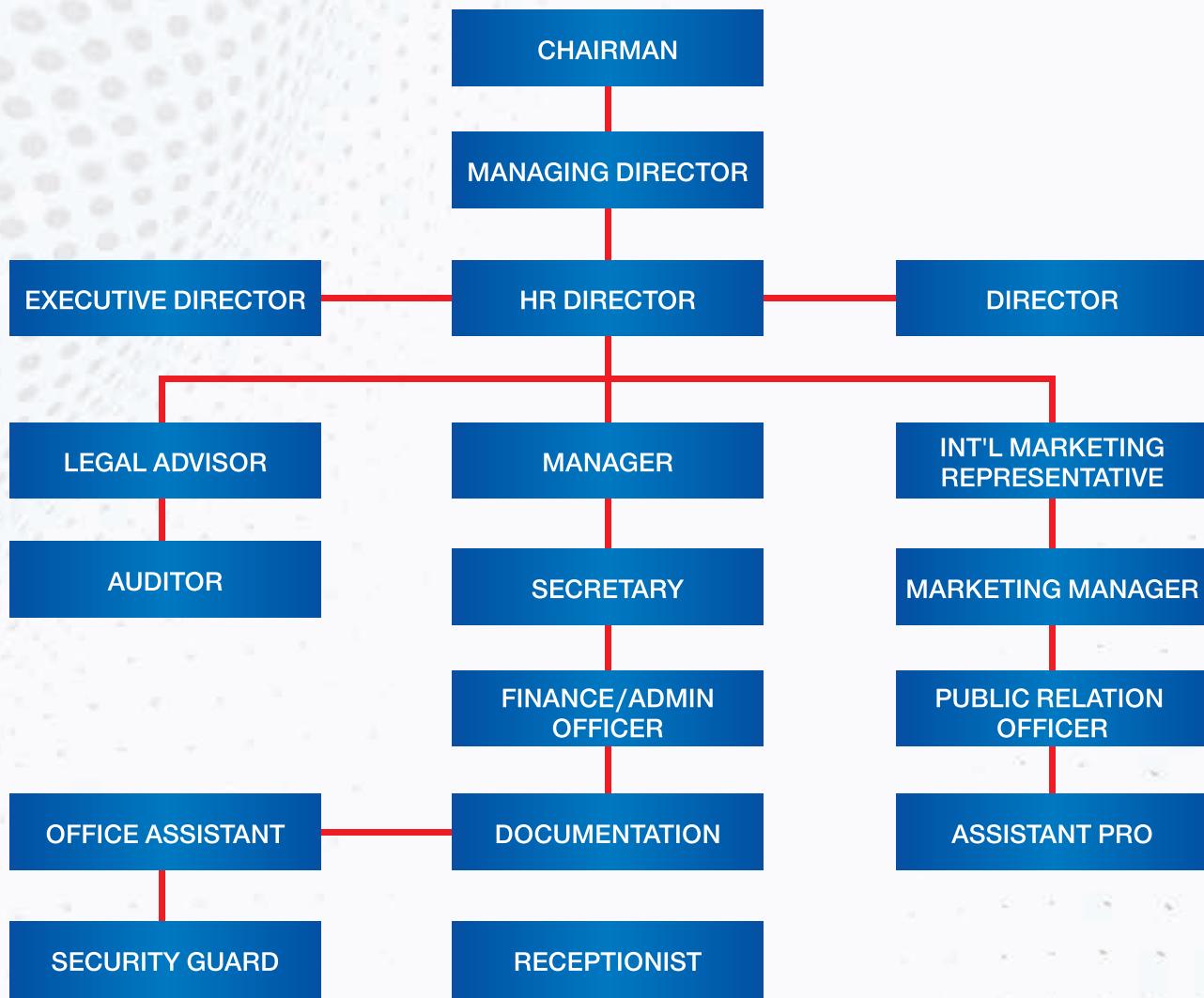
### Salaries and Wages

Nepal offers a highly trainable workforce, with abundant unskilled labor and sufficient semi-skilled and skilled workers. The minimum wage rates in Nepal are comparatively lower than those in other SAARC countries and regions. However, the principle of 'equal wage for equal jobs' is emphasized, aiming to improve worker productivity and efficiency. The Nepal government has established minimum salary ranges for various categories to prevent wage disparities and ensure fair compensation for workers.





## ORGANIZATION CHART





### Recruitment and supply

Great Nepal HR provides eligible and acclimatized workers according to your requirements.

### Professional, Foreman/Labour

Skilled/ Semi-Skilled for any given field

- **Administrative & Related Staff for All Category**
- Supermarkets
- Engineering Surveyor/Technician
- Factory Manufacturing Industrial
- Construction/Contracting
- Cleaners (Indoor/Outdoor)
- Security Guards & Safety
- Hotel, Restaurant, Catering, Fastfood
- IT / Communication
- Light/Heavy Vehicle Driver
- Heavy Equipment Operator/ Technicians
- Electric Technician, Foreman, Labor
- Maintenance: Machinery, Auto A/C, Electronics
- Carpenter
- Agriculture & Livestock Farming
- Medical, Health, Sports / Fitness





## 1. Initial Agreement:

On receipt of any authenticated demand from overseas employer, The Employer & Great Nepal HR Pvt. Ltd. should execute an initial agreement on the terms and conditions of hiring workers from Nepal, then agreement should be signed by both parities (Employer & Great Nepal HR Pvt. Ltd).

## 2. Embassy Endorsement:

To recruit Nepali workers, an authorized employer must first create a user ID and then submit the required demand documents for attestation by the Embassy.

## 3. Legal Documents:

Once initial agreement made between both parties, employer (1st Party) should prepare and submit all required documents to Nepal Embassy as mention below:

- a. Application letter to the Embassy of Nepal, Kuala Lumpur [\[Specific Format\]](#)
- b. Copy of KDN quota approval (Bahasa Malay) valid for more than 30 days.
- c. Copy of English translation of KDN quota approval letter (by Dewan Bahasa dan Pustaka /Court interpreter or translator) attested by Consular Division of the Ministry of the Foreign Affairs, Malaysia
- d. Demand letter signed by the employer and attested by the Department of Labour of Malaysia and the Consular Division of the Ministry of the Foreign Affairs, Malaysia. [\[Specific Format\]](#)
- e. Employment Contract signed by the Employer [\[Specific Format\]](#)
- f. Power of Attorney [\[Specific Format\]](#)
- g. Demand letter, employment contract and related documents should be strictly signed by the Chief Executive Officer, company director or manager authorised by the company. The documents should be submitted to the Embassy by the CEO or company director or authorised manager. The following documents of the authorised person should be submitted for submission and collection of the documents:
  - a. Authorization letter
  - b. Form 9- Company Registration Certificate (SSM)
  - c. Form 49 – Register of Company Directors
  - d. Copy of the EPF contribution receipt
  - e. Copy of NRIC/Passport
- h. List of currently working Nepali nationals with their passport number and contact numbers
- i. Other relevant documents / Information:
  - a. Salary slips of latest three months of existing Nepalese workers
  - b. List of client/s where the Nepalese workers are to be deployed by the company (for the service sectors like security & cleaning)

## 4. Pre-approval:

after demand attested by Nepal Embassy, Malaysia, demand will be uploaded to FEIMS(Foreign Employment Information Management System) and Great Nepal HR will add in for pre approval through online. Employer collects the hard copy of Demand attestation and courier to Great Nepal HR.

## 5. Manpower Pooling: [Advertisement, Screening and short listing.](#)

Once The Department of Labor is satisfied about the credibility of the demand, attestation and terms and conditions offered are conformity with the government regulation. The Government grants the permission to recruiting agency for advertise the requirement in local and national newspapers and start of recruitment process. Recruitment Company starts screening and short listing candidates before final interview. The process includes:

1. Print and Broadcast Media Advertisement
2. On-the-spot-sourcing (City and Provincial)
3. Company referral candidates
4. Internal Candidate Bank



## 6. Selection :

The mode of selection of contract workers may be executed under the following procedures:

### Preliminary 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. Great Nepal HR will short list the candidate for pre-interview and determine the capabilities of each applicant via one-on-one interviews to ascertain who are most qualified and fit for the employer's final selection.

### Final Interview/Selection:

Selection by Employer's Authorized Representative, Recruitment Company Personnel.

- ▶ **Direct Interview (by Employer):** Many employers visit Nepal for final interview. We make all necessary preparations for interview. We call short listed candidates for the particular day.
- ▶ **Interview on behalf of Employer:** Sometimes manpower importing agencies give full authority to manpower consultant for entire selection procedures. In such case, we carry out interviews on behalf of employers abroad and make all dispatching arrangements to the employment destination. The selection is made purely merit basis and finally select the most competent workers from our manpower reserve.
- ▶ **Interview through Skype:** Sometimes manpower importing agencies select the candidate through interview via online (Skype). We have all the necessary arrangements for this process.
- ▶ **Transmittal of Resumes:** Employer may select the candidates from the Resumes of all Prospective candidates. We forward the resumes of candidates of who pass the pre-qualification interview and testing conducted at our end. In such cases, the name of the successful candidates may be relayed to us via phone, fax, or email.

## 5. Full Documentation Assistance:

We provide the selected applicants' assistance in securing the travel documents required by both Labour Office and Embassy, like Trade Test, Passport, Police Clearance, Medical Certificate, Orientation and Exit Pass.

## 6. Medical Checkup:

The selected candidates are sent to an authorized hospital or clinics for a full medical examination (and vaccination where required). The candidates who are medically and physically fit for employment are forwarded for recruitment process such as contract signing, visa processing.

## 7. Employment Visa Process:

Once selected candidates are medically and physically fit, employer has to process their employment visa. The Visa system varies country to country. Where paper visa system available, employer has to make copy of issued visa available to recruitment companies as soon as visa is issued for individuals for government clearance for mobilization. Where visa has to be endorsed onto a passport, employing company has provided all necessary documents to assist visa endorsement from embassy of employing country.

## 8. Orientation:

Nepal labor law requires all new candidates traveling overseas for employment take orientation class to familiarize local laws & orders, labor laws and immigration policy, environment and tradition and culture of employing country. Candidates should also understand their responsibilities, terms and conditions and benefits of employment prior to submitting for final approval for mobilization.

## 9. Final Labour Approval: (Government Clearance)

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.

## 11. Travel Arrangement:

Once paper visa is received or visa is endorsed from embassy of employing country, Employer may process for the flight (E-Ticket) or Great Nepal HR will make necessary arrangement for flight ticket and departure.

## 12. Reception from Employer:

After the flight is confirmed we send flight details to our employer. Representative from employer will receive the candidate from airport and arrange hostel for them. Employer will provide the respective job duties to the candidates as per the employment agreement.



## RECRUITMENT PROCEDURE PROCESS FLOW





## REQUIRED LEGAL DOCUMENTS



### MALAYSIA

1. Demand Letter
2. Power of Attorney
3. Agency Agreement
4. Employment Contract
5. Guarantee Letter

*(Above documents must be attested by Notary Public and Nepalese Embassy )*



### U.A.E., QATAR, OMAN, BAHRAIN KUWAIT, SAUDI ARABIA

1. Demand Letter
2. Power of Attorney
3. Agency agreement
4. Employment contract
5. Guarantee Letter

*(Above documents must be attested by Chamber of Commerce and Nepalese Embassy )*



### JAPAN, EUROPE, ISRAEL

1. Demand Letter
2. Power of Attorney
3. Agency Agreement
4. Employment Contract
5. Guarantee Letter

*(Above documents must be attested by Chamber of Commerce and Nepalese Embassy )*





# REQUIRED DOCUMENT SAMPLE FORMATS

## FROM RECRUITING COMPANY

## Demand Letter

## COMPANY LETTERHEAD

Date: To,  
M/s Great Nepal HR Pvt. Ltd. / Govt. Lic No.: 1688/080/081  
Kathmandu, Nepal

Sub: **Demand Letter**

We request you to recruit on our behalf the under mentioned categories of personnel under the following terms and conditions;

S.No.	Category	Nos.	Salary Per Month (SR/QR/AED/RM)

## Terms &amp; Conditions

1. Contract Period: ..... Years (Renewable)
2. Working days/hours: 6 days /8 hrs per day
3. Accommodation & Transportation: Provided by the company
4. Food: Provided by the company
5. Medical benefit & Leave Benefit: As per Malaysia/UAE ..... Labor Law
6. Condition for renewal & termination of employment and final settlement,
7. Compensation for injury and death: As per Malaysia/UAE ..... Labor Law Settlement of disputes & disposal
8. Transportation of dead body of worker: As per Malaysia/UAE ..... Labor Law
9. Arbitration /Mode of settlement of Disputes: As per Malaysia/UAE ..... Labor Law

All other conditions of service shall be in accordance with Malaysia/UAE ..... Labor Law.

For and on behalf of  
NAME & STAMP OF THE COMPANY

-----  
Name of Authorized person  
Designation

## Employment Contract

## COMPANY LETTERHEAD

Date: **Employment Contract**  
This Employment Contract is made on day ..... dated .....between:  
1<sup>st</sup> Name of Employer : .....(Company Name).....  
: ..... Address.....  
K.S.A.\ UAE\ Qatar\ Oman\ Kuwait \ Malaysia etc.  
2<sup>nd</sup> Name of Employee : .....  
Nationality: Nepal Passport No:.....

The 2<sup>nd</sup> Party agrees to work with the 1<sup>st</sup> party on the following terms and conditions:

1. Profession	.....
2. Basic Salary	.....
3. Period of employment	..... years (renewable)
4. Probation period	..... months from the date of joining
5. Working Hours / day	..... hours a day /6 days a week
6. Overtime	As per the Company
7. Accommodation / Transportation	Provided by the company
8. Medical / Sick Leave	As per country's labour law
9. Leave	60 days per two years
10. For the termination of employment and final settlement	As per country's Labour Law
11. Provisions in regard to renewal of contract	As Per country's labour Law
12. Provision in regard to compensation	As per country's labour law
13. Arbitration/Mode of settlement of disputes	As per country's labour law

All other conditions of service shall be in accordance with .....country Name (K.S.A.\ UAE\Qatar\Oman\Kuwait\Malaysia) labour laws.

For and on behalf of  
NAME & STAMP OF THE COMPANY

-----  
Name of Authorized person  
Designation

Candidate's Name  
Designation

## Power Of Attorney

## COMPANY LETTERHEAD

Date: Known all men by these presents that we, M/S ..... (Co. Name)....., P.O.Box ..... (Country name).... does hereby appoint **M/s Great Nepal HR Pvt. Ltd.**, Kathmandu, Nepal, approved by the Government of Nepal, Ministry of Labour, Labour Department License No. 1688/080/081, to be our true and lawful attorney and agent in Nepal to execute the following things and act.

- All recruitment activities in Nepal, by advertising in the media /call for applications from suitable candidates, processing applications and conducting necessary interviews.
- To handle departure formalities on behalf of ..... (Co. Name) including with the protector of immigrants and all other government agencies and sign all the necessary documents required by the aid offices in connection with the recruitment of personnel required for employment with it and arrange all matters relating to their deployment such as entering into contract with the selected workers, completion of immigration formalities, arranging their package etc. as per the demand letter issued dated .....
- This Power of Attorney has been signed and sealed this day in ..... and shall be valid in connection with the hiring of workers as per our agreements.

For and on behalf of  
NAME & STAMP OF THE COMPANY

-----  
Name of Authorized person  
Designation

## Letter of Guarantee

## COMPANY LETTERHEAD

Date:  
The Directors General,  
Department of Labour, Ministry of Labour and Transport Management, Kathmandu, Nepal.

Subject: **Letter of Guarantee.**

Dear Sir,

We have sent a Demand Letter to Great Nepal HR Pvt. Ltd., License No. 1688/080/081, for ..... numbers of Nepalese workers for our company. We hereby confirm that all the workers we demanded will be given the exact job as well as the accurate salary and other facilities as per the demand letter. Workers won't send or supply to any other country & company beside our company. We the company will take full guarantee for all the workers in case if we fail to meet the above criteria.

Hope your good self will grant permission and approve the documents and visa for the further proceed.

Your timely co-operation and support on this regard is highly appreciated.

Thank you.

For and on behalf of  
NAME & STAMP OF THE COMPANY

-----  
Name of Authorized person  
Designation

## Service Agreement

## COMPANY LETTERHEAD

SERVICE AGREEMENT BETWEEN  
.....(Company name)..... & Great Nepal HR Pvt. Ltd.,

On this date, it is agreed between M/s.....(Co. name) (herein after called Employer) and M/s Great Nepal HR Pvt. Ltd., License No: 1688/080/081Kathmandu, Nepal (herein after called Recruiting Agent);

1. That the employer hereby agrees to Recruiting agent, who is government approved recruiting agent in Nepal, for the recruitment of Nepalese workers.
2. That the recruiting agent shall send the required personnel at the earliest possible and strictly according to merits, qualification & experience as required by the Employer.
3. The profession, salary and all other benefits will be as per the Demand Letter no. ..... Dated ..... & Employment Contract.
4. That the agent must ensure that each candidate should be medically fit for the job and holds the valid passport.
5. That in case of any dispute between the two parties shall be settled mutually and amicably.

In witness whereof, we have executed this agreement on date ..... in the presence of subscribing witness.

For and on behalf of  
NAME & STAMP OF THE COMPANY

-----  
For and on behalf of  
Great Nepal HR Pvt. Ltd.

-----  
Name of Authorized person  
Designation

-----  
Managing Director



## TERMS AND 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, 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 labors law of country concerned.





Government of Nepal  
Ministry of Labor and Transport Management  
Department of Foreign Employment

License No.: 1688/080/081

Date: 2081/01/02 BS  
(January 14, 2024 A.D.)

**LICENSE**

This License is hereby issued to **M/s. Great Nepal HR. Pvt. Ltd.**, authorizing to carry on the foreign employment business subject to complying with the provisions of the Foreign Employment Act, 2064 and Foreign Employment Rules, 2064.

**License Issuing Authority's:**  
Signature : Sd/  
Name : Danduraj Ghisingh  
Designation : Director General  
Date : 2081/01/02 BS  
(January 14, 2024 A.D.)




Government of Nepal  
Ministry of Industry, Commerce & Supplies  
Office of the Company Registrar  
(Official Seal)

Registration No.: 3101221070080

**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to **M/s. Great Nepal HR. Pvt. Limited** having incorporated it on the Thursday, the 23<sup>rd</sup> day of the month of Chaitra of the year 2079 BS (corresponding 2023/04/06 AD) pursuant to sub-section (1) of section 7 of the Companies Act 2065 BS (2086 AD).

Date : 2079/12/31 BS (2023/04/06 AD)

Signed  
Anil K. Regmi

**Conditions** – The registration of the company shall not be deemed to be in force till implementing the objectives of the company, therefore, the business as per the objectives of the company should be carried on only after obtaining of permit from the concerned body in accordance with the provision laws where such permit is required to be obtained as per law.


Government of Nepal  
Ministry of Finance  
Inland Revenue Department

**Permanent Account Number (PAN) Registration Certificate**

PAN No.: 44444444444444444444444444444444  
Inland Revenue Office: Kathmandu  
Issue Tax: Mahanagar  
Registration Date: 10/04/2023  
Day Month Year

Name of Taxpayer: Great Nepal HR  
Type of Taxpayer: Private Limited  
Address: Ward No. 26, Kamalchowk, Metropolitan Kathmandu, Kathmandu

Business Transaction: Activities of employment providing agencies  
Sd/  
Signature of Taxpayer  
Signature of Tax Officer

**Details to be filled by the taxpayer** – Always income should be filled compulsorily at the time of filing.  
These who are registered for VAT purposes, the money withheld as VAT and the amount of VAT for each quarter or monthly or quarterly must be submitted within 15 days from the date of filing of VAT return.  
These amounts mentioned in books or receipt date, the money collected as income due and the amounts of income due for each tax period must be submitted within four-five days from the date of ending of each month.  
The amounts of income due for each fiscal year must be submitted within the last day of the month of June every year.  
Interest, fine and charge will be charged in case of non-submission of amounts and late filing.  
This certificate must be displayed in a conspicuous manner in the place of business head office.  
In case of ambiguity, it is advised to make contact with the office.




# JOB CATEGORIES

## Administrative & Related Staff for All Category

General Manager  
C.A./Accountant  
Mangers-Marketing/  
Sales/Admin/H.R./  
Production/Finance  
Officer, Secretary  
Shift In-charge  
Sales Assistant  
Cashier / Clerks  
Telephone Operator  
Computer Operator  
Data Entry Assistant  
Hostel Incharge  
Store Keeper  
Time Keeper  
Receptionist  
Office Assistant



## Engineering Surveyor/Technician

Civil / Architect  
Electrical / Electronic  
Mechanical / Industrial  
Electro-Mechanical  
Air-Conditioning  
Project Managers  
Planing / Draftsman  
AutoCad Operator  
Equipment Technician



## Factory Manufacturing Industrial

Production Operator  
Machine Operator  
Filling/Packing Worker  
Industrial Helpers  
Load / Unload Labor  
Q.C. In charge  
Finishing men  
Tailors  
Garment Helper  
Iron men  
General Worker



## Supermarkets

Salesmen/Salesgirls  
Check Out Cashiers  
Trolley Boys  
Shelves Organizers  
Super Market Labours  
Shop assistant  
Out Door Salesman  
Sundry Shop  
Wholesale Assistant  
Retail Shop Worker



## Service

Logistics Manager  
Cust. Service Assistant  
Counter Sales Boy/Girl  
Data Entry Operator  
Out-sourcing Worker  
Marine Cleaners  
Beautician  
Air Hostess  
Offset Press Operator  
Laundry Supervisor  
Laundry Workers  
Delivery Boys  
Dry Cleaner / Presser



## Construction/ Contracting

Supervisor / Foreman  
Masons / Helpers  
Block Machine Operator  
Scaffolding/ Steel Fitter  
Electrician  
Cement/ Concrete  
Block & Stone Mason  
Plasterers/ Block Setter  
Floor Finishers  
Tiles & Marble Fixers  
Stagers / Riggers  
Plumber / Pipe Fitter  
Steel/ Duct Fabricators  
Sand Blaster / Driller  
Metal Painter/Polishers  
Wall / Spray Painters  
Shovel Operator  
Construction Helper





# JOB CATEGORIES

## Hotel, Restaurant, Catering, Fastfood

Manager/ Supervisor - F&B/House Keeping/ PRO,  
Front Office Staffs  
Valet Attendant  
Room Boy / Bell Boy  
Trolley Boy  
Chef / Souse Chef  
Chef de Partie  
Multi Cuisine Cook  
Bakery / Pastry Cook  
Tandoor Roti Maker  
Kitchen helper

Restaurant Captain  
Barman / Bar Tender  
Waiters / Waiters  
Barista

Restaurant Manager  
Restaurant Crew  
Catering Supervisor  
Catering Helpers  
Home Delivery Man



## Cleaners (Indoor/Outdoor)

Cleaning Supervisor  
Washers  
Hospital Cleaner  
Office Cleaner  
Floor / Carpet Cleaner  
Building/Window  
Gen. Cleaning Labour



## IT / Communication

IT /System Engineer  
Computer Programmer  
IT Security Consultant  
Graphic/Web Designer  
Communication  
Technician  
Hardware/Network  
Interior Designer



## Security & Safety

Security Supervisor  
Security Guards  
(British Gurkhas, Ex. Army, Ex. Police & Civil)  
Armed Gurkha Force  
Club Security/Bouncer  
Female Security Guards  
Civil/Body Guard  
Janitors/Watchman  
Safety & Fire Guards  
Life Guards

## Light/Heavy Vehicle Driver / Heavy Equipment Operator/ Technicians

## Electric Technician Foreman, Labor

**Maintenance:**  
Machinery, Auto A/C,  
Electronics

## Welding & Metalic Works

**Carpenter:**  
Furniture  
Furnishing/Shuttering  
Door & Windows

## Agriculture & Livestock Farming Supervisor, Labour

## Medical, Health, Sports / Fitness

**Professional,**  
**Foreman/Labour**  
(Skilled/Semi-Skilled/  
Unskilled for any field

We can supply any category- Listed or Non Listed here, please contact us for your requirement.

**1. Leading Nationwide Recruitment Agency**

Great Nepal H.R Pvt. Ltd. is a highly respected and trusted recruiting agency, recognized for its expertise in human resource management services. We are a preferred agency due to our professionalism and capability in manpower supply.

**2. Timely Deployment & Availability**

We ensure the timely deployment of various categories of manpower at all times, showcasing our efficiency in meeting overseas recruitment needs. Our professionalism is demonstrated through prompt responses to client demands.

**3. Personalized Selection Process**

Clients (employers) are invited to personally visit us to scrutinize and select workers according to their specific requirements, ensuring the best match for their needs.

**4. Expert Selection Criteria**

Our selection committee uses thorough criteria to choose the right candidates, including work experience, academic qualifications, training courses, trade tests, and full medical check-ups.

**5. Skilled and Experienced Team**

Our well-experienced and skilled staff are dedicated to providing high-quality foreign employment services, maintaining a high level of integrity and ensuring the satisfaction of both employers and employees.

**6. Wide Range of Manpower**

We supply skilled, semi-skilled, unskilled, and professional human resources, taking full responsibility for workers' welfare according to both local and international laws, ensuring seamless recruitment for employers.

**7. Government Authorization & Recognition**

Great Nepal H.R Pvt. Ltd. is authorized, honored, and recognized by the Government of Nepal (Ministry of Labor & Transport Management) and the Nepal Association of Foreign Employment Agencies (NAFEA) for excellence in foreign employment services.





- 7 Hill Enterpose
- Lonson Enterprise (m) Sdn Bhd
- AA CLASSIC HOME
- SRI SURIYA CURRY HOUSE RESTAIRANT
- MYBALA SDN BHD
- VINDA MALAYSIA SDN. BHD.
- EAGLE EYE SECURITY SERVICES SDN.BHD.
- SEKURITI AZGAN SDN.BHD.
- TARGET SECURITY SDN.BHD
- PUSAKA BIRU SDN.BHD
- CEMERLANG PRTECTION SDN.BHD.
- SPLENDID TACK TICK SDN.BHD
- APEX WORLD SECURITY SERVICES SDN.BHD
- VERI TAAS SECURITY SDN.BHD.





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