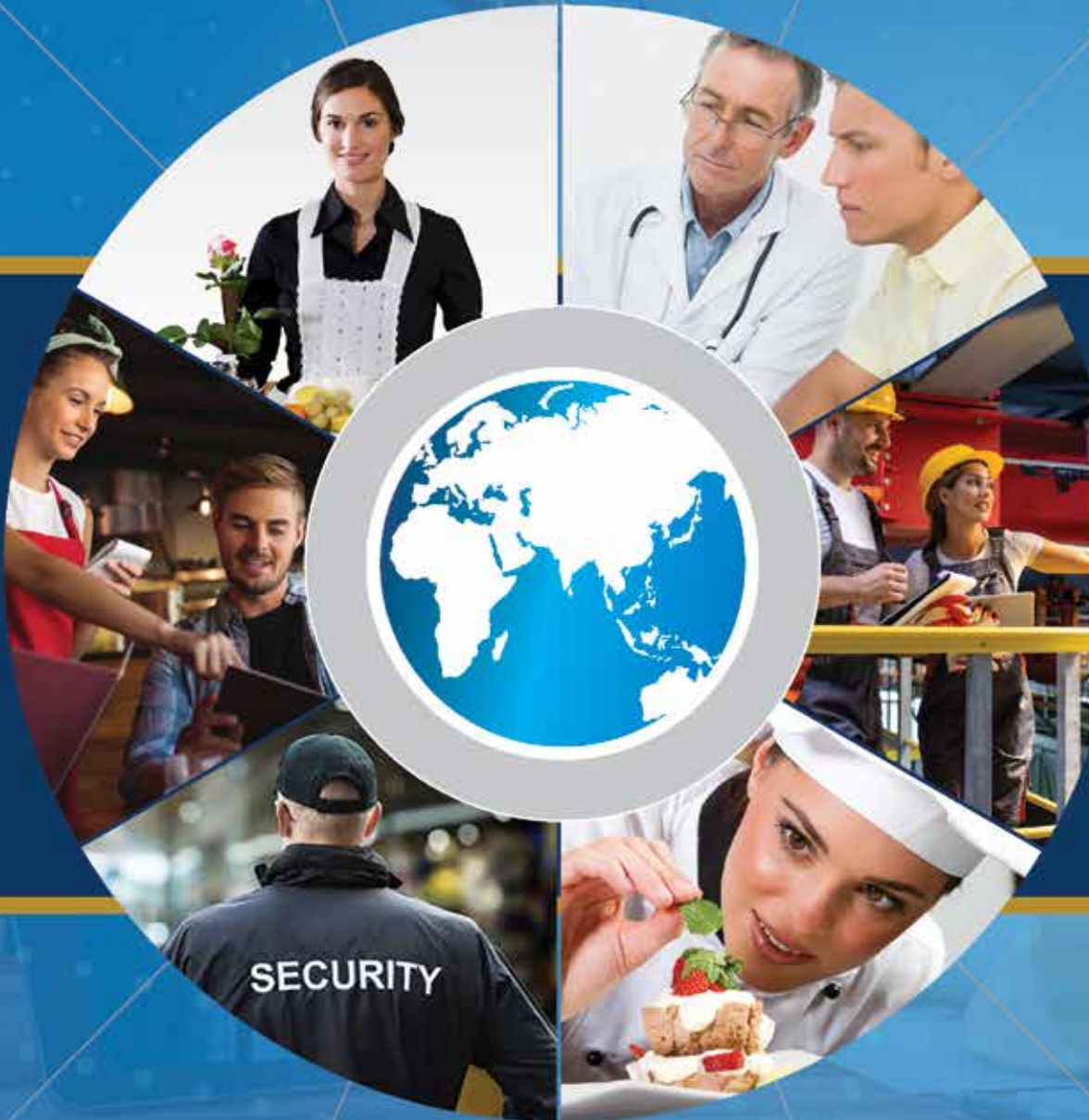


"Building pathway for employer and employee"

Govt. Lic. No. 1081/073/074



MAVEN

RECRUITMENT SERVICES PVT. LTD.

- 📍 P.O.Box: 19255, Sinamangal-9
(Tara Hall Chowk) Kathmandu, Nepal
- ☎ +977-1-4592613, 4594173
- 📞 +977-1-4594173
- ✉ mavenrs017@gmail.com
babystar.sky7@gmail.com
- 🌐 www.mavenrecruitment.com.np

Fair And Ethical Recruitment From Nepal



COMPANY PROFILE



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Registration Authority

Ministry of Industry & Commerce Office of the
Company Registrar Company Registration
Number : 160375/073/074

Ministry of Foreign Employment Department
of Foreign Employment Government License
Number : 11081/073/074

Ministry of Finance Department of Internal
Revenue
Pan No.: 604370521

Working Experiences

Comprehensive background in Implementing and accomplishing Company's mission by working at extensive level in senior management capacity for years in the national and international organizations & overseas employment business fields.

Types of Service

Manpower Consultant and Recruiting
Agency

Operated / Managed by

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

Member

Nepal Association of Foreign Employment Agencies
Nepal Chamber of Commerce

Capital Structures

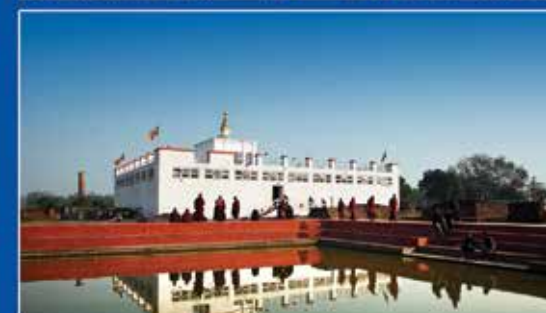
Authorized - 20 Million Nepalese Rupees (USD 175,000)
Issued - 10 Million Nepalese Rupees (USD 87,500)

Legal Advisor

Mr. Ghuran Sah

Official Bank

Prime Commercial Bank Ltd.
Nepal Rastra Bank





MESSAGE FROM CHAIRMAN

Dear Valued Clients,

It is my great pleasure to present you this brief introduction of my company Maven Recruitment Services Pvt. Ltd. please spare a few moments of your valuable time to go through this profile to know about us and our services.

Maven Recruitment Services is an innovative and highly motivated manpower recruitment agency of Nepal with a new vision. We have set about a task of doing things differently. Our company has a novel approach. business with us will mean adherence to ethics and living up to the promises made. As we are in the

service based business industry, it is an imperative that we most emphasize on producing high quality service to provide the optimum satisfaction to our valued business clients as well as to our candidates seeking job opportunity abroad.

We provide workers of all categories that include a large number of security personnel both armed and un-armed. Our well experienced professional staffs would carefully evaluate your requirement and serve you the exact personnel within the shortest period of time. Hence, please consider Maven Recruitment Services as an authorized local recruiting agency for Nepal. At last but not least may I have the pleasure to offer you our services with quality assurance and be part of your organization as partner in progress. I assure you that we will take care of your needs very carefully and honor our contractual obligation in best ways in coming future.

I look forward to being of service to you.

With best regard,

Hari Narayan Sah (Chairman)

MESSAGE FROM CEO



Dear All,

Maven Recruitment Consultancy Services policy to provide the “Right job to the right people” has helped us to amass success over a decade in the Human Resources. Our professionalism, coupled with a strong personal touch with the employers and the employee enhances the probability of success at every step. Our goal is to create a long-lasting, client-candidate relationship, which will surely transform into a long term winning strategies for both parties. To ensure success, we believe in hiring people with the right skills and to be right place.

If you wish to find out about more or engage in our manpower solution, please do not hesitate to contact us.

Thank You,

Akash Ale (CEO)

RBA TRAINED



MESSAGE FROM MANAGING DIRECTOR

Dear All

We are pleased to have the opportunity to introduce ourselves to you and explain our commitment to our clients and community.

We are a disciplined, dedicated and loyal team of professionals with a singular goal, to provide our clients with highest caliber of human resource in an intelligible and cost effective manner. Our lawyers, staff and assistants understand that treating all clients with respect is the cornerstone of our success.

There is a remarkable sense of teamwork and camaraderie within the firm and ever-present satisfaction that comes from knowing that what we do makes a difference.

As Managing Partner, it is my privilege to assure that our core values remain intact and that, as a Firm, we continue to meet the needs of our clients. We know that clients have a choice when it comes to resourcing and it is incumbent upon our team to prove each and every day that your confidence in us is well placed.

To our existing clients, I would like to say thank you for your trust and confidence. To our prospective clients who may be viewing this website for the first time, we look forward to having the opportunity to earn your trust and to exceed your expectations.

Thank You,

Shyam Sundar Sah (Managing Director)

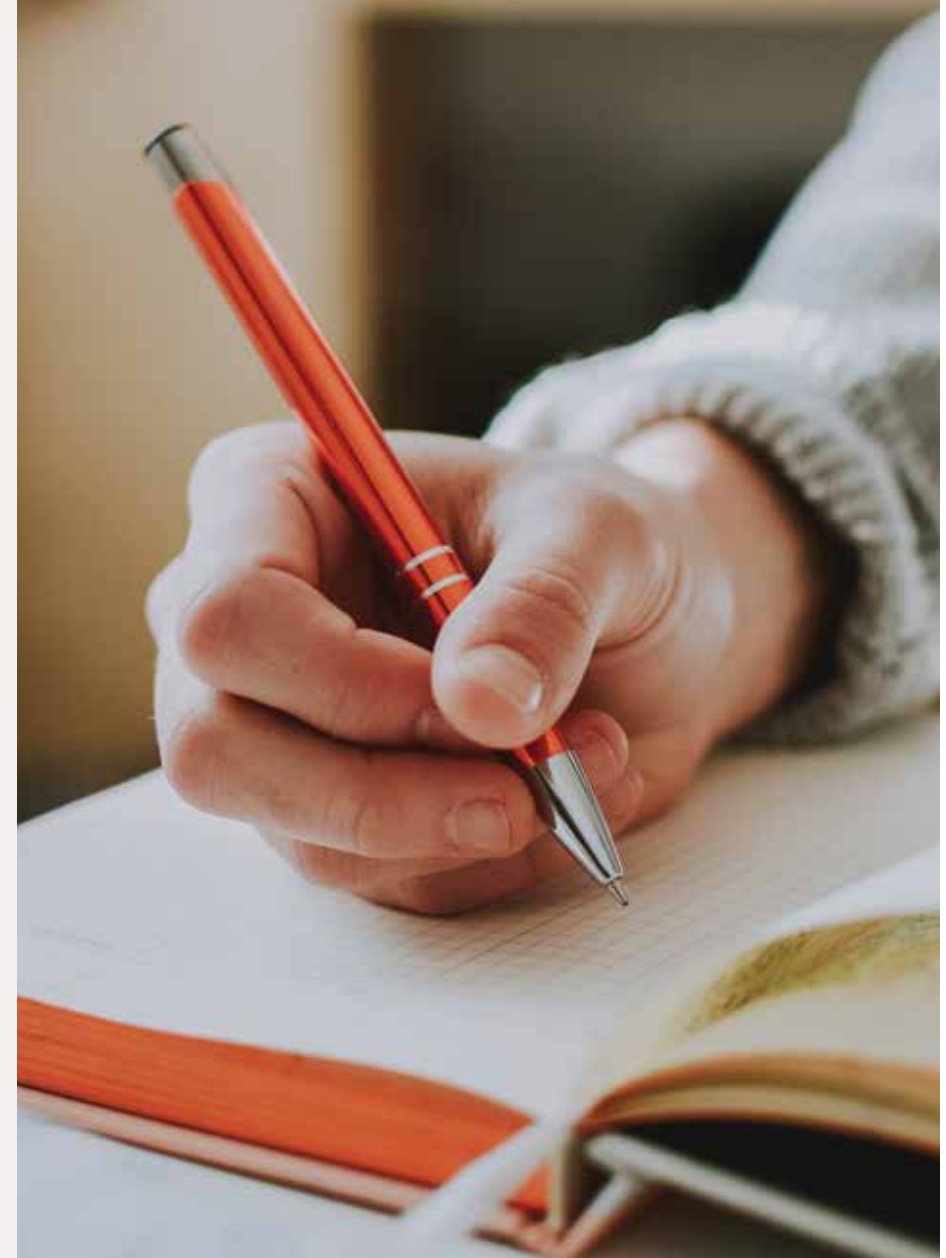
MESSAGE FROM INTERNATIONAL BUSINESS DEVELOPMENT DIRECTOR

Maven Recruitment Services Pvt. Ltd. competes in the employment services by offering a complete range of services, including permanent, temporary and contract requirement, assessment and selection, training outsourcing, consulting and professional services. Based on the client's requirement Maven Recruitment Services Pvt. Ltd screens candidates and present the best appropriate short listed candidates to the clients. In case of absence of suitable candidates in its data bank, additional candidates are mobilized through advertising.

After short listing candidates, interviews of potential candidates are arranged at Kathmandu at our own spacious premises. In case of bulk recruitment, interviews can be arranged at any center in Nepal. Maven Recruitment Services Pvt. Ltd manages the selected applicants until their visa is arranged. We have an excellent support with the various foreign mission and immigration authorities which quickens the Visa and

Sushil Raj Giri

(International Business Development Director)



ABOUT US



About us

Maven Recruitment Services Pvt. Ltd has redefined the process of global recruitment to a predictably accurate process with defined parameters for matching job skills of potential candidates with the job profiles of international companies. We as an overseas placement agency provide international job for skilled, semi-skilled and un-skilled workers with various corporate giants in the Saudi Arabia, Oman, Qatar, Middle East, Africa, U.A.E., Bahrain, Kuwait, Asia Pacific Countries.

Maven Recruitment Services follows a well-defined process and method. As an international recruitment agency, we cater to the needs of diverse industries like construction, Hospitality, Engineering, Medical Services, Oil & Gas, Shipping and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering source to act as their recruitment consultants in Nepal and to deal with visa and other procedures.

The overseas company also forwards a draft of employment agreement between the employer and employee.

OUR TEAM



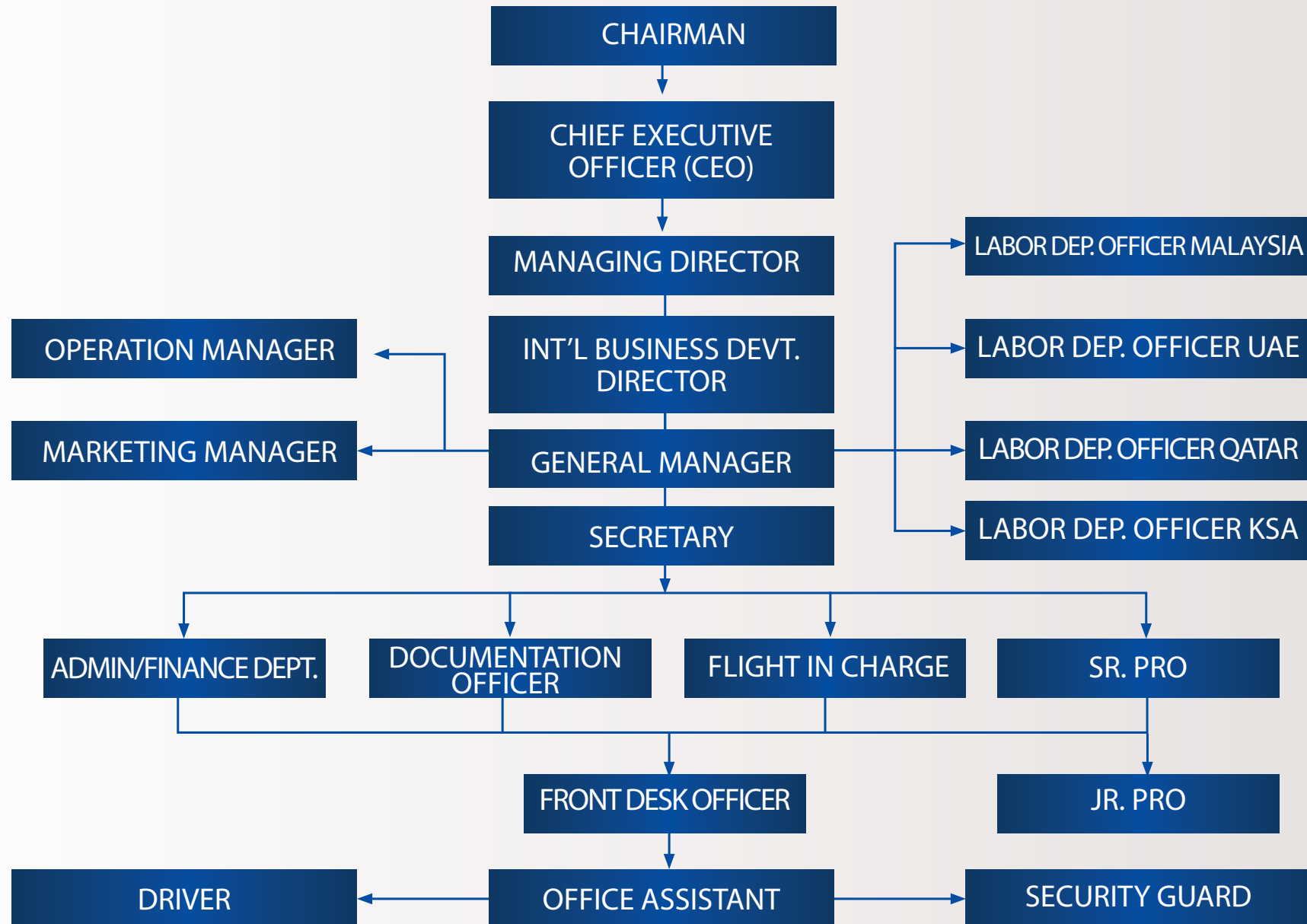
We take this privilege to introduce our organization Maven Recruitment Services Pvt. Ltd. as one of the highly trusted employment solution provider located in the capital city of Nepal, Kathmandu. We are successfully turning the dreams of employment seeker having desire to work overseas into reality.

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

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

Warm regards
Maven Recruitment family

ORGANIZATION CHART





OUR VISSION

To deliver world-class professional recruitment solutions to employers & job seekers in every range of discipline. Maven Recruitment Services Pvt. Ltd. visions being successfully in taking the shape of leading manpower recruiting agency worldwide. We aim to deliver highly competent and motivated personnel to overseas employers. We are determinate to further expand company's operation to reach wider audience and build strong ties with our clients and candidates.

OUR MISSION

"Delivering excellence to individuals, businesses and communities"
Our mission statement reflects our commitment to offering the highest quality service to our clients, candidates and all other stakeholders we work with, as well as the delivery of our corporate social responsibility program to help the wider community. It demonstrates how we continually strive to go above and beyond to provide exceptional service.

OBJECTIVE

Main objective, the company is to see and legally provide employment opportunities to various categories of labour force and professional personnel to overseas countries. Maven Recruitment Services Pvt. Ltd. makes all efforts to keep in touch with workers sent abroad for employment until their return home or in most case transfer to other countries as well. This company also, ensures the workers will be adequately immunized and in case of serious injuries or death the workers or their families are compensated through insurance companies. This company looks towards cooperation for the supply of Nepalese manpower force to your country. This would definitely strengthen the friendship between our two nations and support our national development scheme.

WHY CHOOSE US ?

01

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

02

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

03

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

04

Provides timely and appropriate communication on work progress.

05

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

06

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

07

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

08

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

09

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

10

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

Track Record

1. On-Time Deployment And Less Cancellation
2. We plan the mobilization 2 weeks in advance and inform the same to the employer/agency. On-time deployment is our guarantee. We have a good track record of very less cancellation.
3. We have a 5-10 percent of cancellation record in the past.

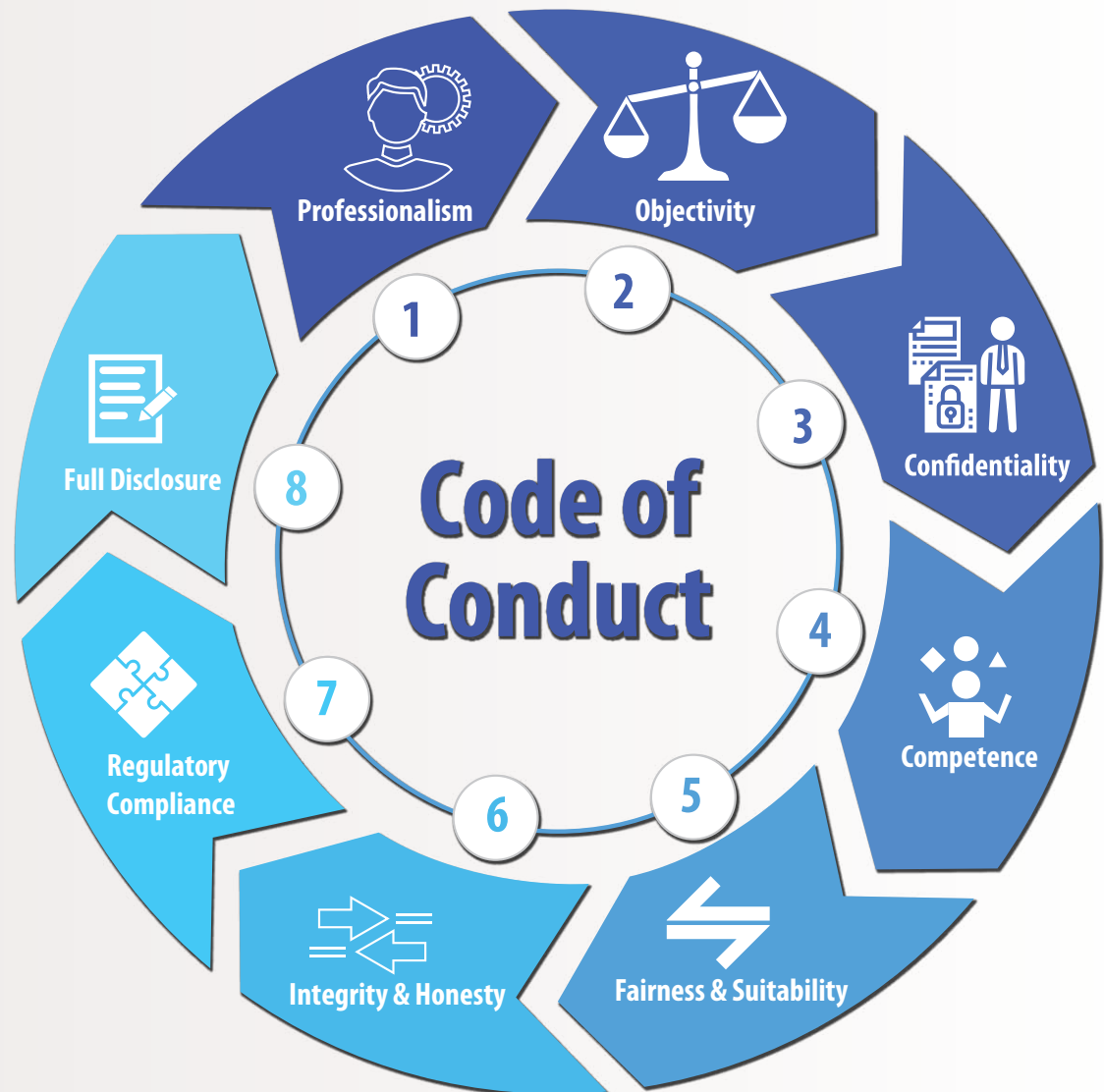


CODE OF CONDUCT

Maven Recruitment Services Pvt. Ltd. is devoted to provide fair and transparent recruitment opportunity, identifying human potential and placing the right candidate for the right job always. Our focal point is to provide ethical (lawfully, voluntarily, transparent, non discrimination, zero cost and with human treatment) recruitment service with the high performance by efficient management with on-time action, in doing so we make sure for the adaptation of the contemporary changes with creative ideas based on an international recruitment standard, comply COC of RBA and other like minded organizations which add values to the customers, job seekers and all stake holders.

Believing in smart work in a team with continual improvements sustain the business. Quality performance builds trust among stake holders and trust harmonizes everyone for betterment. Maven Recruitment Services Pvt. Ltd. is committed for betterment of all including not only stake holders such as employees, job seekers and customers but also to the society and nation at large.

Maven Recruitment Services Pvt. Ltd. has proudly committed to share its profit margin to Corporate Social Responsibilities (CSR) activities at least by 10% and also 10 % for Employees trainings and refreshment program annually.



CODE OF ETHICS

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

01	No Conflict of Interest	02	Confidentiality & Privacy	03	Non-Discrimination
04	Protection of Intellectual Property	05	ANTI - BRIBERY & CORRUPTION	06	Fair Business & Promotion Practices
07	Freely Chosen Employment	08	Anti-human trafficking & slavery	09	No Child Labor
10	Accuracy, Retention of Business Records & Documents	11	Compliance with Laws & Regulations		

OUR GUIDING PRINCIPLES

Integrity

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

Compassion

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

Realization

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

Excellence

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

Collaboration

We believe in team work. We encourage our member to share their knowledge, skill 8, experience among other staffs

QUALITY POLICY

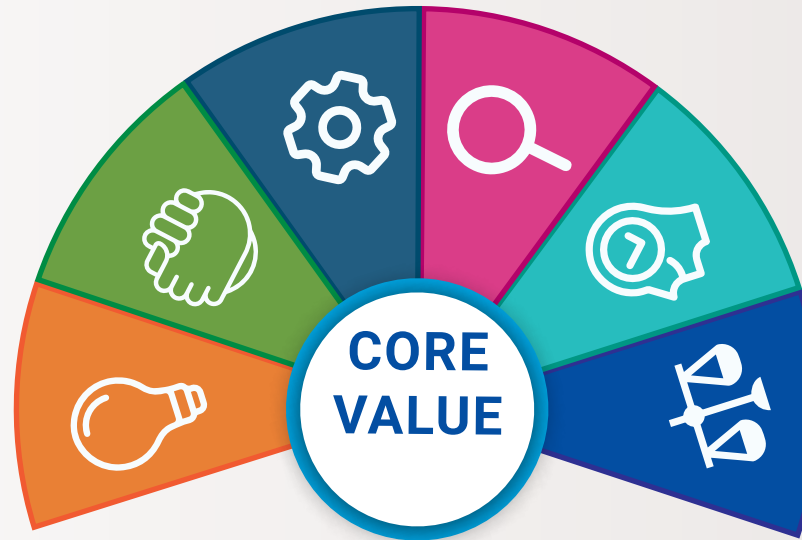
- ❖ To provide quality foreign recruitment service with customer satisfaction at the center and continuous improvement of organizational activities.
- ❖ Ensuring compliance with relevant industry specific standards and all statutory, regulatory and legal requirements including RBA and ILO.
- ❖ Enhancing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

QUALITY OBJECTIVE

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



OUR CORE VALUE



01

INNOVATE & IMPROVE

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

02

TEAMWORK

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

03

INTEGRITY

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

04

TRANSPARENCY

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

05

POSITIVITY

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

06

LAW

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

CATEGORIES WE RECRUIT

BUILDING MAINTENANCE & CONSTRUCTION

- ✂ Electricians/Helper
- ✂ Plumbers/Helper
- ✂ Welder- Electric & Gas
- ✂ Steel Fixers/Foremen
- ✂ Pipe Fitters/Helper
- ✂ Carpenters (Finishing and Shuttering)
- ✂ Electronic Technicians/Helper
- ✂ Painters (Spray Wall)/Helper
- ✂ Scaffolder/Helper
- ✂ Mason - Foremen
- ✂ Mason - Construction Helpers
- ✂ Mason - Brick Layers
- ✂ Mason - Tile/Marble Fitters

ENGINEERING

- ✂ Electrical Engineer
- ✂ Mechanical Engineer
- ✂ Electronic Engineer
- ✂ Civil Engineer



SECURITY GUARDS

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

OIL AND GAS

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

CATEGORIES WE RECRUIT

AGRICULTURAL & FARMING GROUP

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

OFFICE PERSONNEL MANAGEMENT

- ✂ Office Manager/Asst. Manager
- ✂ Manager - Marketing, Sales, Admin.
- ✂ Accountants, Cashiers
- ✂ Secretaries, Storekeeper, Purchasers
- ✂ Clerks, Typists, Data Entry Operators



SUPERMARKET

- ✂ Salesman
- ✂ Check out Cashier
- ✂ Trolley Boys
- ✂ Shelves/ Rack Organizers
- ✂ Cleaners/Stockers/Merchandiser

MANUFACTURING

- ✂ Automotive
- ✂ Petrochemical & Associated Products
- ✂ Building Products
- ✂ Consumer Products
- ✂ Forestry Pulp & Paper
- ✂ Machinery & Equipment
- ✂ Pharmaceuticals
- ✂ Industrial Products
- ✂ Defense

CATEGORIES WE RECRUIT

VEHICLE/HEAVY EQUIPMENT OPERATOR AUTO MECHANIC AND MAINTENANCE

- ✂ Light Vehicle Drivers
- ✂ Car/Van/Minibus Drivers
- ✂ Heavy Equipment Operators
- ✂ Truck/Lorry/Trailer/Forklift/Crane Operator
- ✂ Motor/ Grader/Dozer/Backhoe Operator
- ✂ Roller Operators
- ✂ Bulldozer Operator
- ✂ Scrapper Operator
- ✂ Auto Mechanic
- ✂ Diesel Mechanics
- ✂ Heavy Duty Mechanic
- ✂ Wireless Technician
- ✂ Denter/Painter

GARMENTS AND TEXTILE

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



HOTEL AND CATERING STAFF

- ✂ Manager and Asst. Manager
- ✂ Public Relation Officer
- ✂ Restaurant Captain
- ✂ Cook (Continental, Chinese, Indian and Arabic)
- ✂ Asst. Cooks
- ✂ Waiters/Stewards
- ✂ Fast Food Crew
- ✂ Food and Beverage Controller
- ✂ Food and Beverage Manager
- ✂ Bakers/Barman
- ✂ Kitchen Helpers
- ✂ Dishwasher men
- ✂ Laundrymen
- ✂ Pressmen/Janitors
- ✂ Housekeepers/Room makers
- ✂ Office Boys/Tea Boys/Bell Boys

CATEGORIES WE RECRUIT

HOSPITAL STAFF GROUP

- ✂ Doctor: Gynecology (Surgeon); MRCOG
- ✂ Doctor: Physician (General); MD
- ✂ Doctor: Surgeon; MD
- ✂ Doctor: Gynecology; MS
- ✂ Doctor: Urology; MS
- ✂ Doctor: Skin (Skin & UD); MD
- ✂ Doctor: Nephrology; MD
- ✂ RN Nurses (General Ward) - Diploma
- ✂ RN Nurses (Midwifery Gynecology) - Diploma
- ✂ RN Nurses (ICU) - Diploma
- ✂ RN Nurses (Surgery/ Operation Theatre) - Diploma
- ✂ Asst. Nurses (Cleaners) Male - Diploma
- ✂ Asst. Nurses (Cleaners) Female - Diploma
- ✂ Technician Lab - Diploma
- ✂ X-ray Technician - Diploma



AIR CONDITIONING (WINDOW TYPE, SPLIT LEVEL & CENTRAL UNIT)

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

INFORMATION TECHNOLOGY

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

REQUIRED DOCUMENTS

Requirements of the documents from the employer country vary from one to another. Documents also depend on whether the embassy of the said country has a diplomatic mission in Nepal or not. Basically, Set of Legalized documents are required in order to process any kinds of further prescreening to the deployment of the workers from Nepal. Sample as given below.

PRINCIPLE DOCUMENTS:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Employing Company & Our Company
5. Guarantee Letter

DEMAND LETTER

Addressed to authorizing Maven Recruitment Services Pvt. Ltd. License No:1081/073/074 Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits.

POWER OF ATTORNEY

Addressed authorizing Maven Recruitment Services Pvt. Ltd. License No:1081/073/074 Kathmandu, Nepal to be true and lawful attorney and Agency from Nepal.

SERVICE AGREEMENT

Employing Company should provide us service agreement duly signed between employer company and recruitment agency in Nepal.

EMPLOYMENT CONTRACT

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

GUARANTEE LETTER

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

FOR KINDOM OF SAUDI ARIABIA (KSA)

Following additional Documents are essential for KSA only.

AUTHORIZATION LETTER/COUNSELOR LETTER

COMPANY REGISTRATION (CR) COPY

VISA APPROVAL SLIP (BANK SLIP)

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

SAMPLE OF REQUIRED DOCUMENTS

DEMAND LETTER

To, (P) Ltd.
License No:
Kathmandu, Nepal

Date:
VISA NO:
VISA DATE:

Demand Letter

This is to request you to select and recruit the below mentioned categories of workers on behalf of M/S.COMPANY NAME at given terms and conditions:

S#	Category	Qty	Salary
1			

Terms & Conditions

01 Period of Employment
02 Place of Employment
03 Air Passage

2 years, renewable
(Name of the Country)
For Joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years

04 Service Charge
05 Visa
06 Working Hours

Not provided by the company
Visa charge will be borne by the company
8 hours per day, 6 days a week
(48 hours per week)

07 Over Time

Provide

08 Probation Period

(Name

09 Resident Permit

90 days

10 Accommodation

(Name

11 Water & Electricity

Provide

12 Food

Provide

13 Medical / Insurance

Provide

14 Transportation (Bus)

Provide

15 Uniform, Helmet and Shoes

Provide

16 Annual Leave

30 days

17 Service Gratuity & Leave Pay

Provide

18 Other Terms & Conditions

(Name

Yours truly,

For M/S.COMPANY NAME

POWER OF ATTORNEY

VISA NO :
Date:
VISA DATE:

Power of Attorney

We M/S.COMPANY NAME a company organized under the laws of State of (Name of the Country), do hereby nominate, constitute and appoint

To, (P) Ltd.
License No:
Kathmandu, Nepal

to be our true and lawful attorneys and agents in Nepal in respect of handling all the affairs concerning recruitment/ entering into contracts with selected employees, completion of immigration formalities etc. with the Protector of Emigrants, Government of Nepal and to sign all necessary documents required

in connection with the recruitment of person

agents to negotiate with the Ministry of Labour and considers the salaries offered to be lower than

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

NAME

GUARANTEE LETTER

Date:

Guarantee Letter

Dear Sir,
We hereby confirm to recruit Nepali workers (as per demand letter) through:

To, (P) Ltd.
License No:
Kathmandu, Nepal

We shall guarantee you for these recruited workers who will not be transferred to any other company beside our company as they will be working with us according to company's agreement at all.

EMPLOYMENT CONTRACT

Date:

Employment Contract

This agreement is made and entered into ____/____/____ day of ____ M/S. COMPANY NAME (herein called the company as First Party). & Mr. _____, Nationality: Nepali, Passport Number _____, in his capacity as the Second Party hereby agreed the following terms and conditions.

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

S# Terms

01 Period of Employment
02 Place of Employment
03 Air Passage

Conditions

2 years, renewable
(Name of the Country)
For Joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years.

04 Service Charge
05 Visa
06 Working Hours
07 Over Time

Not provided by the company
Visa charge will be borne by the company
8 hours per day, 6 days a week (48 hours per week)
Provided by the company as per

08 Probation Period

(Name of the Country) Labour Law

09 Resident Permit

90 days from the date of entry into

10 Accommodation

(Name of the Country)
Provided by the Company free of cost

11 Water & Electricity

Free Bachelor Accommodation should be provided by the company

12 Food

Provided by the Company

13 Medical / Insurance

Provided by the Company

14 Transportation (Bus)

Provided by the Company

15 Uniform, Helmet and Shoes

Provided by the Company

16 Annual Leave

30 days

17 Service Gratuity & Leave Pay

Provided by the company as Per

18 Other Terms & Conditions

(Name of the Country) Labour Law

First Party/Second Party

For M/S.COMPANY NAME

SERVICE AGREEMENT

Date:

Service Agreement

This agreement has been made M/S.COMPANY NAME(hereinafter called the FIRST PARTY). & (P) Ltd. Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at Kathmandu, Nepal. Herein after referred to as the SECOND PARTY.

Whereas the Second Party agrees to process the recruitment as per the Government's rules and regulations and suitable workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

1. That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
2. FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
3. FIRST PARTY will not give any service charge to SECOND PARTY.
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. SECOND PARTY will be completely responsible to bring selected manpower from Nepal to (Name of the Country) and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
6. FIRST PARTY shall make arrangements to make visa for all the selected workers.
7. FIRST PARTY will provide free accommodation & transportation for the selected workers here in as per the prevailing Labour Law of the state of (Name of the Country) & its own rules.
8. The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labour Law of the State of (Name of the Country).
9. FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them the entry visa to (Name of the Country).
10. This agreement takes effect upon signing thereof by both the parties concerned.

The First Party and the Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness where of the parties have their voluntary signed.

For M/S.COMPANY NAME

RECRUITMENT PROCEDURES

REVIEW

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

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

INITIAL DOCUMENTATION PROCESS

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

ADVERTISEMENT

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

TRADE TEST

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

PRESCREENING AND FORWARDING

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

INTERVIEW

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

MEDICAL FITNESS

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

EMPLOYMENT AGREEMENT

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

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

ORIENTATION

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labor laws immigration policy and maintain understanding and cordiality them self and aim of the particular activity of the individual. The Orientation takes special care in briefing them to strictly abide by the guide lines in the field of their employment and direct them to maintain good circumstance and motivate them to their duties/responsibilities.

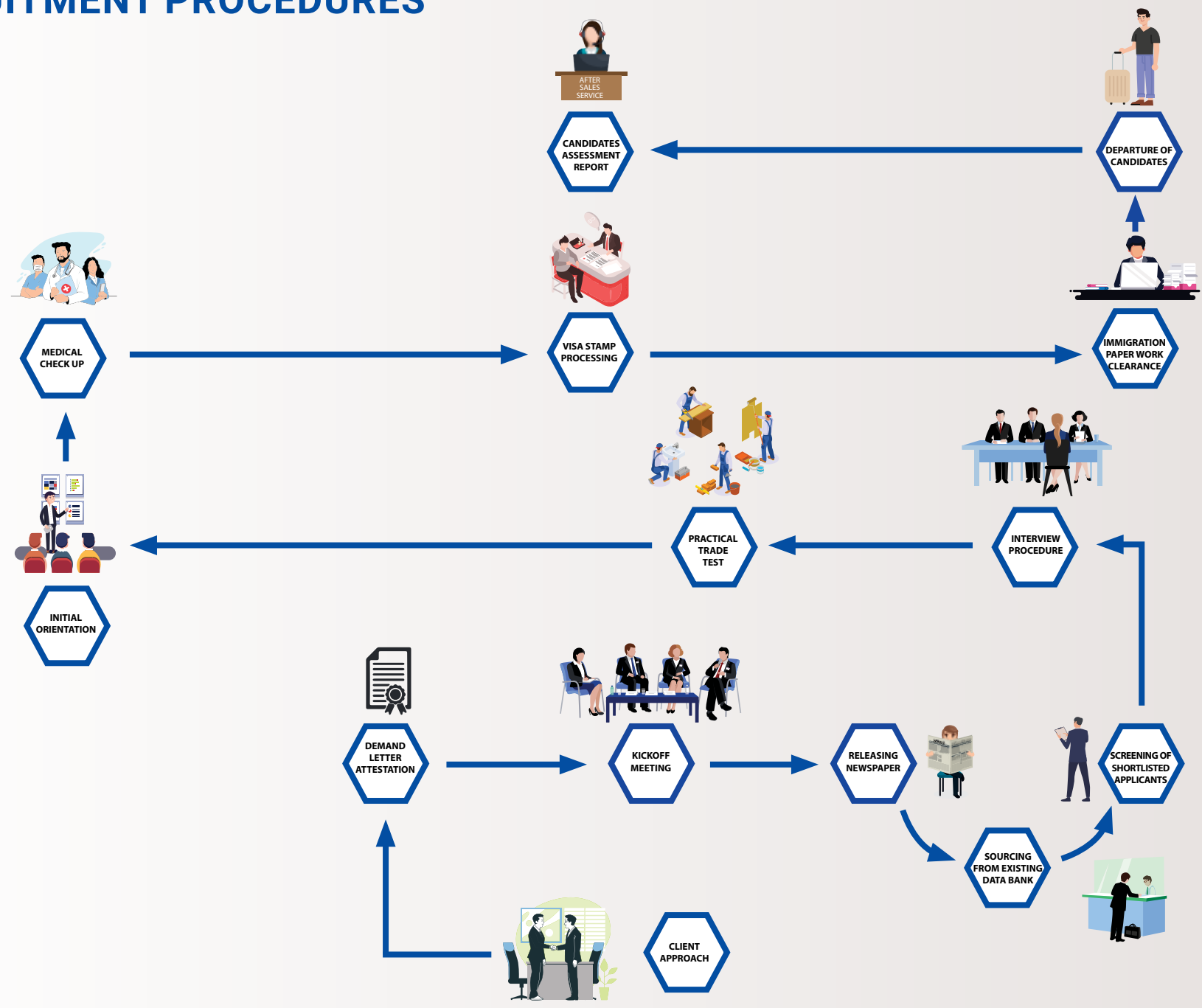
TRAVELLING ARRANGEMENT

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

TERMINATION OF EMPLOYMENT

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

RECRUITMENT PROCEDURES



TERMS AND CONDITIONS

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and the categories, salary and other service conditions , along with Power of Attorney, Guarantee Letter, Inter Party Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit workers from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chamber of Commerce and industry of the employing country, Foreign Ministry and The Nepalese Embassy.
2. Both parties herein shall obtain the approval of the respective governments to source, recruit and supply the workers as per the rules and regulations of both countries in regard to the conditions necessary to source and oursource.
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 of the personnel selected through written consent 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 written consent or telephonic confirmation to receive them on arrival by the FIRST PARTY.
8. The FIRST PARTY will be responsible for receiving the workers at the airport.
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.

OUR VALUED CLIENTS



OUR LEGAL DOCUMENTS



OUR LEGAL DOCUMENTS

 **नेपाल सरकार**
अर्थ मन्त्रालय
आन्तरिक राजस्व विभाग

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर : **६०४३६०५२९**
आन्तरिक राजस्व कार्यालय : **आन्तरिक राजस्व कार्यालय बहीरपुत्री**

दर्ता मिति : **०७ ०५ २०७३**
दिन : **मङ्गला** साज

कारोबारको नाम : **मेघन रिजुटेमेन्ट सर्भिसेज प्रा.लि.**
कारोबारको प्रकार : **प्राइमेट लिमिटेड**
ठेगाना : **काई नं. ९, किनारमण्डल
महानगरपालिका: काठमाडौं,
काठमाडौं**

व्यवसायक कारोबारद्वारा : **रोजगारी उपलब्ध गराउने एजेन्सीका क्रियाकलापद्वारा,**




२०७३/०५/०८
कर अधिकृत **कर अधिकृत**

कारोबारको नाममा उल्लेख गर्दा कार्यवाहकः
- कारोबार गर्दा अधिकृतको साथै यो पत्र दिनुपर्नेछ ।
- मु.ज.स.मा उक्त लेखेको प्रकार अनुसार (आर्थिक वा औद्योगिक) समायोजन गर्दा ५२ दिनेभित्र मु.ज.स.मा कर विवरण तथा मु.ज.स.मा कर रकम बुझाउनु पर्नेछ ।
- अन्य मु.स.मा उक्त कारोबार गर्ने अन्यत्र व्यवसाय गरेकोमा सोको प्रकारको मतिमा संकेत गर्दा ५२ दिनेभित्र मागबहाली र अन्य मु.स.मा कर रकम बुझाउनु पर्नेछ ।
- प्रकारको अधिकृतको साथै यो पत्र दिनुपर्नेछ ।





MAVEN

RECRUITMENT SERVICES PVT. LTD.

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