

Gov. License No. 231/058/059



## **JOBS-LINK INTERNATIONAL PVT. LTD**

Samakhusi, Ranibari Marg,  
Kathmandu Nepal

Phone: 00977-1-4356313/60389

Fax: 00977-1-4363552

# **COMPANY PROFILE**

[www.manpowerfromnepal.com](http://www.manpowerfromnepal.com)



License No. 231-058/59  
Jobs-Link International Pvt.Ltd.  
P.O Box: 8974  
Samakhusi, Ranibari, Marg,  
Kathmandu Nepal  
Tel: 00977-1-4360389/56313  
Fax: 00977-1-4363552  
Email: info@manpowerfromnepal.com  
[md@manpowerfromnepal.com](mailto:md@manpowerfromnepal.com)  
[jobslink2002@gmail.com](mailto:jobslink2002@gmail.com)  
Web: www.manpowerfromnepal.com

---

## **OVERVIEW**

Jobs Link International Pvt. Ltd (**JLIPL**) is a very reputed, reliable & dependable human resources consultant cum-recruiting agency of Nepal having labour License No: 231/058/59 Registered with Government of Nepal, Ministry of Labour & Employment, Department of Foreign Employment. Our company has sufficient & efficient qualified personnel who are well trained & experienced in the field of human resources planning, consultancy & Recruitment to provide a channel for the organized outflow of Nepali manpower to the Middle East. The sudden upsurge in the economic activity of that region through discovery for oil & subsequent development of commerce & industry gave further boost to the **JLIPL** Philosophy. We realized that despite the numerous recruitment agencies in Nepal, there was a need for professionally managed recruitment agency & that the need was urgent. It is this very concern that brought **JLIPL** into existence.

Since the foundation of the company our essential ingredient of overall philosophy has been to strive for excellence & become the primary providers or competitive, efficient & reliable resource solutions. The high regard in which we are held today bears testimony to the measure of success, we have been able to achieve. A crucial element of our philosophy has been established truth & authenticity amongst our clients & amongst the people that make up our database. Thus our motto "Service to Clients & concern for People". The Recruitment specialist, as we are known, is the result of our continued strives for excellence by providing the highest quality of service to our clients at the right time, with the right people & at a competitive price, a specialty for which we are internationally renowned.

## **COMPANY PROFILE**

**Jobs-Link International Pvt. Ltd (JLIPL)** a professionally managed organization in the field providing task force for any type of business whether it is at the executive level professionals, skilled, semi-skilled or un-skilled workers for any categories you have in the offering, for instance manager, engineers, accountants, supervisors, Security Guards, technicians (i.e. mechanics, drivers, operators, welders, fabricators, plumbers, electricians, carpenters, riggers, Scaffolders, masons, helpers etc) with excellent track record & prolonged years of experience, we have mastered our art, set trends & built up exclusive clientele with reputation of dependability & customer satisfaction.

**JLIPL** has a flexible approach & can work to specific requirements of particular projects & provide a complete team of workers & specialists, who can carry out common or specific tasks independently.

As you are aware, Nepal offers richest source of manpower with tremendous job capability. We have at our disposal a computerized data bank with over thousands of comprehensive resume short listed by our expert screening panel ready to fulfil your requirements. **JLIPL** is proud owners of prestigious 'A' grade recruitment license, issued by ministry of Labour, Government of Nepal. We enjoy great pleasure to extend our services to your esteemed organization & take this opportunity to solicit your patronage.

### **1. Corporate Structure**

Jobs link International Pvt. Ltd. (**JLIPL**) is owned & managed by a group of experienced human resource professionals, who have long experience in the field of human resource recruitment. The company has recruited over thousands of personnel in various fields. The demand for "USER SPECIFIC" Nepali personnel in the Middle East, Far East & the American Continent is growing. To meet the exact demands of Commercial & government establishments round the globe, we set up this duly accredited company of Nepal. **JLIPL** corporate office is situated in busy commercial centre in Kathmandu, with having office & associates office in other major cities as well. **JLIPL** is truly global today with our associates around the world. All you really require to do is to hook on to our channel; we work around the clock, to bring you the best. You will be pleased to interact with our friendly staff, who will respond to your queries on priority & with confidentiality.

Corporate Name	Jobs-Link International Pvt. Ltd
Address	P.O Box: 8974 Samakhusi, Ranibari marg, Kathmandu Nepal Tel: 00977-1-4360389/56313 Fax: 00977-1-4363552
Website:	<a href="http://www.manpowerfromnepal.com">www.manpowerfromnepal.com</a>
Email:	<a href="mailto:md@manpowerfromnepal.com">md@manpowerfromnepal.com</a> <a href="mailto:info@manpowerfromnepal.com">info@manpowerfromnepal.com</a> <a href="mailto:jobslink2002@gmail.com">jobslink2002@gmail.com</a>

Government of Nepal Licence No 231/058/59

Authorized Capital NRs. 10,000,000 (US \$ 100,000 Approx)  
Paid up Capital NRs. 3,000,000 (US \$ 30,000 Approx)

**Key Personnel**

**Chairman** : Mr. Chandramani Chhetri: (UK Mob No# +447590233166)  
Email Add: [cmc\\_2226@yahoo.co.uk](mailto:cmc_2226@yahoo.co.uk)

**Managing Director** : Mr. G. B. Tamang: (Mob No# 00977-9861383065)  
Email Add: [md@manpowerfromnepal.com](mailto:md@manpowerfromnepal.com)

**Marketing Director** : Mr. Amar Tamang: (Mob No# 00977-9807175214)  
Email Add: [himalayan111@gmail.com](mailto:himalayan111@gmail.com)  
Email add: [marketing@manpowerfromnepal.com](mailto:marketing@manpowerfromnepal.com)

**Int'l Marketing Manager:** Ms. Anisha Rana (Mob No# 00971-504391988) (**Dubai**)  
Email Add: [Anishrana83@gmail.com](mailto:Anishrana83@gmail.com)

**Marketing Manager** : Ms. Omega Tamang: (Mob No# 00977-9863664929) (**Malaysia**)  
Email Add: [omega\\_tamang7@yahoo.com](mailto:omega_tamang7@yahoo.com)

**Marketing Manager** : Mr. Min Bdr Kunwar: (**Malaysia Department**)

**Marketing manager** : Mr. Arjun Lamsal: (**Dubai/Qatar/Malaysia**)

**Marketing Manager** : Mr. R. R. Chhetri: (**Qatar**)

**Asst. Marketing Manager** : Mr. Man Bahadur Tamang: (**Qatar**)

**Labor Representative** : Mr. Debi Prasad Giri:

**Recruitment Offer** : Mr. Indira Kunwar:

**Public Relation Officer:** Mr. Ramesh Raj Bhatta:

**Accountant** : Ms. Melina Tamang:

**Documentation** : Ms. Sunita Adhikari:

**Receptionist** : Ms. Sangita Adhikari:

Legal Advisor : Mr. Gopal Bhandari

Bankers **Prime Commercial Bank Ltd.**

## 2. Additional Information

- 2.1. **Training:** We conduct training in various technical fields.
- 2.2. **Pre-screening:** Applicants are pre screened & categorized into the requested trades. Regardless of the experience & the background, every applicant has to sit in the pre screening interview & test.
- 2.3. **Refresher Training:** All candidates have to go through a short refresher training prior to their deployment.
- 2.4. **Trade Test:** We have our own institute to carry out trade courses & courses & trade test for all trades
- 2.5. **Security Training:** We carry out security training in different Subjects.
  - Principles of Security
  - Voice Procedures
  - Drill Parade
  - Basic Fire Fighting
  - Basic First Aid
  - Costumer Care
  - Emergency Drill
  - Search Drills
  - Log Book Maintenance
  - Report writing procedure
  - Types of Security
  - Discipline, Health & Hygiene
  - SOPs-Guards orders
  - Bomb Threats
  - IDs & Passes
  - Access Control
  - Challenging Procedures
  - Qualities of a good security Guard
  - English Language
  - Jurisdiction

## 3. Budget Proposal

There is no uniformly system. Contractors have their own way dealing recruiters/ suppliers. We are flexible in adjusting in line with the clients existing policy. In normal cases we charge agency fees as follows:

- US \$250.00 Per Head
- US \$500.00 Per Head for war affected zones

**Note: In some cases we have shouldered all expenses & pay commission to the recruiters as well.**

**Agency fees will cover the followings:**

- Medical
- Labour Department Fees
- Orientation Fees
- Agency Fees
- Immigration Fees

#### 4. Support Services

- 4.1. **Liaison Office:** We have a liaison officer to look after the welfare & administration of the workers we have recruited.
- 4.2. **Orientation:** All selected candidates have to attend the orientation on a compulsory basis.
- 4.3. **After sale Services:** We are the only agency that provide after sale service throughout the entire contract period. With each new assignment, our workers have to work with unfamiliar people, new procedures, & changing routines. It is our responsibility to ensure that the transition goes as smoothly as possible. This makes far more confident & better-prepared workers.
- 4.4. **The selection Option:** To make the final selections we offer the following options for consideration by the client. The entire selection procedure is left to **JLIPL**, where a team of professional/experts will take on the full responsibility of providing you the best work force as per your job specifications. In case the principal employer wishes to carry out the selection through his team of experts, we welcome the client's team to visit our office in Kathmandu, Nepal. We shall provide all assistance in carrying out trade test/interview.
- 4.5. **Evaluation of personnel**  
Our executive team takes over from here. We refer to our existing network & receive immediate feedback on the availability of the required personnel. We make special effort to keep our data bank updated & duly supplement it periodically. In order to widen our choice or to locate persons to meet your precise specifications, we may also advertise in the media or if necessary, resort to head hunt. We scrutinize the resumes/bio-data received & shortlist the candidates based on merit & then invite them for an interview. We carry out an in-depth analysis of the job specification & match the candidates to meet the employer-employee equation, to avoid any disappointment due to a mismatch. The final shortlisted resumes/bio-data are dispatched to the employer for his final selection.
- 4.6. **Feed Back From Client:**  
We keep in contact with the client even later get a feedback from the client & endeavour to improve our system to give even better service to the client.
- 4.7. **Medical Check up:**  
We retain the services of the best hospitals & clinics in Nepal, which are accredited by Dept. of labour & from the embassies to conduct medical examination of all the personnel intending to work abroad. Examination includes HIV/AIDS Test (This test is compulsory), Blood Test, Chest X-Ray, Urine & Stool Test, or any other kind of examination the might be specially requested by the client.
- 4.8. **Salary**  
Salary scale varies company wise. We would normally agree on the existing scale of the employer.

#### 5. Responsibilities of Jobs Link International Pvt. Ltd. (JLIPL)

On arrival of the "Power of Attorney" & "Demand Letter" from the respective Employer, **JLIPL** will carry following activities in Nepal on their behalf:

- 5.1. Obtain necessary approval from the government in respect of recruitment permission, trade test, immigration clearance etc.
- 5.2. Advertise in the National Newspaper about the requirement of the company & collect bio-data accordingly.

- 5.3. Organize interviews, trade tests if necessary
- 5.4. Organize medical examination of the selected candidates through the authorized medical practitioners/clinic/hospital & produce all the necessary documents like, passports photographs, No-Obligation certificates, police clearance certificates etc.
- 5.5. Ensure Air Passage booking for the candidates on visa approval & organize for their departure to join their respective companies overseas & forward all the information prior to the candidate's arrival in their destination.
- 5.6. Schedule an appointment for the interview, selection process, accommodation to the employer on arrival in Nepal.

## 6. Recruitment Procedure

The Overseas employers are required to provide **JLIPL** the following documents in order to get the business going easy.

- 6.1. Approval from the Immigration Department to recruit Foreign Nationals for Employment
- 6.2. A demand letter listing the categories, total number of employee required, & remuneration offered in **JLIPL** name.
- 6.3. Power of Attorney authorizing us to act on behalf
- 6.4. A copy of Employment contract
- 6.5. Agency Agreement
- 6.6. Guarantee Letter

**Note:** All the above documents are required to be attested by **The Chamber of Commerce or Nepal Embassy, the Government authorities (Notary Public)**. The sample has been provided with this company profile.

Sample ticket from "**The Ministry of Foreign Affairs**" of the respective country, if necessary.

## 7. Other Terms & Conditions

Other terms & condition are agreed upon mutual discussion between companies/ Clients & Agency.

## 8. Categories we supply

### Professionals

- **Engineers:** Civil/Electrical/Mechanical/Electronic/Telecom/Computer/IT/Petrol & Diesel
- Doctor, Medical Consultants, General Specialist, Physicians/ Surgeons/Para Medical/Gynaecologist/Physiotherapist
- Architects/Planners
- Professors/Teachers in various fields
- Financial & Banking Specialist (Cashier/Tailor/Manager)
- Chartered/ Cost Accountant/ Merchandising Distributors, Administrative Personnel Distributor/ Supplier & Other More

### Skilled

- Engineering & Construction Supervisors/ Overseers, Welders (gas/Electric)
- Foreman (Electrical/Mechanical/Civil)
- Plant Operators (electrical/Mechanical/ Civil)

- Mechanists/Turners/ Tool Makers/ Steel Fixer)
- Earth Moving/Construction Equipment Operators/ Riggers
- Airport Fire & Safety
- Electricians (L.T. & H. T.)
- Carpenters/Cabin Makers
- Rafter (white Water), Boat Operator
- Travellers & Tour (Ticketing/airlines), Receptionist
- Scaffolders, Erector
- Plumbers/Pipe Fitters
- Masons/ Tile Fixers/Plasters
- Mechanics (Air Conditioning/Heavy & Light Equipment) Technicians Experts.
- Hotel/Casino/Restaurant Personnel Waiter, Cook, Bakers, Front Officer Personnel, Barista, Food & Beverage, House Keepers Caption, Manager, Maids
- Supermarket: Manager, Accountant, Supervisor, Cashier, Storekeeper, Salesman, Computer Operator, Driver Cum Salesman
- Garments Designer/ Tailors/ Textile/ Jute Workers
- Computer Operators, Programmer, Hardware technicians
- Drivers (Heavy/ Light)/Taller/Equipment Operator/ Bulldozer Operator/Sewer
- Draught Men (Electrical/ Mechanical/Civil)
- Security Personnel, Supervisor/ Security Guard/Body Guard/(all are well trained Ex-Army & Police Men, Ex-British Ghurkhas)
- Nurses/Caregiver/Housekeepers/Midwives/ CMA/CHW/ANM & care Assistants (Male/Female)
- Pharmacists Medical/Medical Representatives
- Laboratory Technicians (Medical Assistants/Paramedics) & Other More.

### **Semi-Skilled**

- Carpenters/Stutterers
- Concrete Mixer Operator
- Helpers (Electrical/Mechanical/Civil)
- Kitchen Helper/Assistance Cook
- Laundry, Cleaners, Iron Men
- Mason Helpers (Brick/Block/Marble/Chips/Ceramic)
- Pump Operators
- Block Makers
- Garment Tailors/Carpet Designer & Waivers
- Barbers/Beauty Parlour all types of hair dresser (Male/Female)
- Gardeners & Other More

### **Un-Skilled**

- General Labours
- Cleaners/Sweepers/Helpers
- Agricultural Labours/Farmers/Field Plantation
- Watchmen/Guards
- Peon/Office Boy



- Airport Loaders
- Industries Labours (various Categories)
- Dairy Workers & Other more

## 9. Office Space & Staff

9.1. Classroom	:1
9.2. Reception	:1
9.3. Meeting Room	:1
9.4. Sub Agents Room	:1
9.5. Office Rooms	:5
9.6. Kitchen	:1
9.7. Guard Room	:1
9.8. Ablution	:3

## 10. Communication & Other Facilities

10.1 Computers	: 4
10.2 Laptop	: 5
10.3 Telephone Lines	: 2
10.4 Fax Lines	: 1
10.5 Photocopy Machine	: 2
10.6 Scanner	: 3
10.7 Laser Printer	: 5
10.8 Internet Service Provider	: World Link Communication (Wi-Fi)

## 11. Number of Employees

Jobs Link International Pvt. Ltd : 13

## 12. Why to Recruit From Nepal

The experience gained over the years in the foreign employment, it has been seen that many countries have shown their interest in hiring the Nepalese skilled, semi skilled & unskilled manpower because of the following reasons.

- Nepalese workers are well known for their hard work, dedication & loyalty due to this they are serving British Army, Indian Army & Singapore Police
- The employers could get the advantage of wider choice
- Every categories of manpower are readily available
- Formalities & procedures for the recruitment are simple
- Nepalese workers are comparatively cost effective & their hiring cost is lower as compared to other labour exporting countries
- Nepalese workers are experienced in working in the extreme climatic conditions
- Nepal is situated very close to the labour importing countries & linked by air with these countries.

### **13. Why Jobs-Link International Pvt. Ltd.**

- Jobs-Link International Pvt. Ltd. Is one of Nepal's leading in the field of overseas recruitment with many years of recruitment experience in providing skilled, Semi-Skilled & Un Skilled worker.
- State of the art Infrastructure with all facilities such, Phone, Fax, Email & Internet
- We are dedicated in solving business problems in a cost elective manner by leveraging the best & brightest professional to fulfil the needs of our clients.
- Associates all over Nepal & Abroad, to select the right candidate for you
- Instant response to your Recruitment enquiry
- We have the right approach, loyal to our commitments & have clear & transparent dealings with all our clients

*Nep/Eng/Nep Translation*  
*Dispatch No: 2989*

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

License No. 231/058/059

Date: 2061/06/19 B.S.  
(05 Oct. 2004 A.D.)

# LICENSE

Subject to the Foreign Employment Act 2042 (1985 A.D.), and Foreign Employment Regulation, 2056 (1999 A.D.) together with the terms as stated in this license, this license is hereby issued to **M/S Jobs Link International Pvt. Ltd.**, so as to do the foreign employment business.

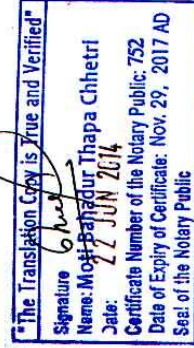
License Issuing Authority  
Name: Mr. Pratap Kumar Pathak  
Designation: Director General  
Signature:  
Date: 05 Oct. 2004 A.D.

## License Copy

Date of Renewal	Expiry date of Renewal	Signature of Renewing Authority
Renewed Continuously from its inception up to the end of Ashadh 2074 B.S. (mid-July 2017 A.D.)		Sd. Section Officer

Terms:

1. No act is allowed to carry out by opening a branch office without taking permission.
2. No works is allowed to do through the agent.
3. Apart from the permission obtaining country, no labourer is allowed to send to any other country on any conditions.
4. It is required to be abided by the provision as prescribed in the prevailing Act and Regulation together with the directives issued by the Government of Nepal from time to time.





Government of Nepal  
Ministry of Industry, Commerce and Supplies  
**Company Registrar's Office**

Office Seal

Pvt. Ltd. No. 16556/058/59

## Certificate

This certificate of registration of Private Limited company has been provided to **M/S Jobs Link Internation Pvt. Ltd.**, registered on 2058/05/20/4 B.S. (Wednesday, 05/09/2001 A.D.) under Company Act, 2053 B.S. (1996 A.D.).

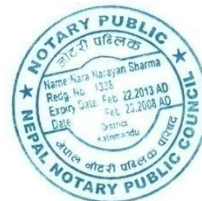
Date:- 2058/05/20/4 B.S.  
(Wednesday 05/09/2001 A.D.)

Sd.  
For Registrar

- |   |                   |
|---|-------------------|
| 1.) Name of the First Directors   | 2.) Address       |
| Mr. Chandramani Baniya Chhetri  | K.M.C.-16, Balaju |
| 3.) Authorized Capital:- Rs. 5,000,000/- (Five Million Only)                    |                   |
| 4.) Issued Capital:- Rs. 2,500,000/- ( Two Million, Five Hundred thousand Only) |                   |
| 5.) Main Objectives of the company: As stated at the memorandum.                |                   |

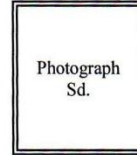
**Term:** 1) The mere establishment of the company shall not be treated as permission for execution of the objective; the transaction of the company shall be carried out as per its objective only after getting approval from concerned body.

The Translation copy is true and Verified.  
Signature: *M. Narayan Sharma*  
Name: M. Narayan Sharma  
Date: Jan. 13. 2012  
Certificate number of the Notary Public: 1331  
Date of expiry of certificate: Feb, 22, 2013, AD





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



**Certificate of Registration of Temporary Account**

PAN  
Internal Revenue Office

3	0	0	3	3	9	7	3	4
Kathmandu-3								

Date	21	05	2058 B.S.
VAT Registration Date	06	09	2001 A.D.

Day Month Year

Tax payer Name : **Jobs Link International Pvt. Ltd.**

Type of Tax Payer : Private Limited

Address : Block No., Ward No-5, Samakhusi  
Kathmandu Metropolitan City  
Kathmandu

Business Transaction : Foreign Employment.

Sd.  
-----  
Signature of tax payer

Sd.  
-----  
Signature of tax officer

*Note: This certificate should be posted at a place of business / main office.*

The Translation copy is true and Verified.  
Signature: *Maha Manoj Sharma*  
Name: Maha Manoj Sharma  
Date: Jan. 13. 2012  
Certificate number of the Notary Public-1338  
Date of expiry of certificate: Feb, 22, 2013, AD

