

Govt. Regd. No. 86831/068/069
Govt. Lic. No. 1064/073/074



NASSAR OVERSEAS (P.) LTD.



COMPANY

PROFILE



CONTENTS

A

Nepal: A Land of Natural Diversity

Introduction 4

Nepal: A reliable source of manpower 4

B

Nassar Overseas Pvt. Ltd.

Introduction 8

Chairman's Message 9

A Sense of Eternal Strength 11

Vision 12

Mission 13

Objectives 14

Organizational Structure 15

License Copy 16

C

Overseas Recruitment

We recruit the Manpower 20

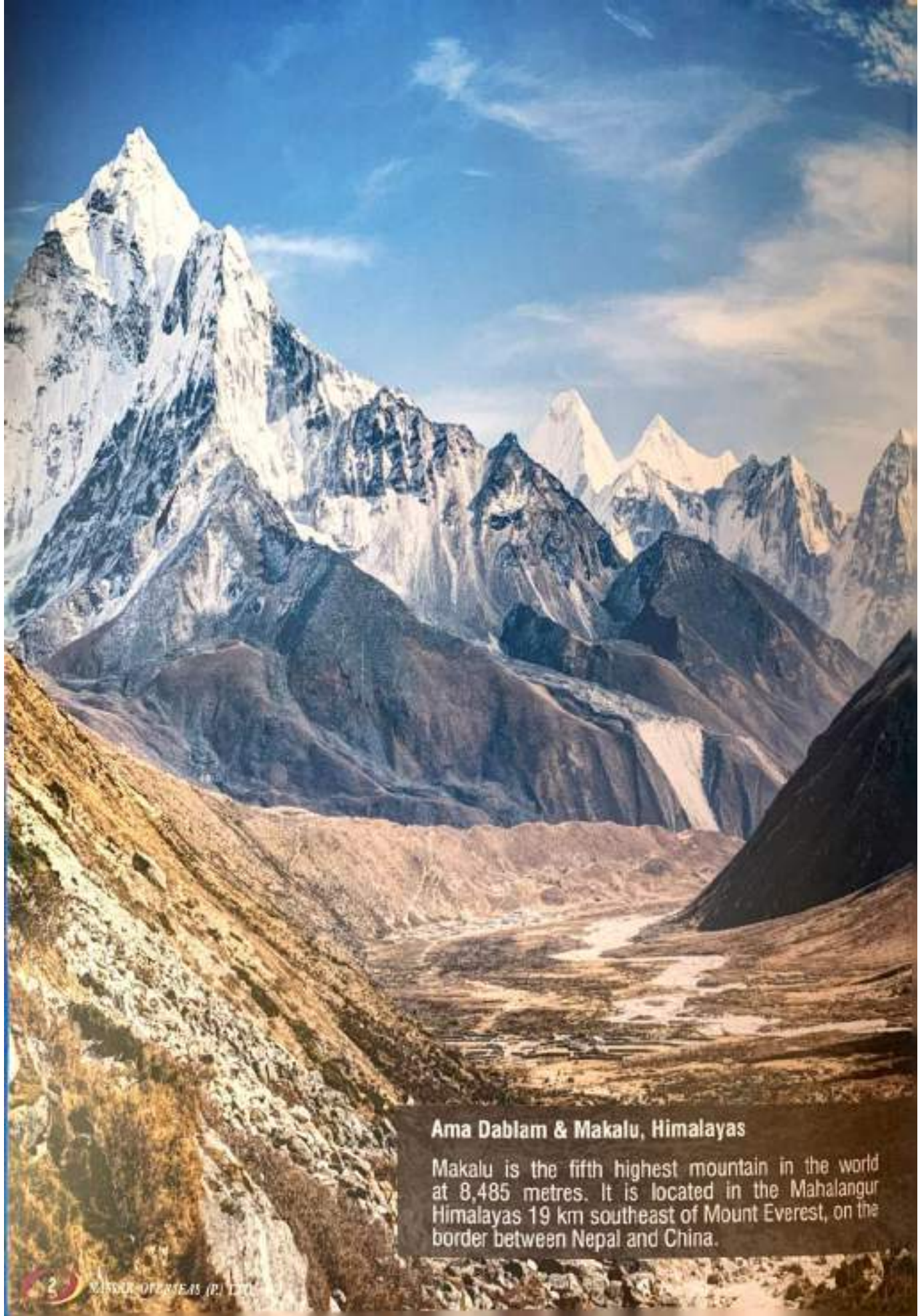
In the Following main Categories

D

Recruitment Process


Legal Documents 26

Employer's Responsibility 33



Ama Dablam & Makalu, Himalayas

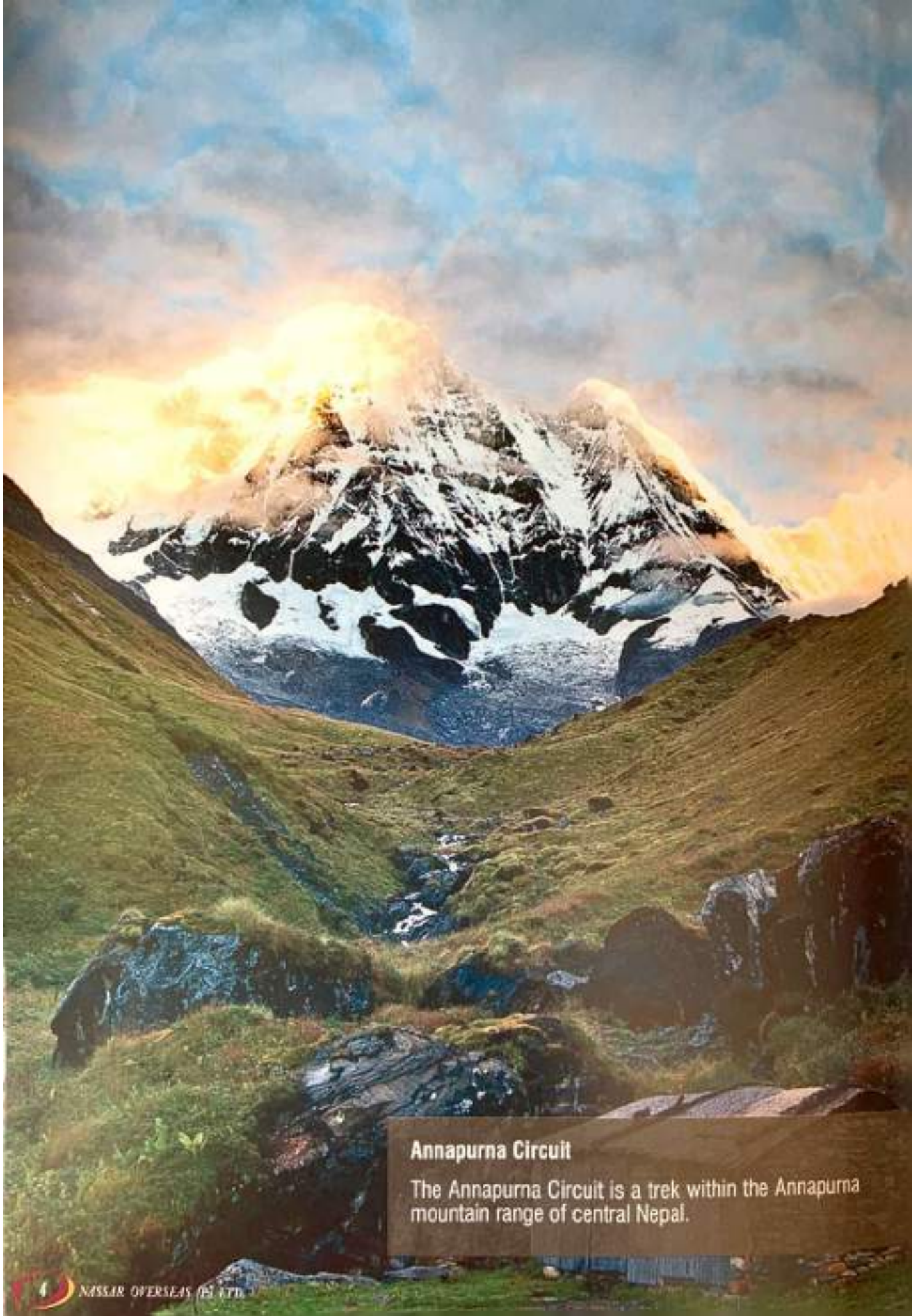
Makalu is the fifth highest mountain in the world at 8,485 metres. It is located in the Mahalangur Himalayas 19 km southeast of Mount Everest, on the border between Nepal and China.



NEPAL: A Land of Natural Diversity

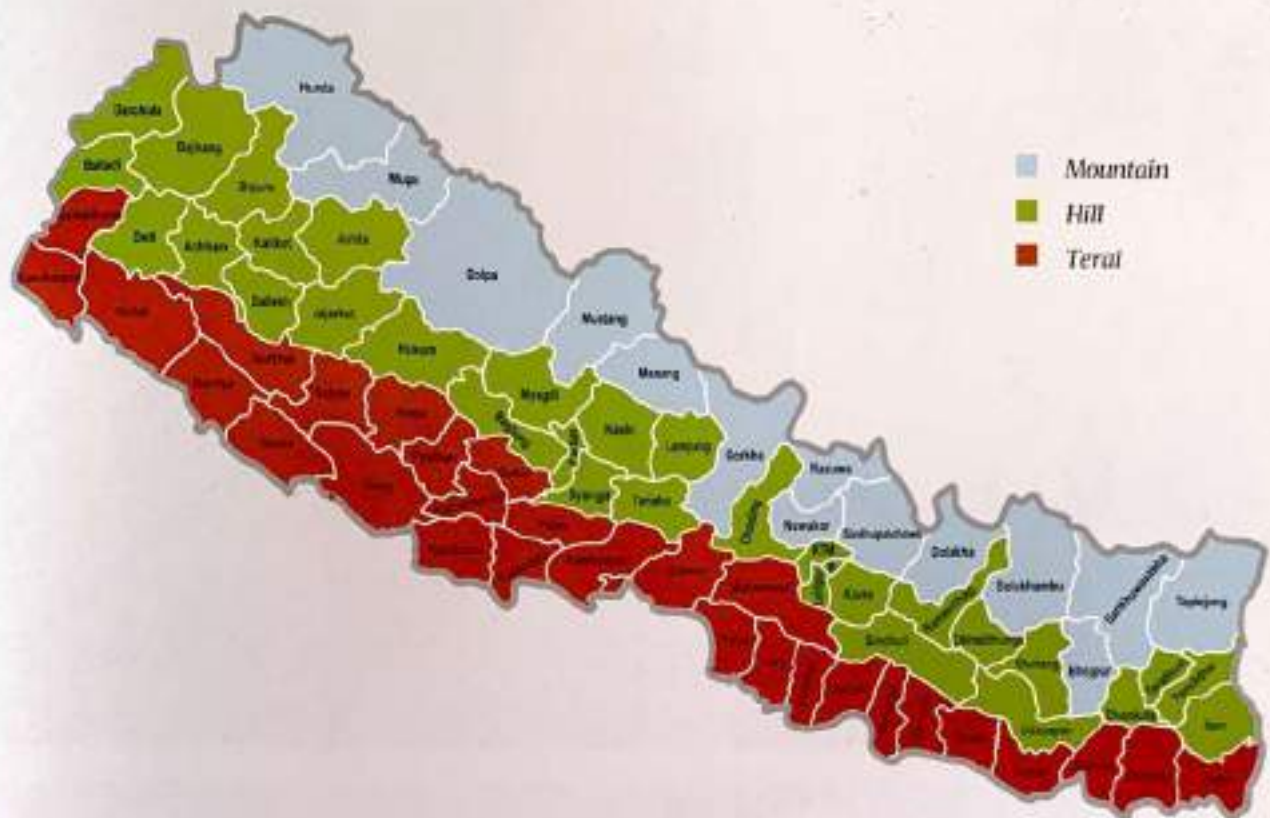
NASSAR OVERSEAS (P.) LTD.





Annapurna Circuit

The Annapurna Circuit is a trek within the Annapurna mountain range of central Nepal.



Introduction

Nepal 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. With an area of 147,181 square kilometers (56,827 sq mi) and a population of approximately 30 million inclusive of 2 million people living abroad in occupational visa. Kathmandu is the capital of the nation and a treasure house of ancient art and culture.

Nepal is commonly divided into three physiographic areas: Mountain, Hill and Terai. These ecological belts run east-west and are vertically intersected by Nepal's major, north to south flowing river systems. The mountainous north of Nepal has eight of the world's ten tallest mountains, including the highest point on Earth. The Mount Everest, called Sagarmatha in Nepal.

Hinduism is practised by about 81% of Nepalese, making it the country with the highest percentage of Hindu followers. Buddhism is linked historically with Nepal and is practised by 9%, Islam by 4.4%, Kirat 3%, Christianity 1.4% and animism 0.4%.



NEPAL : A Reliable Source of Manpower

Nepal has lot of home grown talents with best potential on achieving bigger milestones. Nepalese are hardworking, honest, friendly and hospitable by nature. Since last 200 years Nepal has been a reliable source of manpower for different categories across the globe.





NASSAR OVERSEAS PVT. LTD.



Introduction

Our main aim is to excel in the field of recruitment. We facilitate organizations in sourcing right manpower at right positions at agreed time.

Nassar Overseas Pvt. Ltd. is a reputed recruitment agency registered under the legal constraints of private Company's act 2053 with the license no. 1064/073/074 based in Kathmandu, Nepal. We are working closing with prestigious companies and talented pool of personnel offering quality HR services from fresher to top level employees. We provide premium quality recruitment services that will aid to the healthy and quick development of your organization. We have large number of career aspirants of diverse filed from all over Nepal that will enable you to choose best suited candidate for the concerned job profile. We offer you complete assistance in appointing perfect candidate based on the requirement of your organization and the position. We recruit across wide range of industries and intend to meet the requirements of our clients from different

parts of the country by providing reliable, hardworking and qualified human resources across the globe. We intricate HR needs of our client by providing reliable and strategic staffing solution. Being a leading recruitment agency we understand our responsibility to change our mechanism from time to time so as to keep pace to changing employment scenario and skill sets demand. Hence our team is oriented towards taking timely demand and need analysis, available and upcoming skill set in the market and talent review to provide unparalleled quality service to our valued clients.



Message from Chairman

I feel very privileged to be writing this message as the Chairman of Nassar Overseas Pvt. Ltd. and reach to you through this company profile.

Nassar Overseas Pvt. Ltd. aspires to be world class manpower recruitment agency committed to provide Nepalese workers anchored on quality, excellence and professionalism. It is a team of experts with many years experience in the comprehensive support of companies in the area of selection and recruitment of qualified personnel. We provide qualified Nepalese workers of different categories mainly in the field of Engineering, Construction and Contracting, Office personnel management, Transportation, Hotel and catering, Hospitals, Garments, Textiles and many more. We are confident of fulfilling every aspect of your manpower need to immense satisfaction. We hereby propose to alliance with your organization to provide for the most efficient, economic and responsible manpower from different parts of Nepal through our established networks.

With our style of operation we can assure you for quality service and promising result. We therefore look forward to working with your esteemed organization in the days to come for mutual benefits.

Thanking you,
Sincerely,

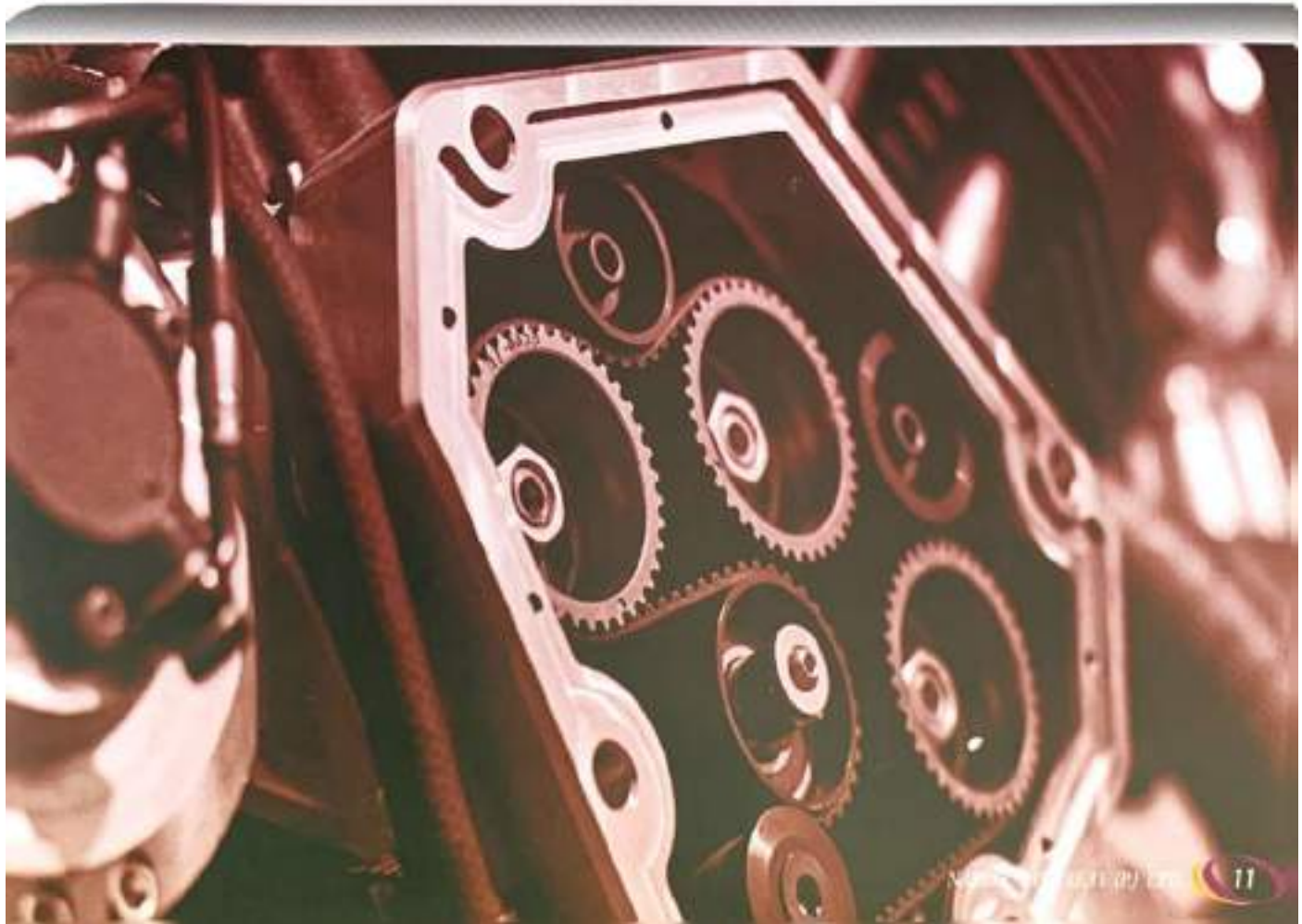
Harry Praveen Correa
Chairman



*“ Failure defeats Losers,
Failure inspires Winners ”*

A Sense Of Eternal Strength

- ▶ Registered, authenticated and licensed under labor act, government of Nepal.
- ▶ More than 300 satisfied client companies across the globe.
- ▶ More than 15000 happy families in the Nation whose beloved ones have been recruited through us.
- ▶ A team of committed, dynamic and enthusiastic professionals who are backed up with requisite qualifications, experience and training.
- ▶ Committed to deliver best in quality and quantity in a very short span of time.
- ▶ Sourcing right candidates for the right job at right place at right time.
- ▶ Driven by highly moral attitude, very transparent and punctual in Business.
- ▶ Very high standards of quality for every requisitions we get. There is a close monitoring of all the assignments being executed by management team to ensure the best from us.
- ▶ Appreciated by social networks within the Nation and abroad.



Vision

"Our vision is to become leading recruitment agency placing qualified and talented manpower at right place at right time that needs their assistance."



VISION OVERSEAS PVT. LTD.

Mission

" To provide our valued clients and candidates with excellent recruitment services based on mutual trust and highest professional standard."



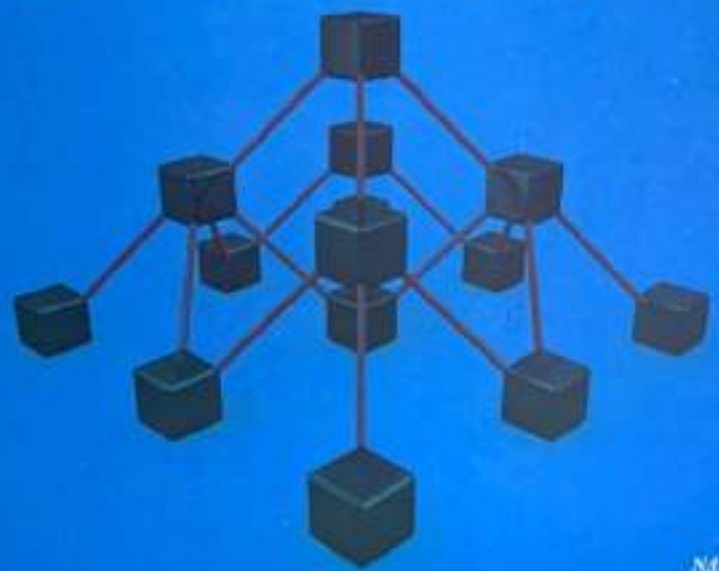


Objectives

- ▶ Providing qualified and competent human resources exploring potential market across the globe.
- ▶ Creating employment opportunities in foreign countries and boosting economy.
- ▶ To enhance manpower industry for better opportunity for Nepalese workforce.
- ▶ Developing client relationship through quality service.
- ▶ To reduce the country's unemployment burden.
- ▶ Promoting ethical hiring by maintaining recruiting practices that are consistent with employment laws.



Organizational Structure



Pan Registration

English/Nepali Translation
Dispatch No. 1106.F.F.IE.113

Government of Nepal
Ministry of Finance
Inland Revenue Department

Permanent Account Number (PAN) Registrations Certificate

PAN: 1106.F.F.IE.113

Name of the Tax Payer: NASSIR OVERSEAS PVT. LTD.

Type of Tax Payer: Company

Address: Plot No. 10, Kathmandu

Business and Trade: Foreign Employment

Date: 15/07/2011

Signature of the Payer: _____

Signature of the Officer: _____

No.	Name of Trade	Address	Starting Date	Registration No.
1				
2				
3				

Stamp:

Signature:

Official Seal:

Conditions:

- The Certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.
- The certificate will have to be presented to the concerned authorities for the purpose of registration.

Certificate of Incorporation

English/Nepali Translation
Dispatch No. 1106.F.F.IE.113

Government of Nepal
Ministry of Industries, Commerce and Supplies
Office of the Company Registrar

CERTIFICATE OF INCORPORATION OF COMPANY

Registration No.: 86831068/009

Name of the Company: NASSIR OVERSEAS PVT. LTD.

Date: 15/07/2011

Signature of the Officer: _____

Official Seal:

Conditions:

This Certificate of Incorporation has been issued to M/s NASSIR OVERSEAS PRIVATE LIMITED having incorporated it on the 25 day of September 2011 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Conditions:

Since there is no objection as to the incorporation of the company, the certificate will have to be presented to the concerned authorities for the purpose of registration.

License 2

English/Nepali Transmittal
Dispatch No. 10.6.5.13

Date of Renewal	Expiry Date of Renewal	Renewal Fee	Additional Renewal Fee	Renewing Authority's Signature and Seal
January 01, 2017	Mid July 2017			ML Nepali Officer

Terms and Conditions

1. No business office can be opened and run without obtaining approval.
2. No business will be carried out through the agent (broker).
3. Sending of workers to the countries other than the licensed ones is restricted.
4. In addition to the provisions contained under this item, the directives issued by the Government from time to time will also have to be complied with.

License Issuing Authority:
Shree Bikash Raj Poudyal
Designation: Director General
Signature: ML
Date: January 01, 2017 A.D.

License 1

English/Nepali Transmittal
Dispatch No. 10.6.5.13

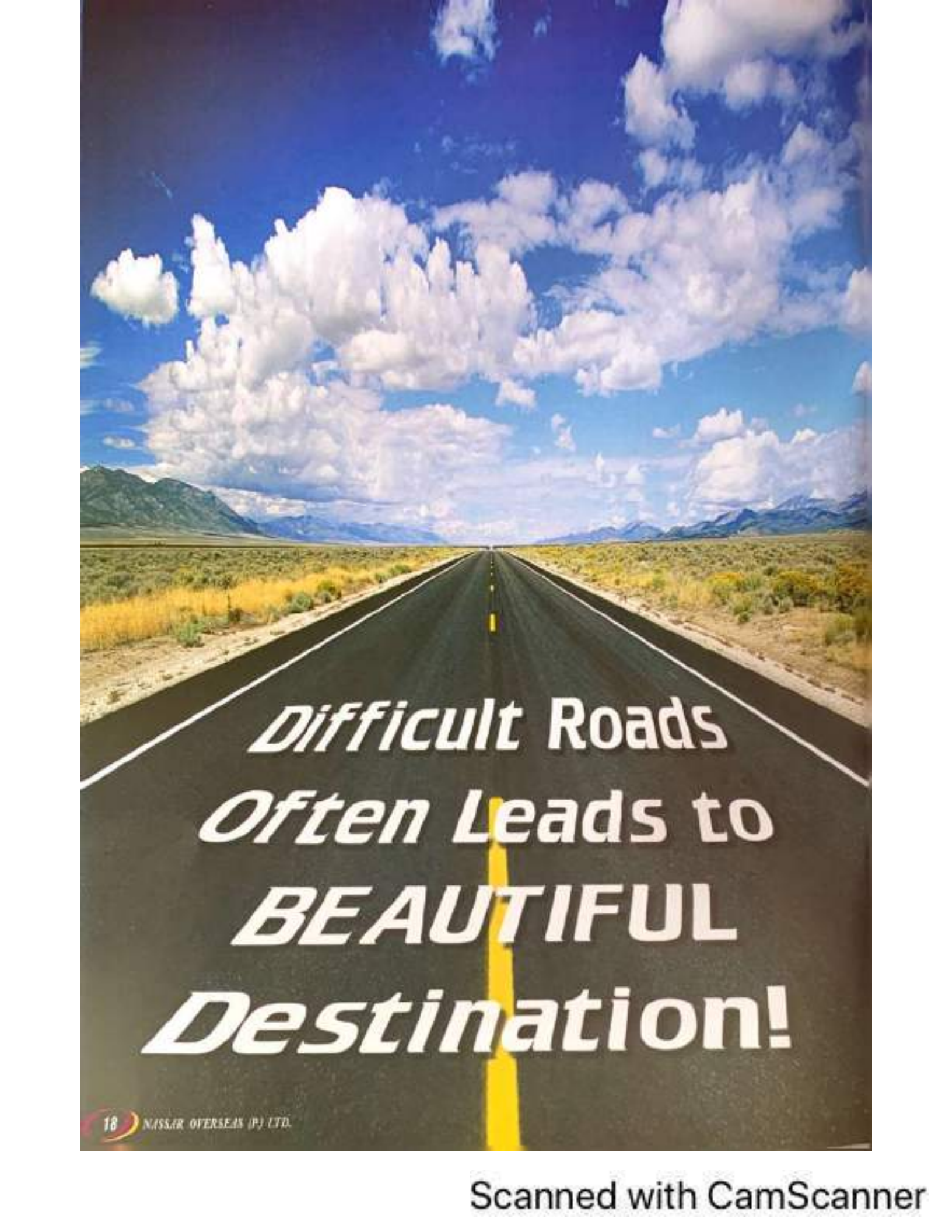
Government of Nepal
Ministry of Labour and Transport Management
Department of Foreign Employment

License No. 1094073/074
Date: January 01, 2017 A.D.

LICENCE

This License has been conferred to **M/S Nassar Overseas Pvt. Ltd.**, permitting it to carry out the business of foreign employment, subject to the Foreign Employment Act, 2064, Foreign Employment Regulations, 2064 and the terms and conditions mentioned in this License.

License Issuing Authority:
Shree Bikash Raj Poudyal
Designation: Director General
Signature: ML
Date: January 01, 2017 A.D.



*Difficult Roads
Often Leads to
BEAUTIFUL
Destination!*



OVERSEAS RECRUITMENT

Nassar 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.



We recruit the manpower in the following main categories:

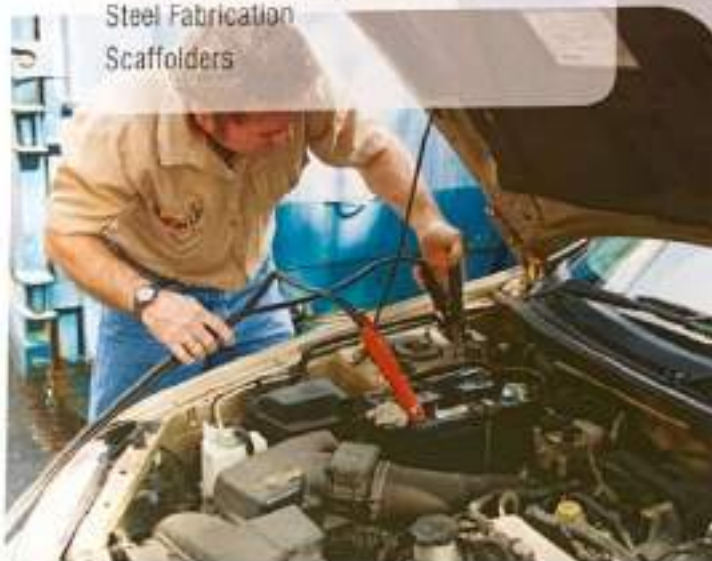


Electrical

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

Mechanical

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



Civil/Architecture

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





Security

Residential / Private Security
Official / Bank Security
Industrial Security



Welding

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



Heavy Equipments

Operators - Dozer, Fork lift, Roller, Payloader, Back Hoe
Operators - Crane (Mobile/Crawler/Hydraulic)
Driver - (Trailer/Drump/Truck/Light Vehicles)
Mechanics - (Heavy/Light Equipments Under Chasis)
Tyreman
Denters
Painters
Moulders
Helpers



Administration

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

Hotel & Hospitality

Western, Italian, Chinese food production
(Cooking and preservation)
Food & Beverage Service (Walter, Bartender)
Front Office Management
(Receptionist call operator)
Room Boy/Laundry Man/Cleaners



Agriculture & Plantation

Farming
Livestock
Fishery
Poultry
Bee Keeping
Floriculture



Denting & Painting

Sand Blasting
Building Painting
Industrial Painting



Cleaning & Housekeeping

Office Boy
Cleaner (Hospital, School,
Mosque, Office etc.)
Housekeeper
Care Giver





**Power/Gas/Water
Treatment Pro Chemical Plants
(Exclusive Category)**
Engineers
Technicians
Operators
Chemist & Analysts



Medical/Paramedical
Consultants
Surgical
Nurses
Technicians



Manufacturing & Production
Electronic Production
Plastic & Rubber Production
Furniture (Wooden & Metal)
Mechanical Spare Parts



Garments & Textiles
Patron Maker
Cutting Master
Production Manager
Supervisor
Tailors
Checker/Helper



"The ones who are crazy
enough to think that they
can change the world,
are the ones who do."
"The ones who are crazy
enough to think that they
can change the world,
are the ones who do."
"The ones who are crazy
enough to think that they
can change the world,
are the ones who do."



RECRUITMENT PROCESS



Requirement of Legal Documents from Employer Company

Requirements of legal documents varies country to country. Common to all are 5 legal documents as detailed below. These documents should be in Employer Company Letterhead, properly signed and stamped by company authority. These documents should get attested from Chamber of Commerce &/or Nepal Embassy of the respective country. In case of Saudi Arabia, attestation from Ministry of Foreign Affairs (MOFA) in addition is mandatory. For Malaysia, Notary Public Attestation and Nepal Embassy Attestation is needed.

Demand Letter

A letter from the Employer Company mentioning number of workers required, salary scale, duty hours, food accommodation & other facilities provided.



Power of Attorney

Authorizing our company to be a true and lawful attorney and agent in this country.



Employment Contract

Service Contract between the employer and the employee mentioning salary and benefits offered to the employee with detailed terms & conditions.



Agency Agreement

Commercial contract between the employer and our agency, duly signed and stamped by both parties.



Letter to the Labor Department of respective country (Guarantee Letter)

The Employer Company should address the Labor Department of Nepal regarding the demand requesting them for further permission from the Government of Nepal.





Pre Selection

The pre selection process involves advertisement in local mass media in order to inform potential applicants about the job. Some applications we draw from our existing data bank. The pre-selection is done by our company management assessing the capability/competency of the individuals so as to meet employer expectation.

Final Selection

In general, final selection is made among those selected in preliminary stage, through direct interview taken by the Employer Company or its representative. It comprises of oral as well as practical trade test. Many companies authorize our agency to do final selection on their behalf. Sometimes skype interview is also conducted in employer's consent.



Trade Test

Trade test is conducted by competent testing board and committee consisting of professionals, experts and instructors at concerned trade test center.

Medical Checkup

A medical board, including psychiatrists, conducts check-up of selected candidates. Candidates are sent to the doctor/hospital/clinic nominated by the embassy of the respective country which is approved by the Nepal Government medical board as advised by the employer, for the examination.





Documentation

We assume the responsibility of accumulating necessary documentation of medically fit candidates. Required documents are passport, photographs and related certificates so as to meet their job specifications. We check the authenticity of the documents provided by the candidates.

Applications & Receipts of Visa

Selected candidates visa applications is made in the respective embassy as authorized by the employer. The process varies country to country. Upon receipt of visa, we initiate departure procedures of the workers.

Department of Labor/Protector of Emigrant Processing

01. Upon receiving visa from the employer, we get candidates to do mandatory insurance amounting to Nepalese rupees 15,00,000 by paying required insurance premium amount under foreign employment insurance scheme.
02. We apply for department of labor approval, which take about 4 working days to get final approval from there.



Orientation

Before deployment candidates are required to attend orientation program conducted by our management. It is most prominent factor for the employee to know about the working environment, company culture, climate condition, socio-cultural values and rules and regulations of their destination country for their adaptability towards work. Orientation program is conducted in order to familiarize the candidate about the company and the job responsibilities of the designated position.



Deployment

The period of deployment would be 30-45 working days in maximum driven by visa quantity and both parties consent.

Once we get final approval from concerned authorities we request the employer to provide joining ticket for the earliest available date.

Guarantee

After recruitment of workers to our valued clients, till the probationary period we guarantee our workers ;

01. Medical Fitness
02. Readiness to do assigned duties
03. Proficient to the assigned job

Follow Up

Our responsibility does not end on deployment of worker's we make sure workers properly join the company, started work, get salary and other facilities as specified in agreement paper, which was signed/consented by workers before departure and most importantly their performance meets employer's expectations as well.



Employer's responsibility

- ▶ Arrange timely receipt for the workers at Airport
- ▶ Inform Nassar about receipt of workers
- ▶ Advance payment of salary to each worker after arrival in destination country which is deductible from monthly salary.
- ▶ Arrange furnished housing accommodation.
- ▶ Ensure adequate water and electricity in living area.
- ▶ Ensure full security of workers in working and living area especially in cases of female candidate.
- ▶ Timely payment of salary for every working month.
- ▶ Keeping record of validity of passports, residence permit/employment visa of the workers
- ▶ Proper medical treatment of workers in case of sickness and accident
- ▶ Communicating about the problem that requires handling from our end.
- ▶ Adhere to the terms and conditions of treatment signed in between the worker and the employer.



NASSAR OVERSEAS (P) LTD.

Govt. Lic. No. 1064/073/074
Battisputali-9, Kathmandu, Nepal
+977-1-4494112, 4494090
Fax: +977-1-4494090
hrdnassar@gmail.com
info@nassaroverseas.com.np
www.nassaroverseas.com.np