



*“Maximizing Human
Potential in the workplace”*



Govt. Licence No.: 635/063/064

KHAGOL OVERSEAS PVT. LTD.

- 📍 G. P. O. Box No.: 25474, Saraswoti Marga, Thapa Gaun,
Naya Baneshwor, Kathmandu-10, Nepal
- ☎ +977-1-5244046, 5244747, 5244448
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khagoloverseas@gmail.com
- 🌐 www.khagoloverseas.com.np





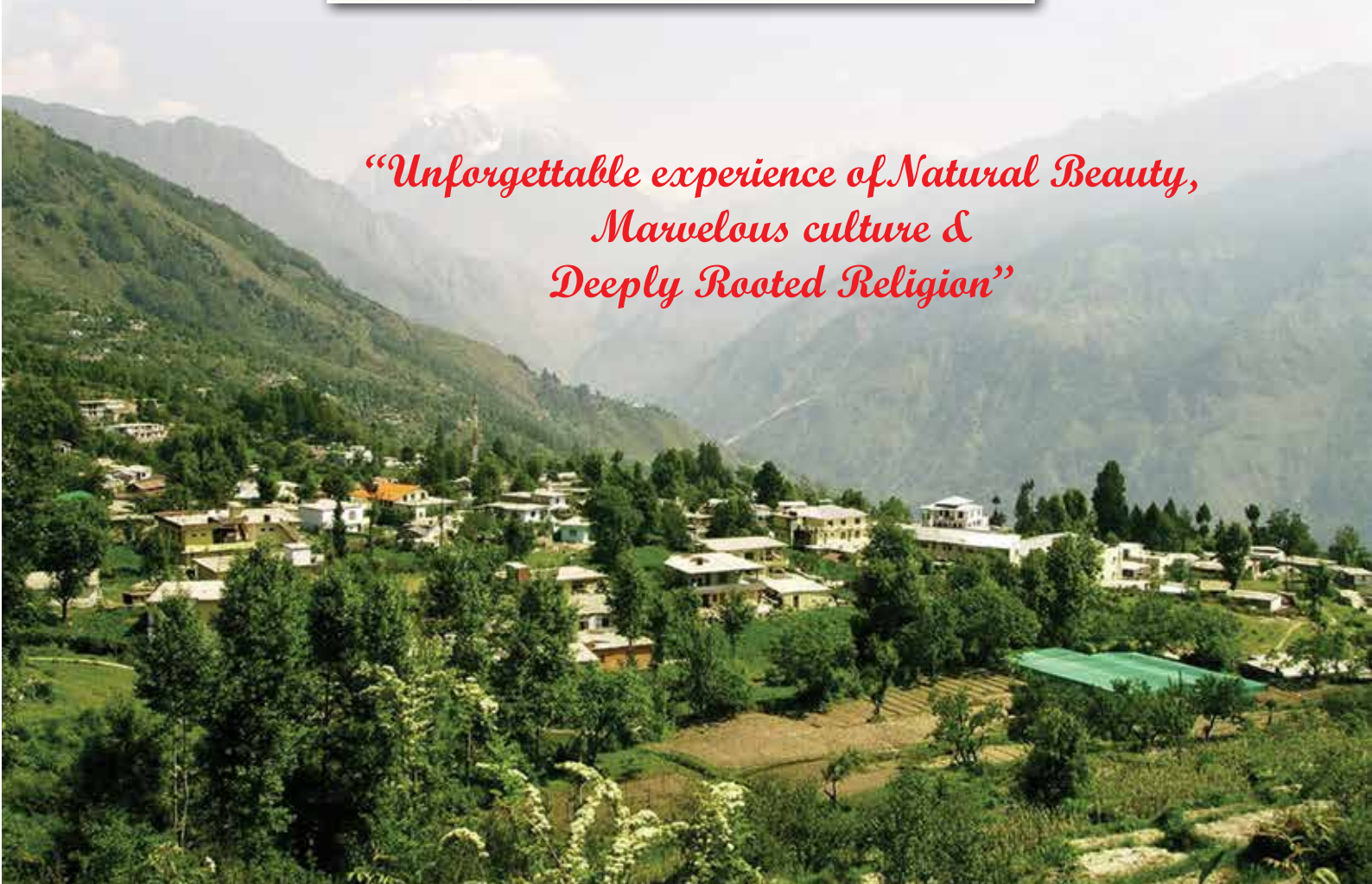
Nepal : An Overview

Nepal is a developing land locked country bordered by China to north, India to south, east and west. Nepal lies in the lap of the Himalayas. the geographical structure is divided into three distinct parts:

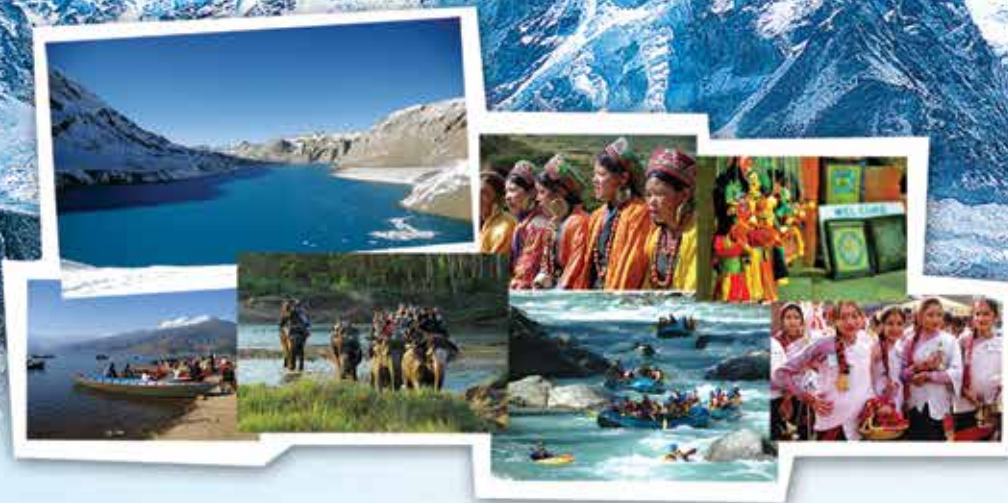
- a) The Himalayan/Mountain
- b) Hills & Valleys
- c) Terai/Plane Region Stretching from 60 to 8848.88 meters in height (Mount Everest).



*“Unforgettable experience of Natural Beauty,
Marvelous culture &
Deeply Rooted Religion”*



ABOUT **NEPAL**



Nepal, officially the Federal Democratic Republic of Nepal, is a landlocked sovereign state located in South Asia. Nepal is situated within latitudes 26° 22' N to 30° 27' N and longitude 80° 4' E to 88° 12' E with an area of 147,181 square kilometres (56,827 sq mi). Its shape is roughly rectangular, about 885km long from east to west and about 200km wide from north to south, and it occupies 0.3 and 0.03% of the land area of Asia and the world respectively. The 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. Specifically, the Indian states of Uttarakhand, Uttar Pradesh, Bihar, West Bengal, and Sikkim border Nepal, while across the Himalayas lies the Tibetan Autonomous Region. 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 ten tallest mountains, including the highest point on Earth, Mount Everest, called Sagarmatha in Nepal. Nepal has more than 240 peaks over 20,000 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 for Buddhists, and its remnants contain important evidence about the nature of Buddhist pilgrimage centers from as early as the 3rd century BC.

Hinduism is practised by about 81.3% of Nepalis, making it the country with the highest percentage of Hindus. Buddhism has been historically linked with Nepal and is practised by 16% of the population, followed by Kirat 5.1%, Islam 4.4%, Christianity 1.4%, and animism 0.49%. A large section of the population, especially in the hill region, even though they follow Hindu customs, may identify themselves as both Hindus and Buddhists, which can be attributed to the syncretic nature of Hinduism and Buddhism in Nepal.



Federal Democratic Republic of Nepal
; a wo nstllGq s u0ft Gq gkfn
Sanghiya Loktantrik Ganatantra Nepal



Flag



Coat of arms

Motto: hggLhGdeld · : juflk u/lo; L
"Mother and Motherland are Greater than Heaven"

Anthem: *Sayaun Thunga Phulka*
Made of Hundreds of Flowers



Capital: Kathmandu (Largest City) 27°42'N 85°19'E

Official Language: Nepali

Demonym: Nepali, Nepalese, Gurkhas

Government: Federal Parliamentary Republic

President: Ram Chandra Paudel

Prime Minister: Pushpa Kamal Dahal Prachanda

Legislature: Constituent Assembly

Unification:

Kingdom declared 25 September 1768

State declared: 15 January 2007

Republic declared: 28 May 2008

Area:

Total 147,181 km² / 56,827 sq mi (95th)

Water (%) 2.8

Population:

2021 census 29,196,4578

Density 180/km², 518/sqmi (62th)

GDP (PPP) 2021 estimate

Total \$ 4260.8

Per Capita \$ 2533.88

GDP (Nominal) 2021 estimate

Total \$36.29 billion

Per Capita \$ 1222.9

Currency: Nepalese Rupee (NPR)

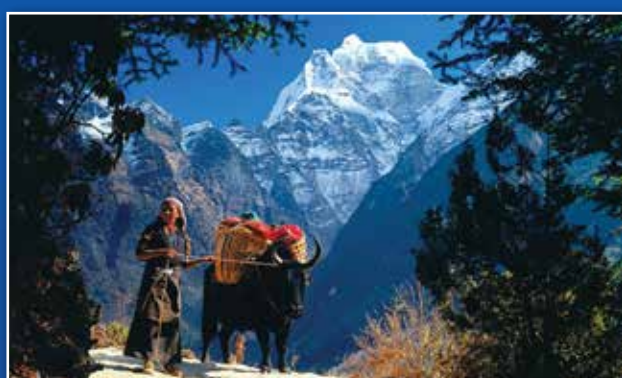
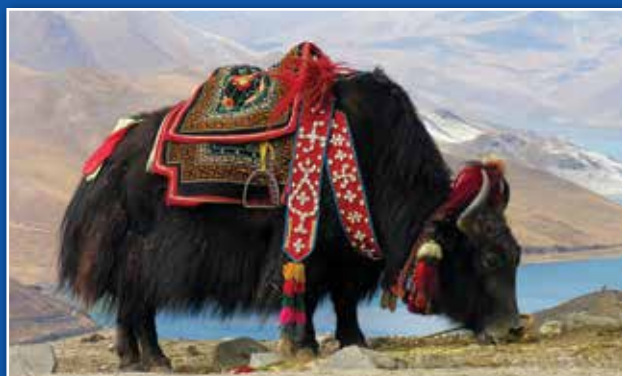
Time Zone: NPT (UTC +5:45)

Drives on the left

Calling Code: +977

ISO 3166 Code: NP

Internet TLD: .np





Certificate of Registration

This certificate has been awarded to

KHAGOL OVERSEAS PVT. LTD.

Saraswoti Marg, Thapa Gaun, Naya Baneshwor-10, Nepal

in recognition of the organization's Quality Management System which complies with

ISO 9001:2015

The scope of activities covered by this certificate is defined below

Provision of Labour Recruitment Services

Certificate Number **126912/A/0001/UK/En**

A certificate number of 0001, confirms that there has a single site certified & there are no other sites in the United Kingdom or the United States with 0001. A certificate number of 0001 is given to a company that has a single site certified & there are no other sites in the United Kingdom or the United States with 0001. The validity of this certificate depends on the validity of the main certificate.

Date of Issue of Certification Cycle	Issue Number	Certificate Expiry Date	Certification Cycle
18 March 2023	1	17 March 2026	1
Revision Date	Revision Number	Original Certificate Issue Date	Scheme Number
18 March 2023	0	18 March 2023	n/a

For detailed explanation for the data fields above, refer to <http://www.urs-holdings.com/logos-and-regulations>

Issued by



Mukesh Singh - On behalf of the Schemes Manager



If there is any doubt as to the authenticity of this certificate, please do not hesitate to contact the Head Office at the URS or visit www.urs-holdings.com. URS is a member of United Registrar of Systems (URS) Ltd, United House, 11 Hulton Road, Bournemouth, BH2 2JL, UK. Company Registration no. 1226865.



COMPANY PROFILE



KHAGOL OVERSEAS PVT. LTD.

-  G. P. O. Box No.: 25474
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Types of Service

Complete HR Solution Provider
Overseas Recruitment Agency

Member

- Nepal Association of Foreign Employment Agencies (NAFEA)
- Nepal U.A.E. Chamber of Commerce & industry
- Nepal Chamber of Commerce
- Nepal Democratic Foreign Employment Entrepreneurs Association (NDFEEA)

Contact Person

-  **Mr. Bimal Dhakal**
Managing Director
-  +977 - 9851036929
md@khagoloverseas.com.np
-  bimaldhakal99@gmail.com

THE RIGHT PEOPLE IN THE RIGHT PLACE



Registration Authority

Ministry of Industry & Commerce

Office of the Company Registrar

Company Registration No: 40893/063/064

Ministry of Labour & Employment

Department of Foreign Employment

License No: 635/063/064

Ministry of Finance Department of Internal Revenue

PAN No.: 302298938

JITCO No.: 207

Saudi ID No.: 066

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.

Capital Structures

Authorized - 20 Million Nepalese Rupees

(USD 175,000)

Issued - 10 Million Nepalese Rupees (USD 87,500)

Official Bank

- Prime Commerical Bank Ltd.
- Nepal Rastra Bank

Legal Advisor

Mr. Shambhu Niraula

Auditor

Mr. Parash Bhandari

MESSAGE FROM MANAGING DIRECTOR



Dear Valued Clients,

This is my great pleasure to introduce ourselves as one of the leading Manpower recruiting company operating in Nepal.

First, we extend our sincere thanks and gratitude for showing your interest towards our organization. We would like to bring it to our valued client's notice that khagol Overseas Pvt. Ltd. with its competent staff members stands for quality services in order to meet desired demands of the clients.

We undertake complete responsibility to recruit any category of personnel from Nepal. With the perennial co-operation and support from distinguished person like you and your reputed company, we like to play a significant role in our country's economic development by improving economic condition of the people.

Our motto is "To recruit the right people for the right job at the right time in a right place."

We therefore look forward to working with your esteem organization in the days to come.

Once again we would like to thank you for choosing the khagol Overseas Pvt. Ltd. as your business partner.

Bimal Dhakal
Managing Director



With Prime Minister of Nepal Pushpa Kamal Dahal (Prachanda) Labour Minister, Labour Secretary in 29th general convention of NAFEA as a chairperson



Felicitated by Mr. Ram Chandra Poudel Then D.P.M and current President of Nepal



Felicitated by Mr. Sher Bahadur Deuwa (President of Nepali Congress and Ex. Prime Minister of Nepal)



Victorious moment, elected as a president of NAFEA felicitated by then PM Sushil Koirala



With Ex. Prime Minister, Ex. Labour Minister, Governor of Nepal Rashtra Bank, Ex. Labour Secretary & MP in the program of 7th General Convention of NDFEEA as a chairperson



In general meeting with Mr. Nur Jazlan Mohamed (Malaysian Deputy Minister of Home Affairs)



Addressing in 29th General Convention of NAFEA as a chairperson



Photograph with Ex. Deputy Prime Minister and Foreign Minister Sujata Koirala



Attended dinner with UAE Ambassador Saeed Hamdan Al Naqei (UAE Chamber of Commerce & Industry).



Attend the ILO program in Delhi with Mrs. Aunemarie Muntz (CIETT President) and Mr. Denis Pennel (CIETT Managing Director)

ABOUT US



Since 2006, Khagol Overseas has brought employers and job seeker together with results that speak for themselves! Our experience, powerful insights, proven delivery and attention to details enable us to identify top manpower company across a broad range of professional levels, industries and companies throughout Nepal.

Khagol Overseas takes pride of its extension and diverse experience in supplying the manpower recruitments for wide range of industries.

We have been making mutually beneficial matches between job seekers and our corporate clients, and go to great extent to ensure that each satisfies the needs and expectations of the other. We do so by taking the time to thoroughly understand the specific needs of each of our Clients, and then using proprietary recruitment techniques to pinpoint the most suitable job candidates.

"Our goal is to gain a full understanding of our client's business and cultural environment, in order to present only the most suitable candidates for your role"





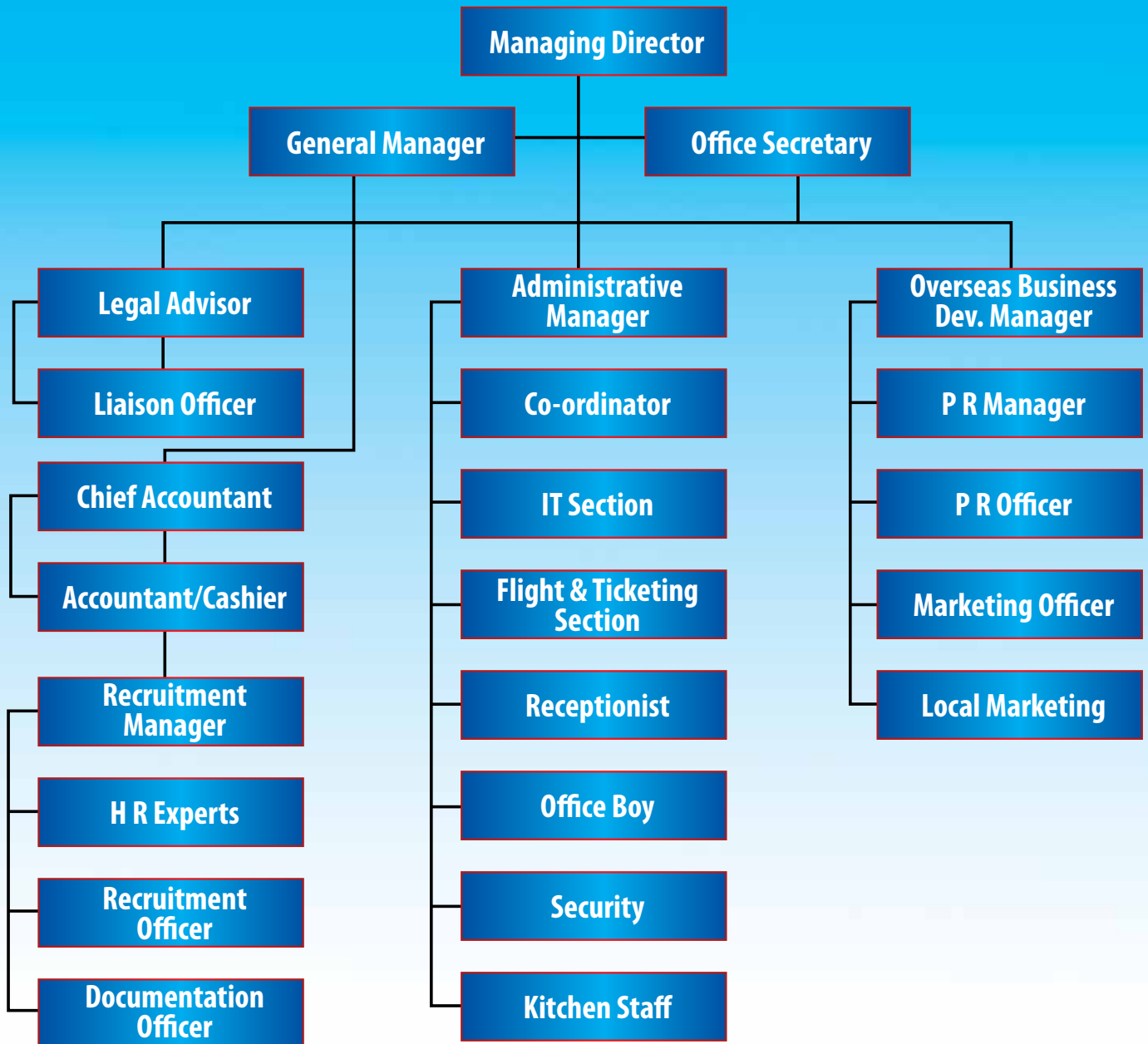
WHY NEPALESE ?

Over the past few years a growing number of employers around the globe are directing their attention to Nepal for recruitment of manpower to cope with the increasing requirement in their organization. The following are the lucrative advantages of hiring Nepalese workers.

- ☞ Nepalese people are committed to their duties and responsibilities cannot be denied because of which countries, especially from the middle East and East Asia countries have shifted their interest towards Nepalese manpower by recruiting them in different categories.
- ☞ The reason could definitely be the honesty, hard work, loyalty, discipline and above all commitment of Nepalese people towards their duties and responsibilities.
- ☞ The wider choice of Nepalese manpower ranging from skilled, semi-skilled, experienced, trained and professionals.
- ☞ Nepalese manpower is always readily available for immediate placement.
- ☞ The procedures and formalities for recruiting Nepalese workers for overseas employment are simple.
- ☞ Nepalese manpower is comparatively more cost effective and their hiring cost is lower as compared to other countries.
- ☞ Nepalese people are accustomed to working in any climatic condition ; there could be no problem for the employer with Nepalese people regarding climatic conditions.
- ☞ All categories for workers, professionals, skilled, semi-skilled and unskilled almost in all fields are readily available for immediate placement.
- ☞ Nepalese workers are laborious and sustain their working capacity even in the most arduous conditions.
- ☞ Nepalese workers discharge their duties relentlessly, without hitch and without any kind of discontent.
- ☞ The government procedures and formalities in Nepal are comparatively simple.
- ☞ Nepalese are peace loving, simple- minded, dedicated and extremely loyal to their employers, have high sense of responsibility and discipline and discharge their duties accordingly



ORGANIZATION CHART





WHY CHOOSE US ?

Quality, honesty, transparency, credibility, accountability and reliability are the fundamental pillars Khagol Overseas. Yes, our first priority is to supply you with quality manpower as per your requirement and on time.

Khagol Overseas specializes in assisting to recruit Manpower for supporting our clients in all aspects of the business start-up cycle from concept to operation. The services of our sincere, honest and disciplined candidates with proven morals and productivity will help boost the businesses of the host companies. Khagol Overseas has confidence that the Nepalese workforce will fit in and contribute to our client's organization with their full potential.

We believe in long-term collaboration.

MISSION



- To practice high standards of efficiency in every project we undertake, executing it with hard work, sincerity and professionalism.
- To help our candidates and upgrade the lives of our fellow Nepalese by providing them with decent overseas job opportunities.
- For our clients, we seek out those candidates who have the potential to become an asset in the growth of an organization.



VISION



Our vision is to become a top ranked resource for quality manpower from Nepal, equally admired by job aspirants and business establishments across the globe for promoting ethical, reliable and transparent recruitment processes.



GOAL



The Khagol Overseas Pvt. Ltd. is to provide the best service for our clients and candidates, with being honest always. We are committed to maintaining a high level of professionalism, in all aspects of our business.

Overseas Recruitment

Khagol Overseas is a professional HR source and recruiting company, that provides all types of workforces i.e. professional, skilled, semi-skilled and unskilled from Nepal to different companies all over the world.

Advertising

We undertake the responsibility of publishing our client's manpower requirement in regional and national newspapers on a regular basis and, we also upload our client's requirements on job sites for specialized categories to focus throughout Nepal.

Scrutinizing & Interviewing Candidates

Our skilled / semi - skilled candidates are selected through an intense filtering process, based on criteria's encompassing professional skills and knowledge, experience, competence, personality and adaptability.

Trade Test & Specialization Test

Our Technical Trade Tests are conducted by qualified engineers in various specialized areas. We also undertake the responsibility to trade test, candidates reviewed and selected by our client's.

Medical

Candidates undergo a complete medical check - up by a panel of doctors and a copy of their medical Fitness Report is send to the client's.

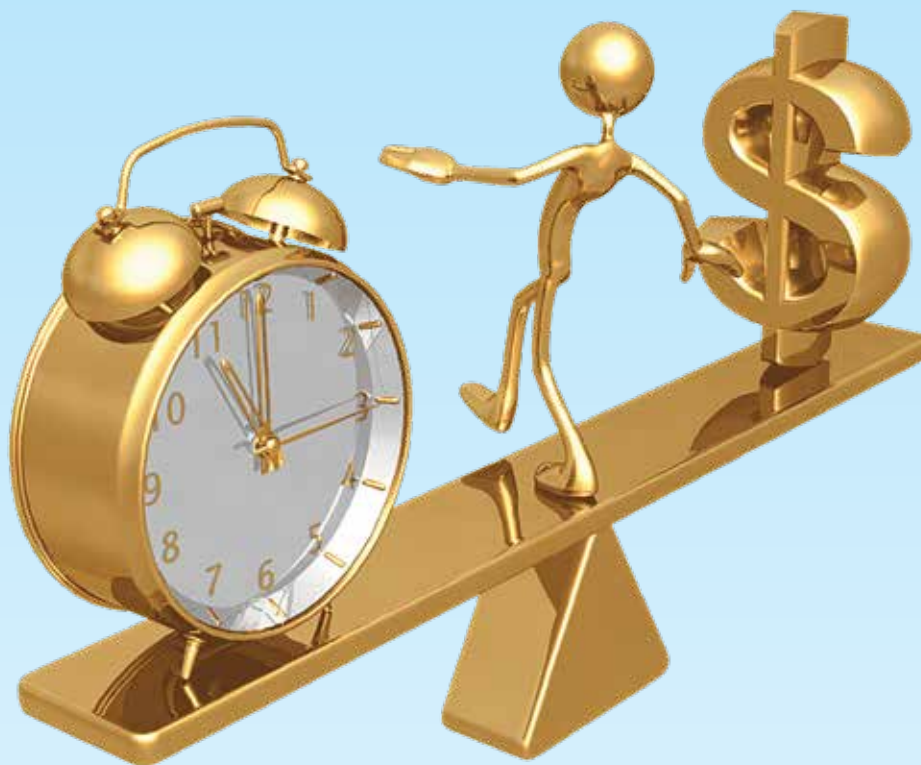
Immigration

One set of Visa documents from the client's along with the Passport is submitted to the consulate for Visa stamping only. Visa stamped Passports are then submitted to Department of Foreign Employment for Emigration clearance.

Orientation & Departure

The candidates are given an orientation about the company, project site and its work culture. All the necessary documents and tickets are handed over to the selected candidates two days before their date of departure and their arrival details are informed to the client's for airport pickup.

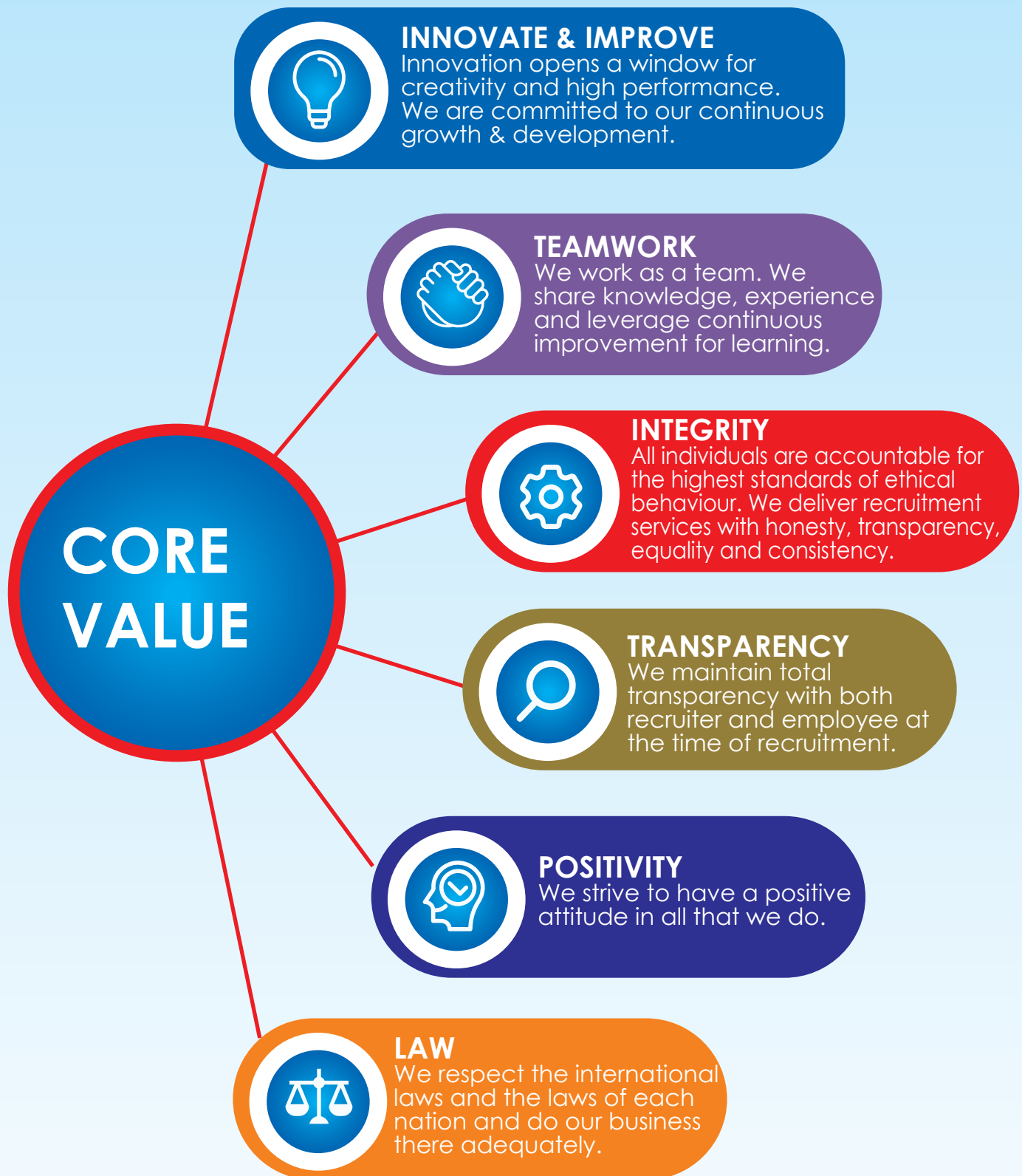




The biggest difference between Money & Time:

Money and resources can be tracked, but
time and duration of their existence
cannot be predetermined.

OUR CORE VALUES





QUALITY POLICY

A quality policy is a brief statement that aligns with our organization's purpose and strategic direction, provides a framework for quality objectives, and includes a commitment to meet applicable requirements as well as to continually improve.

No Discrimination

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Zero cost

According to our policy no one can take any costs from the candidates because our company will provide the job for the candidates without taking any cost it means zero cost.

No child Labour

Children/young person (Under 18) shall not to be recruit as an employee. Companies shall develop or participate in and contribute to policies and programs which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.

Practice 100% Ethical recruitment

Ethical recruitment is important for both recruiter and candidates because the Code of Conduct is a set of social, environmental, and ethical industry standards. The standards set out in the Code of Conduct reference international norms and standards including the Universal Declaration of Human Rights, ILO International Labor Standards, OECD Guidelines for Multinational Enterprises, ISO and SA standards, and many more. While the Code of Conduct originated with the electronics industry in mind, it applies to and used by many industries beyond electronics.

Equal Opportunity

It is our policy and intent to provide equal opportunity to all qualified persons.

Continuous improvement

Both for our own professional development and for the services we provide our clients becoming an ever better version of ourselves is important to the very core of Khagol Overseas . You are willing to learn, improve and innovate constantly.

Rolling up ourselves

No matter your level in the organization you are willing to drive in head first to get work done and support the team. No one is above lending a hand and ensuring what needs to get done to achieve success done.

Transparency

We believe in being honest with our clients and with ourselves. You are willing to be open, trustworthy and trustful in all company dealing.

Creativity

Our clients rely on our ability to be creative and think outside the box. And to deliver a winning solution while you are at Khagol Overseas you will strive to provide creative ideas and solution to satisfy clients and help our business grow.

Excellence

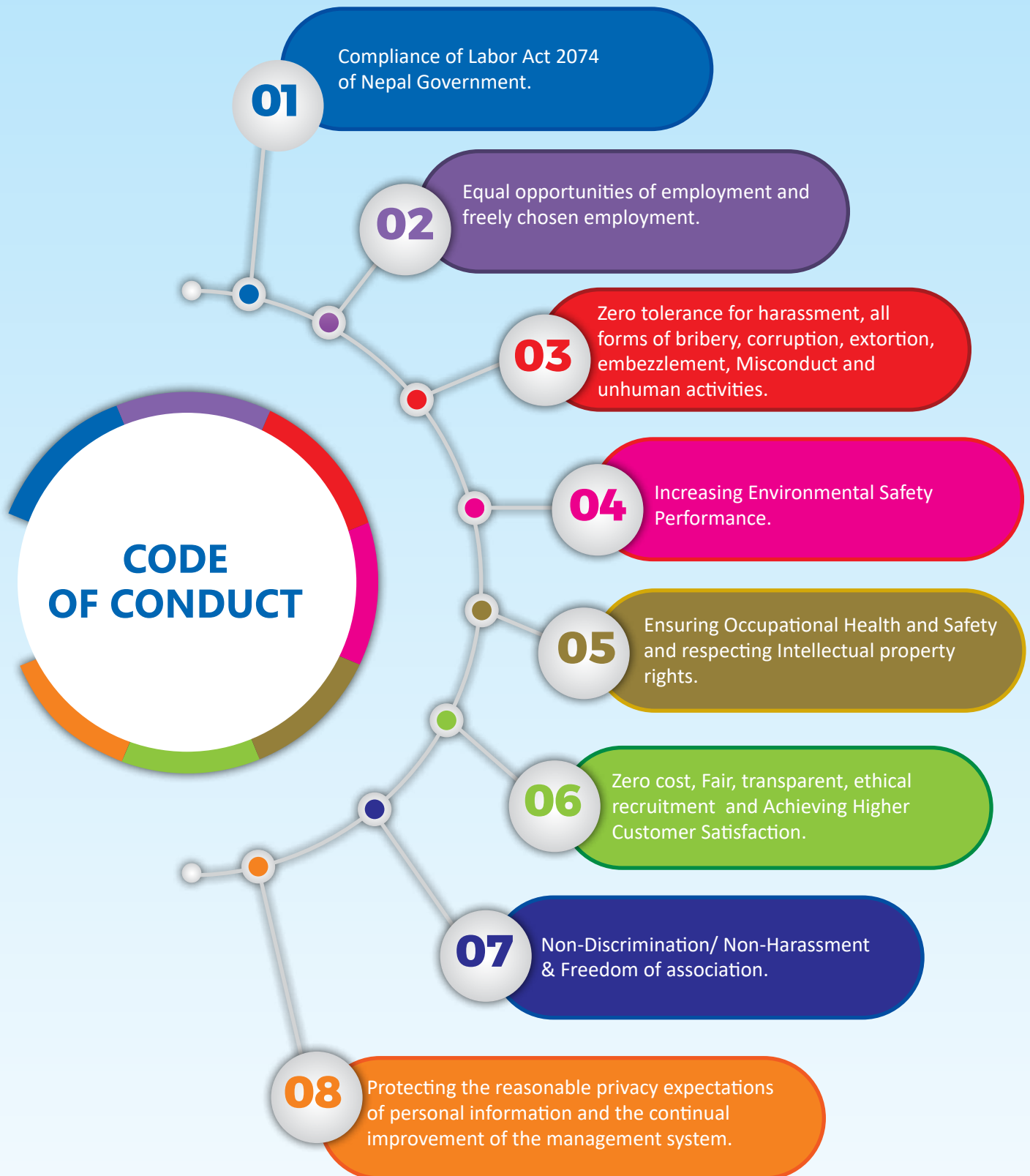
Our work is our art and you will demonstrate attention to detail pride and the highest quality behind every client and each company project we work on.

Experiences

Learning by experience is the way we grow and we shouldn't be afraid of failure if we are trying learn and move forward .You will push yourself to try new things both personally and professionally and share lessons learned with your peers.

Khagol Overseas Pvt. Ltd. policies may change at any time and staff employees etc. expected to comply with the most current vision to the extent this hand book conflicts with any applicable company policy, the policy will govern. If you have questions concerning this handbook or a policy consult your MD for clarification.

OUR CODE OF CONDUCT





RECRUITMENT PROCESS

Review

Our deep understanding of the enterprise psyche, coupled with multi-dimensional analytical techniques 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 a 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 a 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 conveniently. Video conferencing, skype and/or telephonic interviews may be arranged as required.

Medical Fitness

Once the candidates are shortlisted 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, the 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 Khagol Overseas Pvt. Ltd. and a CC to the Ministry of Labor Nepal.

RECRUITMENT **PROCESS**





CATEGORIES OF WORKERS AVAILABLE IN NEPAL

Khagol Overseas is a professional HR sourcing and recruiting company, which provides all types of workforces i.e. professional, skilled, semi-skilled and unskilled from Nepal to different companies all over the world. Industry segment we serve is as follows:

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.



CATEGORIES OF WORKERS AVAILABLE IN NEPAL



HOTEL AND CATERING STAFF

- Manager and Asst. Manager
- Food and Beverage Manage
- Food and Beverage Controller
- Front Office Management(Receptionist Call Operator)
- Public Relation Officer & Restaurant Captain
- Chef de Partie & Sous Chef
- Cook (Continental, Chinese, Indian and Arabic)
- Assistant Cooks
- Kitchen Commis I, II, III
- Kitchen Stewards
- Kitchen Helpers
- Pastry Man/Bajer
- Confectioner
- Stewards
- Waiters/Waitress
- Fast Food Crew
- Bartender
- Room Attendants
- Housekeepers/Room maker
- Laundrymen
- Dishwasher
- Pressmen/Janitors





CATEGORIES OF WORKERS AVAILABLE IN NEPAL

ENGINEERING & CONSTRUCTION SECTOR

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer
- Project Manager
- Supervisor
- Foreman(civil/Electrical/Plumbing
Carpentry/Masonry/Steel)
- Time Keeper
- Gypsum Ceiling
- Aluminum Fabrication
- Steel Fabrication
- Pipe Fabrication
- Riggers
- Scaffolder
- Concrete Pump Operator
- Electronic Technicians
- Electricians
- Rod Binder/Steel Fixer
- Plumbers (Pipe Fitting, Sanitary Work)
- Carpenters (Finishing & Shuttering)
- Welders (Arc & Gas, 1G TO 4G, 6G, TIG & MIG)
- Painter (Spray and Wall)
- Mason - Brick Layers
- Mason - Tile/Marble Fitters
- Mason - Plaster/Block
- Labour



CATEGORIES OF WORKERS AVAILABLE IN NEPAL



TRANSPORTATION & HEAVY EQUIPMENT AUTO MECHANIC AND MAINTENANCE

- Light Vehicle Drivers (Car/Jeep/Van/Bus)
- Heavy Vehicle Drivers (Trailer/Lorry/Dump Truck)
- Operators
 - Dozer
 - Fork Lift
 - Roller
 - Pay Loader
 - Back Hoe
 - Motor
 - Grader
- Crane Operators (Mobile/Crawler/Hydraulic)
- Auto Mechanic (Petrol/Diesel)
- Mechanics
 - Heavy Duty Mechanics
 - Light Duty Mechanics
 - Under Duty Mechanics
- Auto Electrician
- Tireman
- Denters & Painters
- Helpers
- Asst. Nurses (Cleaners) Male - Diploma
- Asst. Nurses (Cleaners) Female - Diploma
- Technician Lab - Diploma
- X-ray Technician - Diploma





CATEGORIES OF WORKERS AVAILABLE IN NEPAL

MANAGEMENT & SALES SECTOR

- Chartered Accountant
- Manager (Marketing, Public Relation, Sales, Administration)
- Assistant Manager
- Secretary
- Accountants
- Executives (Sales, Marketing, Administrative)
- Clerks
- Computer/Data Entry Operators/ Typists
- Receptionist
- Cashiers
- Sales Personnel
- Store keeper/Purchaser
- Office Boys/Tea Boys/Bell Boy
- Shelves/Rack Organizers
- Trolley Boys
- Cleaners



IT SECTOR

- Computer Engineer
- Hardware & Software Engineer
- Programmers
- System Analysts
- System Administrator
- Network Administrators
- Web Developer
- Graphic Designer
- Computer Technicians



CATEGORIES OF WORKERS AVAILABLE IN NEPAL



MANUFACTURING SECTORS

- Production Manger
- Production Supervisor
- Production Operator
- Production Helpers
- Warehouse Supervisor
- Packager Person
- Factory Workers
- General Workers



GARMENTS AND TEXTILE

- Pattern Makers
- Cutting Masters
- Supervisors
- Tailors
- Checkers
- Helpers

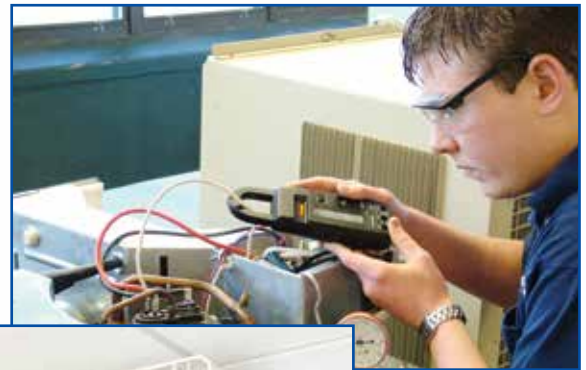




CATEGORIES OF WORKERS AVAILABLE IN NEPAL

AIR CONDITIONING & REFRIGERATION SECTOR

- HVAC Engineers
- HVAC Supervisors
- HVAC Maintenance Supervisors
- HVAC Foreman/Electrical
- HVAC Technicians
- Pipe Fitter
- AC Ductman
- Electrician
- AC Technicians
- Helpers
- Computer Technicians



CATEGORIES OF WORKERS AVAILABLE IN NEPAL



MEDICAL SECTORS

- HVAC Engineers
- HVAC Supervisors
- HVAC Maintenance Supervisors
- HVAC Foreman/Electrical
- HVAC Technicians
- Pipe Fitter
- AC Ductman
- Electrician
- AC Technicians
- Helpers
- Computer Technicians



AGRICULTURAL & FARMING GROUP

- Engineer Landscaping
- Engineer Irrigation
- Veterinary Doctor
- Junior Technician
- Junior Technician Assistant
- Supervisors
- Foremen
- Farm Workers (Live Stock/Fishery/Poultry
Bee Keeping/Floriculture/Fruits & Vegetables)





TERMS & CONDITIONS

1. The First Party shall issue the Demand letter to the Second Party mentioning the number of workers required, their categories, rate of salary, additional facilities and other conditions for the workers, along with the belonging documents of Power of Attorney, Guarantee letter, Manpower Recruitment Agreement and Employment Contract as a Demand Set. This set should be attested by the Chamber of Commerce of the Employing Country, Foreign Ministry and Nepal Embassy depending upon the laws of the individual Country.
2. The First Party appoints the Second Party to recruit and expatriate desired workers from Nepal.
3. The monthly payroll of the worker 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 in hand salary, inclusive or exclusive of any deductions like TAX, or Levy and make it transparent to the employee from the beginning in order to avoid any conflicts in the future.
4. Both Parties herein shall obtain the approval of the respective government to screen, recruit and place the workers as per the rules and regulation of respective countries.
5. The Second Party shall be responsible for the shortlisting of qualified candidates according to their trade qualifications and experience in conformity with the First Party's requirements. The Second Party should notify the First Party of such short listed qualified candidates who are ready for the final interview and selection.
6. The First Party has the leverage to send the company's representative or authorise the Second Party to select the final potential candidates as per the stages of recruitment without any restraints.
7. The First Party when approves the selection via any means of communication will advise the desired mobilization date on the respective site.
8. The Second Party shall assist the workers with all the matters relating to Nepal Immigration, labour clearance and other Government formalities, Medical tests and Visa stamping from the respective embassy including all other relevant approvals required.
9. The Second Party shall provide Airport assistance to the departing selected workers and inform the First Party on their arrival to the Employer's country.
10. Within the first three months of the probationary period from the commencement of the job, if the employer finds the deployed worker to be unfit, ineligible to continue the employment, or refuse to the assigned duty, failed the medical tests in that time period, or considered as security threat, the employer may replace the worker. The replacement of the ineligible worker shall be done by the Second Party at the given time and will be responsible to bear the related expenses as in form of the compensation.
11. Departure of the selected candidates will be within one month of the visa issued date. For any further delay, the visas will be cancelled and the Second Party will endure all the Governmental expenses.
12. First Party has to compensate the candidate on their own expenses if the candidate will not get all facilities proclaimed as per the Employment contract leading to the contract of the contract.
13. The First Party will provide free residence permit, bachelor accommodation, life Insurance, and Transportation facility for the deployed workers and other facilities as per the running labor laws of particular country.
14. 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 the dead body to Nepal as per the labor law of the respective country.

REQUIRED DOCUMENTS



Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.

Principle Documents:

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

Demand Letter

Addressed to authorizing Khagol Overseas Pvt. Ltd. (Lic. No. 635/063/064) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

Power of Attorney

Addressed to authorizing Khagol Overseas Pvt. Ltd. (Lic. No. 635/063/064) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

Service Agreement

Employing Company should provide us service agreement between 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 The Kingdom of Saudi Arab

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 DOCUMENTS

DEMAND LETTER

To: _____ (P) Ltd. Date: _____
Kathmandu, Nepal. USA 10101.

Demand Letter

This is to certify that the undersigned is duly authorized representative of workers or labor of the COMPANY NAME, to provide services and conditions.

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Yours truly,
For MS COMPANY NAME

POWER OF ATTORNEY

VISA NO: _____
Date: _____
VISA DATE: _____

Power of Attorney

We, MS COMPANY NAME a company engaged under the laws of State of India of the Country, do hereby authorize and appoint:

To: _____ (P) Ltd.
Kathmandu, Nepal.

to be true and lawful attorney and agent in Nepal in respect of handling of all the affairs concerning recruitment of workers with contract, employment, completion of immigration formalities etc. with the Protector of Emigrants, Government of Nepal and to sign all necessary documents required by the said official in connection with the recruitment of persons for service with said company.

We also authorize our agents to complete with the Ministry of Labor in cases where the Ministry considers the salaries offered to be lower than the minimum permitted.

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

For MS COMPANY NAME

EMPLOYMENT CONTRACT

Date: _____

Employment Contract

This contract is made and entered into this _____ day of _____ MS.

COMPANY NAME (hereinafter referred to as the "Employer") of _____ in this country, do hereby employ and engage the undersigned (hereinafter referred to as the "Employee") to work with the Employer under the following conditions:

Sl. No. Conditions

01. Place of Employment: _____

02. Period of Employment: _____

03. Salary: _____

04. Working Hours: _____

05. Working Days: _____

06. Probation Period: _____

07. Accommodation: _____

08. Food & Board: _____

09. Medical Insurance: _____

10. Uniforms, Travel and Shirts: _____

11. Service Visa & Leave Pay: _____

12. Other Terms & Conditions: _____

Yours truly,
For MS COMPANY NAME

SERVICE AGREEMENT

Date: _____

Service Agreement

This agreement has been made between MS COMPANY NAME (hereinafter referred to as the "Employer") and _____ (hereinafter referred to as the "Employee") of _____ in this country, do hereby employ and engage the undersigned (hereinafter referred to as the "Employee") to work with the Employer under the following conditions:

1. That the EMPLOYEE shall make all the arrangements for his own transportation and stay in the country of the Employer.

2. That the EMPLOYEE shall make all the arrangements for his own transportation and stay in the country of the Employer.

3. That the EMPLOYEE shall make all the arrangements for his own transportation and stay in the country of the Employer.

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8. That the EMPLOYEE shall make all the arrangements for his own transportation and stay in the country of the Employer.

9. That the EMPLOYEE shall make all the arrangements for his own transportation and stay in the country of the Employer.

10. That the EMPLOYEE shall make all the arrangements for his own transportation and stay in the country of the Employer.

Yours truly,
For MS COMPANY NAME

GUARANTEE LETTER

Date: _____

Guarantee Letter

Dear Sir,

We hereby confirm to recruit Nepal workers (as per demand letter) through:

To: _____ (P) Ltd.
Kathmandu, Nepal.

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

Yours truly,
For MS COMPANY NAME



OUR CLIENTS (MALAYSIA)



BIOPRO (M) SDN BHD



YTY INDUSTRY SDN BHD



FORMOSA PRECISION MANUFACTURING SDN BHD



LAGLOVE (M) SDN. BHD.
(Manufacturers & Exporters of Medical & Clean Room Gloves)



Hartalega
SDN BHD



HOND TAT INDUSTRIES SDN. BHD.



Chicken Rice...and More



Veneer Mark Sdn Bhd



TEXAS CHICKEN (MALAYSIA) SDN BHD



YAKULT (MALAYSIA) SDN. BHD.



BSSB LEATHER AND FABRIC BEDS SDN BHD



NOTION VENTURE SDN BHD



廣成印務(馬)有限公司
Gan Seng Printing (M) Sdn Bhd



HL ADVANCE TECHNOLOGIES (M) SDN. BHD.



K.E MANUFACTURING SDN BHD



NICHI ENGINEERING SDN. BHD.



Percetakan Rina Sdn. Bhd.

KS Secondary
Fibre Supplier Sdn Bhd



QUANTUM SUPPLIES (M) SDN BHD



RAIN-TREE STATIONERY SDN. BHD.

GREEN PROSPECT SDN BHD



豐利种植有限公司
HONG LEE PLANTATION SDN. BHD.



榮興鐵業貿易有限公司
ENG HENG STEEL SDN. BHD.



GPGLOSS
GOLDEN PHAROS GLASS SDN BHD



ASAHI KOSEI (M) SDN. BHD.

OUR CLIENTS (MALAYSIA)



ARENA WIRAJAYA SDN. BHD.



TEAM FORCE SECURITY SDN. BHD.



D WAY PROTECTION SDN BHD



GROUP FORCE SDN. BHD.



WATCHMAN SECURITY SERVICES SDN. BHD.



MUTIARA KAWALAN SDN. BHD.



PROGRESSIVE SECURITY SERVICES SDN BHD



MIRAGE PROTECTION TECHNOLOGY
& SERVICES SDN. BHD.



QC PROTECTION & INVESTIGATION
SERVICES SDN BHD



MENTAKAB VENEER
& PLYWOOD SDN BHD



OGLAEND Industries Sdn Bhd



KERJAYA PROSPEK (M) SDN. BHD.



Malaysia Sdn. Bhd.



SPRING ART INDUSTRIES SDN. BHD.



STANFORD-DOR MARKETING (M) SDN BHD

SUNGAI KERANG DEVELOPMENT SDN BHD





OUR CLIENTS (KSA)



OUR CLIENTS (KSA)



OUR CLIENTS (QATAR)





OUR CLIENTS (UAE)



OUR CLIENTS (KUWAIT)



OUR CLIENTS (OMAN)



OUR CLIENTS (POLAND)



CYPRUS



LEBANAN



LEGAL CERTIFICATES



Distributed by:
Nepal Notary Public Council
S.N. 1254594

Eng/Nepali Translation
Disputed No. 1584
Date 21 JUL 2007

Government of Nepal
Ministry of Labor and Transportation Management
Department of Labor and Employment Promotion

Cost of Arms of Nepal

License No. 635/063/064

License

This license is given to 'Khagol Overseas Pvt. Ltd.' to be eligible to conduct the Foreign Employment Business to be tie with the terms mentioned in this license, Foreign Employment Regulation 2008 and Foreign Employment Act.2008.

License issuing Authority's:
Signature: Sd.
Name: Keshar Bahadur Baniya
Designation: Director General
Date: Nov 9, 2006

"The Transportation Code is true and correct"
Signature: [Signature]
Name: [Name]
Date: 21 JUL 2007
Certificate Number of the Ministry Public 2008
Date of Expiry of Certificate: June 23, 2011
Seal of the Ministry Public

Distributed by:
Nepal Notary Public Council
S.N. 535621

His Majesty's Government
Ministry of Industries, Commerce and Supply
Office of the Company Registrar

Cost of Arms of Nepal

Pvt. Ltd.: 40893/063/064

CERTIFICATE

This certificate has been issued to M/s. Khagol Overseas having incorporated it on Sunday, 2063/04/21 B.S. (August 06, 2006 A.D.), pursuant to Private Limited Companies Ordinance, 2062 B.S. (2005 A.D.).

Date: 2063/04/21 B.S.
(Sunday, August 06, 2006 A.D.)

Sd.
Officiating Registrar

Condition: Whereas mere registration of company is not assumed license to execute the objective of company, the business shall be operated only after obtaining permission according to objective of company from concerned entity to be obtained pursuant to law.

"The Registration Code is true and correct"
Signature: [Signature]
Name: [Name]
Date: February 23, 2007
Certificate Number of the Ministry Public 2008
Date of Expiry of Certificate: Feb. 18, 2011
Seal of the Ministry Public

Distributed by:
Nepal Notary Public Council
S.N. 535623

Government of Nepal
Ministry of Finance
Inland Revenue Department

Cost of Arms of Nepal

Photograph Sd.

PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Permanent Account No. 1101298938

Inland Revenue Office: Kathmandu-1

VAT Registration Date: 11/04/2006

Business Name: Khagol Overseas Pvt. Ltd.

Type of Taxpayer: Private Limited

Address: Ward No. 34, Baneswor
Metropolitan City: Kathmandu
Kathmandu

Business Activities: Foreign Employment

SD.
Signature of Tax Payer

SD.
2065/01/27 B.S. (May 09, 2008 A.D.)
Signature of Tax Officer

This certificate should be displayed for all at the business place of office.

"The Registration Code is true and correct"
Signature: [Signature]
Name: [Name]
Date: February 23, 2007
Certificate Number of the Ministry Public 2008
Date of Expiry of Certificate: Feb. 18, 2011
Seal of the Ministry Public

Govt. Regd. No. : 635/063/064

KHAGOL OVERSEAS PVT.LTD.
Manpower Consultants

Kathmandu, Nepal
Tel: +977-1- 4476046, 4476047, 4476048
Email : khagoloverseas@wlink.com.np
Web : www.khagoloverseas.com

Name of the Owner of Agency : BIMAL PRASAD DHAKAL

Agency Name : KHAGOL OVERSAS PVT . LTD .

License No : 635/063/064

Date of Issue : 23 JUN 2012

CARD NO(066)

Authorized Seal and Signature
Rami Saad Alasmari

Govt. Regd. No. : 635/063/064

KHAGOL OVERSEAS PVT.LTD.
Manpower Consultants

Kathmandu, Nepal
Tel: +977-1- 4476046, 4476047, 4476048
Email : khagoloverseas@wlink.com.np
Web : www.khagoloverseas.com

Name of the Representative of Agency : NARAYAN BUDHATHOKI

Agency Name : KHAGOL OVERSAS PVT . LTD .

License No : 635/063/064

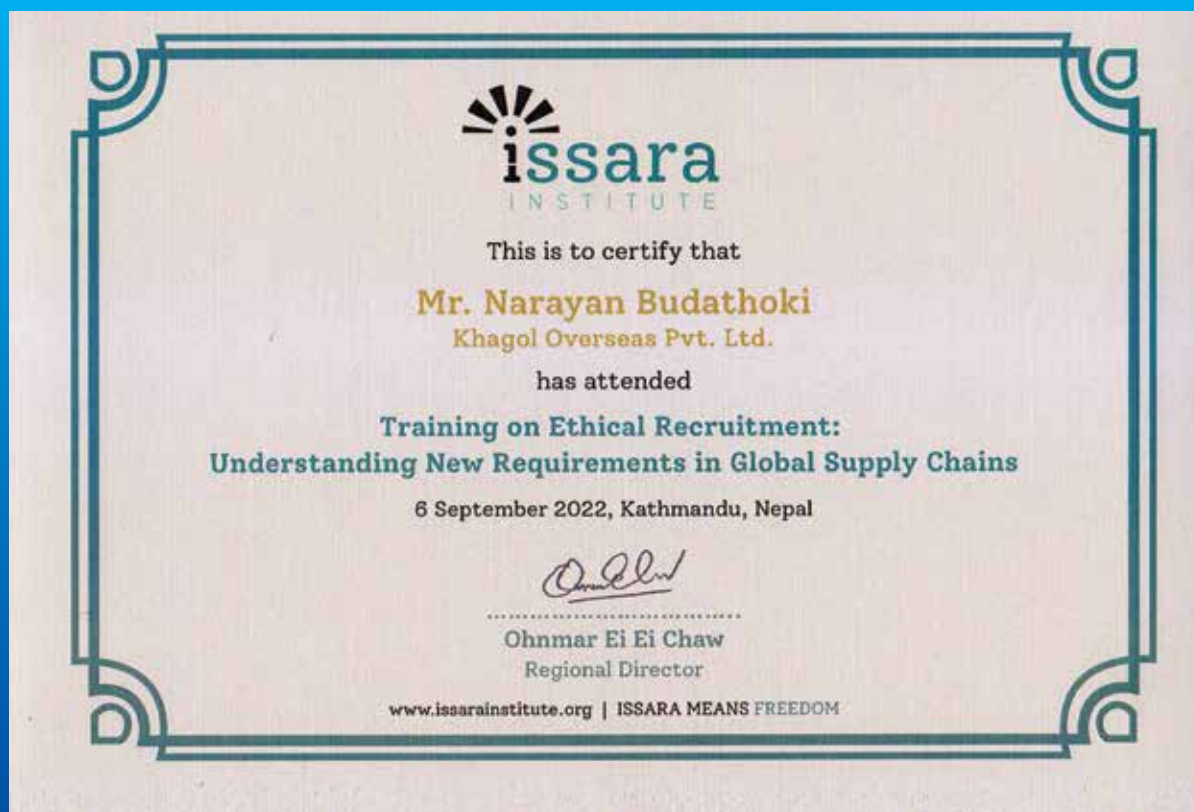
Date of Issue : 23 JUN 2012

CARD NO(066)

Authorized Seal and Signature
Rami Saad Alasmari



CERTIFICATES



CERTIFICATES



S.No. 648 Schedule-2

Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

**AUTHORITY CERTIFICATE FOR
SENDING TRAINEE WORKERS TO JAPAN**

It is certified that KHAGOL OVERSEAS PVT. LTD. Company Licence No. 635/063/64
situated in KATHMANDU is authorized as being the sending agency under Industrial
Training and Technical Intern Training Program under JITCO. This Certificate holder must comply with the Foreign
Employment Law, JITCO Directive and Instructions issued by the Ministry.

This certificate is valid **Until Renewed** and should be renewed every year within **31st July** days of its expiry.

Name: Pradeep Kumar Dhakal
Section Officer
Issue Date: 30 Mar. 2022

Pradeep Kumar Dhakal
Section Officer
Authorized Signature

Regd. No. 388/045/048

नेपाल बैदेशिक रोजगार व्यवसायी संघ
Nepal Association of Foreign Employment Agencies
Tej Bhawan, Lazimpat, Kathmandu, Nepal

Membership Certificate

Name of Agency : KHAGOL OVERSEAS PVT. LTD.
Govt. License No. : 635/063/64

This is certify that the above agency has been granted membership of
this Association. The membership number given is 481

2063/7/28
L.P. Sharma Limited
President

नेपाल सरकार
व्यवसाय, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
मानविकी विभाग
रोजगारदाता पंजीकरण प्रमाणपत्र

सूचीकरण नम्बर:- 3306080930004847

रोजगारदाता जेष्ठमणि मण्डल प्रा. लि., १०३८ बसोहिम बसोहिम मण्डल कोषाधीन वी. वी. वी. रोड, प्लॉट ३, काठमाडौं, काठमाडौं महानगरपालिका-१, बा. ज. प. न. नं. १०३८ बसोहिम मण्डल प्रा. लि. को रोजगारदाता सूचीकरण प्रमाणपत्र प्रदान गरिएको छ।

समावेश: पञ्चमणि
नाम: कपिल मणि गिर्वाण
पद: कार्यकारी निर्देशक
मिति: २०७३.१०.१७

Government of Nepal
Ministry of Labour, Employment and Social Security
Social Security Fund
Employer Registration Certificate

Registration No. :- 3306080930004847

This Employer Registration Certificate has been issued to KHAGOL OVERSEAS PVT.LTD., State 3, Kathmandu, Kathmandu Metropolitan City-10, Thapagaun upon being registered with the Social Security Fund in accordance with the provisions of Contributory Social Security Act, 2017.

Signature: पञ्चमणि
Name: Kapil Mani Gyawali
Designation: Executive Director
Date: 2019-10-17

नेपाल चेम्बर अफ कमर्स
KATHMANDU

समावेश सदस्यताको प्रमाण पत्र

यो खुमाला जेष्ठमणि प्रा. लि., काठमाडौं नामको
नेपाल चेम्बर अफ कमर्सको सदस्यताको प्रमाणपत्र प्रदान गरिएको छ।

कपिल मणि गिर्वाण
कार्यकारी निर्देशक



Design@Dynamic#9851052721, 2023



KHAGOL OVERSEAS PVT. LTD.

- 📍 G. P. O. Box No.: 25474, Saraswoti Marga, Thapa Gaun, Naya Baneshwor, Kathmandu-10, Nepal
- ☎️ +977-1-5244046, 5244747, 5244448
- ✉️ info@khagoloverseas.com.np, khagoloverseas@gmail.com
- 🌐 www.khagoloverseas.com.np