

“Committed to improving social
environmental and ethical condition
in our recruitment supply chain”



Govt. License No.: 558/062/063



Gaurishankar Overseas
Pvt. Ltd.

www.gsoverseas.com.np



NEPAL IN BRIEF

Nepal, officially the federal Democratic Republic of Nepal, is a landlocked sovereign state located in south Asia. Nepal is situated within latitude 26 22' N and longitude 80 4E to 88 12E. with an area of 147,181 square kilometre (56,827 sq Mi) . Its shape is roughly rectangular about 885 km long East to West and about 200 km wide North to South and occupies 0.3 and 0.33% of Asia and the world respectively. Population of Nepal is approximately 27 million (and nearly 2 million absentee workers living abroad), Nepal is the world's 93rd Largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India. Nepal is separated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's capital and largest metropolis.

The mountainous north of Nepal has eight of the world's tallest mountains, including the highest point on Earth, Mount Everest, called Sagarmatha in Nepali. It contains more than 240 peaks over 20000 ft (6096m) above sea level. The southern Terai region is fertile and humid. Lumbini, the birthplace of Lord Gautam Buddha is located in this region. Lumbini is one of the holiest places of one of the world's great religions, and it remains contain important evidence about the nature of Buddhist pilgrimage centre from as early as the 3rd century BC.

Hinduism is practiced by about 81.3% of Nepalese, making it the country with the highest percentage of Hindus. Buddhism is linked historically with Nepal and is practiced by 16%, Kirat 5.1% Islam by 4.4% Christianity 1.4% and animism 0.4%. A large section of the population, especially in hilly region, even though they follow Hindu customs, may identify themselves as both Hindu as well as Buddhists which can be attributed to syncretic nature of Hinduism and Buddhism in Nepal. In 2013, Nepal ranked the 157th place on the Human Development Index (HDI) and is one of the least developed nations in the entire world.

Federal Democratic Republic of Nepal



Flag



Coat of Arms

Motto: HfgglHgdēdLMj uɮflk ul/o; L
"Mother and Motherland are Greater than Heaven"

Anthem: ; ofɣaf kɦnsf xfdL
Made of Hundreds of Flowers



Area

147,181 Sq. Kms.

Latitude/Longitude

26 degrees 12' and 30 degree 27' North/80 degree 4' and 88 degree 12' East.

Capital

Kathmandu.

People

120 Ethnic Groups and 70 Spoken Languages.

Population

2,800,0000 approx.

Political system

Federal Democratic Republic

Topography

From the world's deepest gorge, Kali Gandaki to highest point on earth The Everest.

Weather

Climate ranges from Tropical in the low lands to Artic in higher altitudes.

Seasons

Summer : (March – May) 22 – 36 degree C

Monsoon : (June-August) 18 – 32 degree C

Autumn : (September – November) 10-18 degree C

Winter : (December – February) -1 - 15 degree C

Time : Nepal time is 5 hours 45 minutes ahead of GMT

Message From Managing Director

I would like to introduce gaurishankar overseas Pvt. Ltd. as an independent recruitment and consulting agency. This company has been established in 2005 A.D with an objective to provide skilled, semi-skilled and unskilled Nepalese manpower in all areas of recruitment, selection, relocation in the international labor market.

The main area of our activities are recruitment projects for specialist, managerial post and complex recruitment services are different types of industry and category. Our company has experience of any kind of category and new technologies(it) sectors depending upon on the client's requirements.

We are fully aware of the importance of recruiting highly skilled, professional and experienced personnel, and work at full capacity to recruit tailor made personnel to suit yours requirement. To achieve that, every stage of the recruitment process is excuted professionally and maintain the highest standards of recruitment. Gauri shakhar overseas Pvt.Ltd has experience in international recutriment and processes all the required qualification in the field of Human resource. Every recruitment project is given a dedicated consultant to overseas the project through completion.

When choosing Gaurishankar overseas pvt .ltd you are guaranteed a loyal and trustworthy business associate.

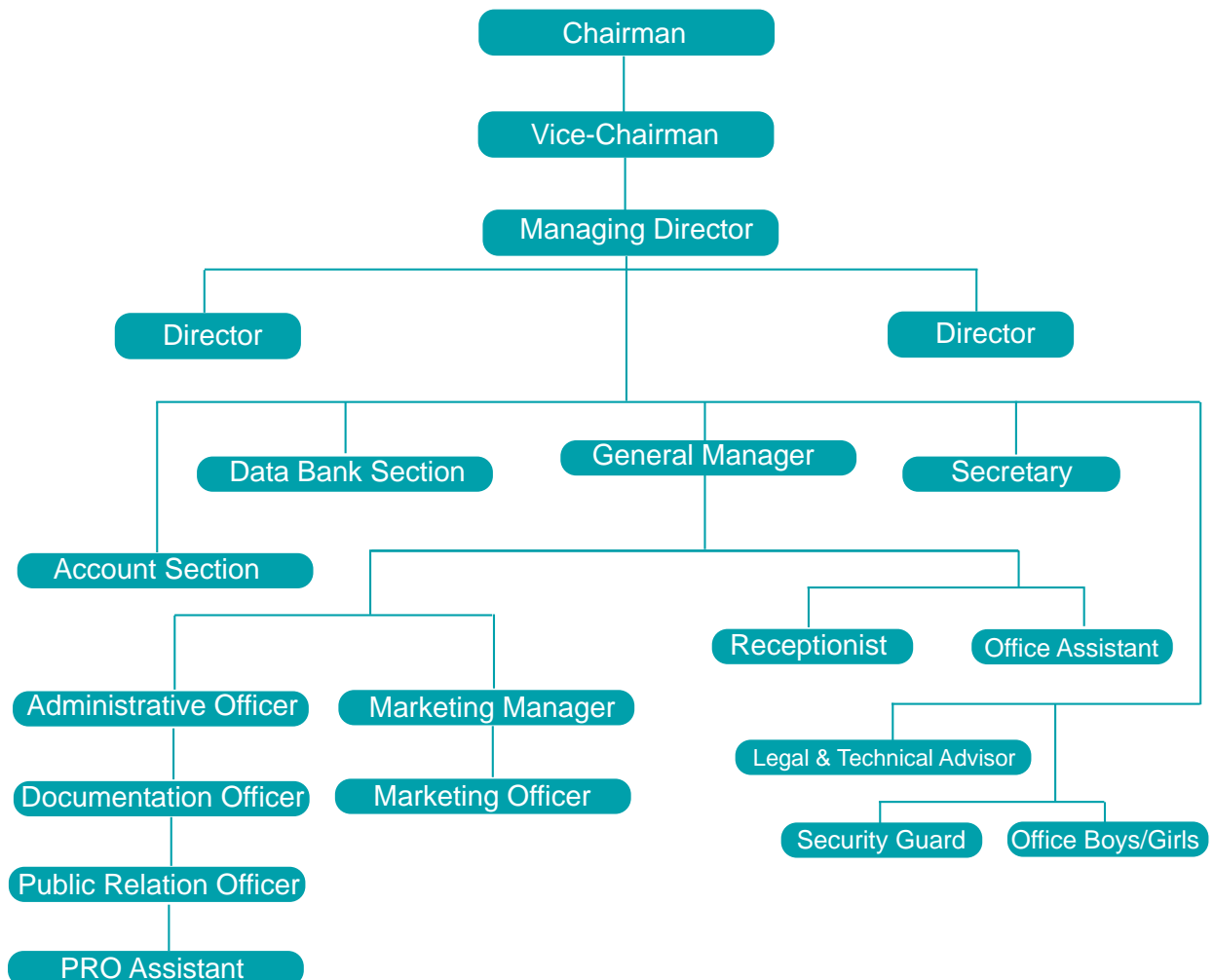
Our company works in accordance with rules and regulations laid down by the Government Department of Employment and in compliance with RBA code of conduct. Establishing standards to ensure that working conditions in the supply chain are safe, that workers are treated with respect and dignity, and that business operation are environmentally responsible and conducted ethically.

Nahakul Rai
Managing Director

Company Profile

Company Name	: Gaurishankar Overseas Pvt. Ltd.
Company Regd. No.	: 32609/061/062
Govt. Licence No.	: 558/062/063 Govt. of Nepal
Company Holders	: Mr. Purna Bahadur Pradhan - Chairman : Mr. Madan Rai - Vice Chairman : Mr. Nahakul Rai -Managing Director : Mr. Birendra Rai - Director : Mr. Bhaldeep Rai - Director
Types of Service	: Manpower Supply
Address	: Chandol-4, Kathmandu, Nepal
Telephone No.	: +977-1-4418353, 4418303
E-mail	: info@gsoverseas.com.np
Website	: www.gsoverseas.com.np
<u>Capital Strategy</u>	
Authorized capital	: Rs.50,000,000.00 (Fifty Million)
Paid up Capital	: Rs. 40,000,000.00 (Fourty Million)
Issued	: Rs. 40,000,000.00 (Fourty Million)

Company Organization Structure



Mission & Vision



1. We believe that, in order to achieve success in business having the best groups of employees is mandatory. We find happiness is receiving the credit for our client's success. Our team of professionals are entirely devoted in the mission to provide widely competitive human resources to our clients. So that they can acquire qualified workforce on their organization. Our key mission is to discover those talents from our vast and wide network and deliver Right Candidate to Right Company on Right Time.

2. The supreme vision of our company is the fulfill the need of our clients seeking for "Right People for Right Job at Right Time" Keeping this time continuously endeavor to get candidate with high potential to our esteemed clients. We are stepping forward with the vision of being the international standard service provider in the field of human resources and to be the most preferred recruitment agency in the eyes of both clients and candidates.

Data Bank



We have our own well-computerized data bank which is up-to-date, accurate and comprehensive. Our agency brings you the exact man you want in almost no time as data helps us to nominate the right person at right time for any kinds of organizations. Information from our data bank history has also helped us to update our service quality.

Selection Process for the Recruitment

Pre Screening

Short listed applicants undertake a pre –interview conducted by our human resources/recruiting officers. The objective is to select the right candidates. The candidates qualifying in the pre interview will be prepared for final interview.

Final Interview

The selected applicants in the pre screening are presented to the interviewer of the company representative for ultimate selection. In the applications needed to be tested technically, [Gaurishankar Overseas Pvt . Ltd.](#) will arrange the trade test.

Medical Test

The selected applicants will be sent to qualified clinic for medical and psychological checkup to ensure that they are sufficiently fit physically and mentally before joining the company.

Documentation and processing

We provide resume of relevant candidates with our recruiting manager's remarks. After approval and on receipt of the authenticated documents the selected candidates are sent for the medical checkup.

Pre –departure orientation

We introduce your company's employment package and benefits rules and regulation, and the host country culture, customs and traditions. We cover the do's and don'ts and applicable to your future employees.

Departure

To ensure prompt service, we arrange air tickets for the selected candidates and mobilize them for departure



Required Documents

1. Power of Attorney

A letter issued by the employer authorizing [Gaurishankar Overseas Pvt. Ltd.](#) to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the government of Nepal.

To be attested by Chamber of Commerce or The Nepalese Embassy or The Government authorities (Notary Public) & Ministry of Foreign Affairs.

2. Agency Contract (Agreement) Paper

This agreement is made between [Gaurishankar Overseas Pvt. Ltd.](#) and the Employer Company on the Employer company's letter head stating clearly and precisely all terms and conditions regarding recruitment of manpower from Nepal. (To be attested by Chamber of Commerce & Ministry of Foreign Affairs. Consular Letter is required only for Saudi Arabia.)

3. Demand Letter

A formal letter issued by the employer addressing [Gaurishankar Overseas Pvt. Ltd.](#) with full detail of the job categories, number of workers, monthly salary, contract period, working hours and all other facilities like food, accommodation medical and air passage.

To be attested by Chamber of Commerce or The Nepalese Embassy or The Government authorities (Notary Public) & Ministry of Foreign Affairs.

4. Employment Contract (Agreement) Paper

This agreement is made between the company (Employer) and the Employee on the company's letter head stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

5. Authority/Consular letter/Wakala (For Saudi Arabia Only)

This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of [Gaurishankar Overseas Pvt. Ltd.](#) as the lawful agent of the employer their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia. (To be attested by Chamber of Commerce & Ministry of Foreign Affairs. Consular Letter is required only for Saudi Arabia only and should be in Arabic Language.)

6. Guarantee Letter

This letter is issued by the employer addresssing the Consulate General of the Respective Embassy intimating him of appointment of [Gaurishankar Overseas Pvt. Ltd.](#), as the lawful agent of the employer their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia.

7. Required Documents For Qatar & UAE , Bahrain , Oman , Kuwait to Recruit Manpower From Nepal

A) Demand Letter, B) Power of Attorney, C) Guarantee Letter, D) Employment Contract, E) Agency Agreement.

Required Documents For Saudi Arabia to Recruit Manpower From Nepal

A) Visa Slip, B) Consulate Authorization Letter(WAKALA), C) Power of Attorney, D) Commercial Registration, E) Employment Contract, F) Demand Letter, G) Agency Agreement, H) Guarantee Letter.

Required Documents For Malaysia to Recruit Manpower From Nepal

1. Application letter to the Embassy of Nepal, Kuala Lumpur [Specific Format]
2. Copy of KDN quota approval (Bahasa Malay)
3. Copy of translation of KDN quota approval letter in English (by Dewan Bahasa dan Pustaka /Court interpreter or translator)
4. 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.
5. Employment Contract signed by the employer [Specific Format]
6. Power of Attorney [Specific Format]
7. List of the existing Nepalese workers with their contact numbers.
8. 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:
 - Authorization letter
 - Form 9- Company Registration Certificate (SSM)
 - Form 49 – Register of Company Directors
 - Copy of the EPF contribution receipt
 - Copy of NRIC
9. Other relevant documents / Information:
 - Salary slips of latest three months of existing Nepalese workers
 - List of client/s where the Nepalese workers are to be deployed by the company

8. Commercial Registration Certificate

9. Copy of identity Card / Passport of Employer.

We recruit the manpower in the following main categories:

Electrical

General Electrician (House Wiring)
Electrical Line Maintenance (Industrial)
AC & Refrigeration
Motor Welding

Civil/Architecture

Mason (Plaster, Block)
Mason (Tiles)
Rod Binder (Steel Fixer)
Shuttering Carpenter
Plumbing (Pipe Fitting Sanitary Work)
Aluminum Fabrication
Gypsum Ceiling
Labour

Welding

Normal Welding (Arc & Gas)
Welding 1G to 4G
Welding 6G
Welding TIG
Welding MIG
Welding Gas

Heavy Equipments

Operators – Dozer, Fork lift, Payloader
Operators – Crane, Roller, Back Hoe
(Mobile/Crawler/Hydraulic)
Driver – (Trailer/Heavy & Light vehicles)
Mechanics – (Heavy/Light Equipments)
Tyremen
Denters
Painters
Moulders
Helpers

Mechanical

Automobile (Diesel & Petrol)
Auto Electrician
Machinist (Turner)
Pipe Fabrication
Industrial Pipe Fitting
Steel Fabrication
Scaffolders



We recruit the manpower in the following main categories:



Manufacturing

Production operator
General Worker
Loading-Unloading



Sales and Marketing

Sales Manager
Sales Executive
Sales Supervisor
Accountant
Cashier/Salesman
Helper
Marketing manager
Marketing supervisor
Marketing executive



Security Guards

Ex-British Army
Ex-Nepalese Army
Ex-Nepalese Armed Police Force
Ex- Nepalese Police
Ex-Singapore Police
Ex-Indian Army
Civil Security Guards



Administration

Project Manager
Engineers
Public Relation Manager
Chartered Accountants
Accountant/Cashier
Secretary/Executives
Clerk/Typist/Receptionist
Sales Personnel/Store Keeper
Computer Operator



Hotel & Hospitality Sector

Cleaner
Waiter
Baker
Assistant Cook
Bell boy
Housekeeping worker
Front Desk Officer
Account & Administration worker
Commi & Chef
Cook
Parattha Maker
Dish Washer
Butcher

Our Most Valuable Clients



"Respecting the dignity and human rights of all jobseekers and workers, and establishing safeguard to protect them from exploitation, including forced labor, involuntary, slavery, debt bondage and human trafficking, is a moral obligation, not only for business, but for all stakeholder and the international community"



Govt. License No.: 558/062/063

Gaurishankar Overseas Pvt. Ltd.

Head Office

Chandol-4, Kathmandu, Nepal
Tel: 00977-1-4418353, 4418303
E-mail: info@gsoverseas.com.np

Branch Office

Ghorahi-15, Dang
Tel: 082-563400