



**RAJ GROUP**  
OF COMPANIES

*Global reach, local presence.*



A  
Foreign  
Employment  
Consultant

Basundhara-3, Kathmandu, Nepal

+977-1-4386500, 4386660

[info@rajgroupnepal.com](mailto:info@rajgroupnepal.com)

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

# Introduction

**Raj Group of Company** competes in the employment services by offering a complete range of services, including permanent, temporary and contract recruitment, assessment and selection, training outsourcing, consulting and professional services. Based on the client's requirement, Raj Group of Company screens candidates and present the best appropriate short listed candidates to the clients. In case of absence of suitable candidates in its Data Bank, additional candidates are mobilized through advertising.

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

# Vision, Mission & Value

## Vision & Mission

- To function as a bridge between Nepal and manpower importing nations around the globe.
- To offer unsurpassable, innovative integrated and unique recruitment solution to a wealth of manpower.
- To facilitate effective communication of our clients for great success and growth.
- We aim to be a principal provider of recruitment and consultation solutions not just in the national, but also in the international scene.

## Our Values

Participation in flourishing and emerging markets was pursued more vigorously as compared to previous lone market concentration for only a particular worker's sub-industry sector. The current trend in labor out-migration necessitated the company to become versatile in its desire to service the requirements of companies and industrial plants belonging to practically all major industries worldwide.

# Message from the Chairman

**Raj Group of Companies**, started its recruitment operation with an office comprising of best recruitment staff and has been able to set up a bench mark in our business scope with our best professional services which is effectively maintained by dedicated and dynamic staff members.

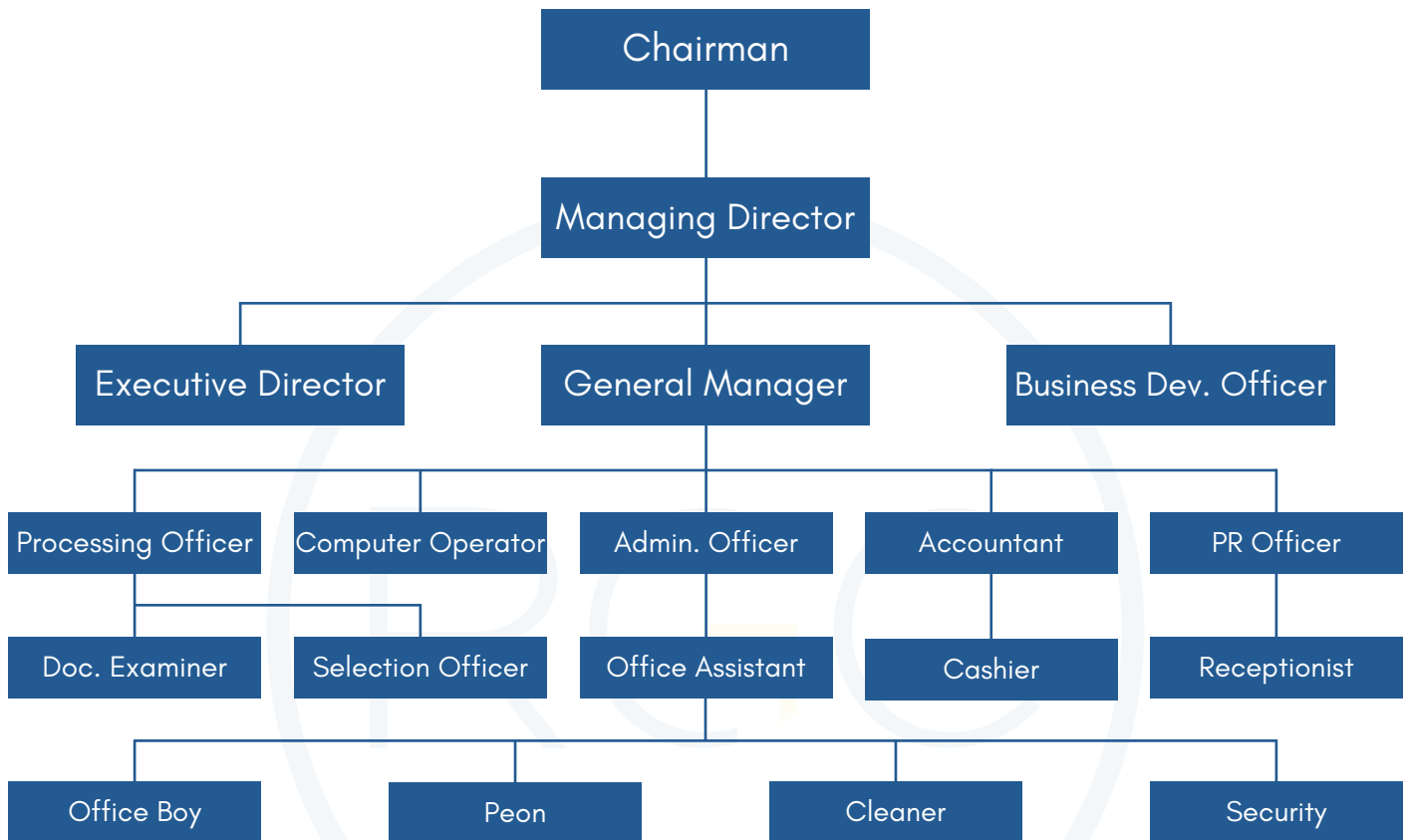
At Raj Group Nepal, we consistently hit the mark in our recruiting efforts because we dedicate the resources to understand and appreciate candidate and client requirements as well as those needed to recruit and source qualified applicants. We also validate every candidate and every requirement through a rigorous documentation process that ensures that we only work with quality requirements and quality applicants ensuring that all parties involved in the process are working towards the same conclusion. All of our staff are committed to providing a comprehensive, effective recruitment agencies services and are able to cope with every recruitment need & we help creating employment opportunities.

They are carefully trained to efficiently handle all aspects of manpower mobilization, screening, and documentation. We try our very best to provide applicants with the most suitable position in their respective fields. Whether we are conducting national or international searches, we always maintain the same regard for confidentiality and quality of service, and our goal to exceed your expectations, every time.

# Company Profile

Company Name	Raj Group of Company Pvt. Ltd.
Govt. Licence No	1245/074/75
Type of Service	Manpower Supply (Human Resource)
Telephone No.	+977-1-436500, 4386660
Contact No.	+977-9851009328, 9851063408, 9801047340
Address	Basundhara-3, Kathmandu, Nepal
Email	info@rajgroupnepal.com
Website	www.rajgroupnepal.com
Banker	Citizens Bank International

# Organizational Chart



# Our Commitment

We at Raj Group are committed to be a one-stop organization for Manpower Solutions. We strive to be the leader in Manpower Services provision in this region and we pay great attention to the following principles which form the basis of our operations.

- Prompt Action
- Accuracy
- Reliability

Our manpower services division is managed by qualified professionals with a rich background in Human Resources.

## How to recruit from Nepal

The following documents need to be provided by the Employer for recruitment from Nepal.

1. Demand Letter
2. Power of Attorney
3. Gurantee Letter
4. Agency/Service Agreement
5. Employment Contract

# Our Procedures

We are authorised by the Government of Nepal to recruit employees for employment on behalf of overseas employers against vacancies identified by them. As a provider of professional recruitment services we clearly understand both the clients as well as the applicants.

We apply the following procedure for the recruitment of professional applicants.

## Pre Screening

Shortlisted applicants undertake a pre-interview conducted by our human resource recruiting officer. The objective is to select the right candidates. The candidates qualifying in the pre-interview will be prepared for the final interview.

## Final Interview

The selected applicants in the pre screening are presented to the interviewer of the company representative for ultimate selection. If the applications need to be tested technically, Raj Group will arrange the test.



# Our Procedures

## Documentation and Processing

We provide the 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 their medical test.

## Medical Test

The selected applicants will be sent to the authorised medical institution to ensure that they are physically, mentally and psychologically fit before joining the company.

## Visa Receiving

We dispatch all the documents relating the workers to the company to decide its employee first. After the employing company confirms and sends the visa confirmation and copy visa, only then we apply in the concerned embassies.

# Our Procedures

## Orientation

We introduce employing company's employment package, benefits, rules and regulations. We cover the do's and don't's and applicable law to the future employees.

## Departure

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

# Specialized Workforce

Categories of personnel available in Nepal for foreign employment are classified into three groups:

## Professional

Engineers (Civil, Electrical, Mechanical, Chemical), Architects/Planners, Doctor (Specialists, General, Physicians, Dental, Surgeon), Professor/Teachers in various field, Bankers.

## Skilled technician

Construction Equipments Operators, Junior Engineer/Technician, Male & Female Nurses, Pharmachists, Laboratory Technician, Medical Assistant, Plant Operators (Electrical/Mechanical), Foreman (Electrical/Mechanical), Supervisor/Oversears/Estimators, Welder (Gas/Electric), Carpenters/Cabinet Makers, Steel Fixers/Riggers, Mason/Tile Fixer/Plasterers, Plumber/Pipe Fixers, Drivers (Heavy/Light), Hotel Personal/Waiters/Bakers, Textile/Jute/Garment/Carpet technicians, Computer Operators.

## Semi-skilled/Unskilled

Labour, Cleaners, Sweepers, Watchman/Guards, Agriculture Labour/Farmers, Industrial Labour, Peons/Office Boys, Loaders (Airport/Train Station)

# Licences & Certificates

**Government of Nepal  
Ministry of Labour & Employment  
Foreign Employment Department**

Permission-Letter No. 1245/074/75 Date: 2074/04/23 B.S.  
(7<sup>th</sup> Aug. 2017 A.D.)

**PERMISSION-LETTER**

Subject to the Foreign Employment Act 2064 (2007 A.D.), and Foreign Employment Regulation, 2064 (2007 A.D.) together with the terms as stated in this Permission-Letter, this Permission-Letter is hereby issued to **Raj Group of Company Pvt. Ltd.**, so as to do the foreign employment business.

Permission-Letter Issuing Authority  
Signature: Sd.  
Name: Mr. Bishow Raj Pandey  
Designation: Director General  
Date: 7<sup>th</sup> Aug. 2017 A.D.

Date of Renewal	Expiry date of Renewal	Signature of Renewing Authority
Renewed Continuously from its inception up to the end of Ashadh 2075 B.S. (mid-July 2018 A.D.)		Sd. Section Officer

**Terms:**

- No act is allowed to carry out by opening a branch office without taking permission.
- No works is allowed to do through the agent.
- Apart from the permission obtaining country, no labourer is allowed to send to any other country on any conditions.
- 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.

Signature  
Name: Bishow Raj Pandey, Director General  
Date: 09 AUG 2017  
Certificate Number of the Notary Public: 1238  
Date of Expiry of Certificate: Jan. 04, 2018 AD  
Sd. of the Notary Public:

**Government of Nepal  
Ministry of Industries  
Office of the Company Registrar**

Redg. No. 168733/73/074

**CERTIFICATE OF INCORPORATION OF COMPANY**

As **Raj Group of Company Pvt. Ltd.** has been registered on Wednesday, the 10<sup>th</sup> day of the month of Jestha of the year 2074 B.S. (Corresponding to 24<sup>th</sup> May 2017 A.D.) pursuant to the Sub-Section(1) of the Section 5 of the Company Act, 2063 B.S. (2006 A.D.), this certificate has been hereby issued to that effect.

Date: 24<sup>th</sup> May 2017 A.D.

Sd.  
Asst. Registrar

**Terms:**  
The business as per the objectives of the company should be carried out only after obtaining permission from the concerned body which is to be obtained in accordance with the law.

Signature  
Name: Chitra Sd. Tri Khatri  
Date: 09 AUG 2017  
Certificate Number of the Notary Public: 1238  
Date of Expiry of Certificate: Jan. 04, 2018 AD  
Sd. of the Notary Public:

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

Photograph  
Sd.

**PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE**

Registration date

PAN: 6 0 5 9 4 8 2 5 7 Income-Tax: 12 02 2074  
26 05 2017  
Day Month Year

Tax Payer's Service Office: Battishputali

Name of Business : **Raj Group of Company Pvt. Ltd.**

Type of Taxpayer : **Pvt. Ltd.**

Address : **Ward No. 09, Sinamangal  
Metropolis: Kathmandu  
Kathmandu** Income-Tax only

Business Activities : Foreign Employment.

Sd.  
Tax Payer's Signature

Sd.  
26<sup>th</sup> May, 2017 A.D.  
Tax Officer's Signature

**Duties to be performed by the taxpayer**

- While doing the business transaction, the bill/invoice shall have to be compulsorily issued.
- One who is registered at VAT, the VAT statement and VAT amount shall have to pay within 25 days of each tax period of time (monthly, bi-monthly or four months basis) of the date expired.
- One who does the business transaction to be levied excise duty, except managed otherwise, shall have to submit the monthly statement and excise duty amount within 25 days of the end of each month.
- The financial statement of every fiscal year shall have to submit within the end of Ashoj (mid-October).
- If not submitted the statement together with the tax amount on time shall be charged the interest, fee and penalty.
- This certificate shall have to be displayed for all at the business place/head office.
- In case of ambiguity, please contact the office.

Signature  
Name: Chitra Sd. Tri Khatri  
Date: 09 AUG 2017  
Certificate Number of the Notary Public: 1238  
Date of Expiry of Certificate: Jan. 04, 2018 AD  
Sd. of the Notary Public:



# Sample Documents

**شركة غايه لتنظيف المباني ذ.م.م**  
**GHAYA CLEANING OF BUILDING CO. L.L.C**

**DEMAND LETTER**

RAJ Group of Company Pvt. Ltd  
 Nepal Govt. Approved License No. 1245/074/75  
 Basundhara-3, Kathmandu, Nepal

DATE: 27/09/2017

Dear Sir,  
 With reference to the power of attorney executed by us in your favor RAJ Group of Company Pvt. Ltd. I hereby request you to supply the following Manpower to work in our organization.

S.NO	CATEGORY	QTY	SALARY	Period of Contract	Gender
1	CLEANERS	100	1200	02 years	Male
<b>TOTAL</b>		<b>100</b>			

**TERMS:**

- Food Allowance : Provided by the company.
- Joining Air Ticket And Returning : Provided by the company.
- Visa and Ticket : Provided by the company.
- Medical & Emirates Id : Provided by the company.
- Working hours and days : 8 Hours a day and 6 days a week.
- Workmen's Compensation Insurance : Insured by the Company.
- Transportation : Provided by the Company.
- Service Charge : Not provided by the company.
- Leave : 21 days in a year.
- Right to retain Employees passport : Employee.
- Probation Period : 06 Months.

Other benefits such as Overtime, annual leave, etc. should be in accordance with the labor law of United Arab Emirates UAE.

**MR. RASHED ABDULRAHMAN MOHAMED AHMED ALMARZOQI**  
 General Manager

**GHAYA CLEANING OF BUILDINGS COMPANY LLC**  
 Umm Al Quwain - U.A.E.

**رسيكت للتجارة والمقاولات ذ.م.م**  
**Respect Trading & Contracting W.L.L.**

Ref No: RTC/RAJ/NPL Date: 18-09-2017

M/s Raj Group of Company Pvt. Ltd.,  
 Kathmandu, Nepal  
 License No.1245/074/75

**DEMAND LETTER**

Dear Sir,  
 We kindly request you to recruit the following suitable personnel for our company from Nepal as per the details given below:

SN	CATEGORY	NO. OF PERSONS	SALARY (QAR)
01	Labourer	20	900
02	Carpenter	15	1100
03	Admin Manager	02	6500
04	Public Relation Officer	02	2300

The following Terms & conditions shall be included in the contract:

1	Visa	Free Provided by the company.
2	Joining/Return Air Ticket	Free Provided by the company.
3	Uniform & safety materials	Provided by the company.
4	Accommodation	Sharing room accommodation provided by the company.
5	Residence Permit	Provided by the company free of cost.
6	Transportation	Provided by the company (to and from the Work site).
7	Medical/insurance	Provided by the company.
8	Food allowance	Provided QR 300.
9	Service Gratuity & Leave pay	Provided by the company as per Qatar Labor Law.
10	Probation period	Three (3) months.
11	Period of Employment	Two (2) years & Renewal
12	Place of Employment	Doha, Qatar.
13	Working Hours	8 hrs per day, 6 days per week (48 hrs per week)
14	Service Fee	Not Provided by the company.
15	Overtime	As per Qatar Labor Law.
16	Water, Electricity & Gas	Provided by the company.
17	Other Terms & Conditions	As per Qatar Labor Law.

For,  
 M/s. Respect Trading & Contracting W.L.L.

**Bhaskar Adhikari**  
 General Manager

**شركة المحيط الفضي**  
**Silver Ocean Co., For Cleaning Bldg, Roads & Cities Cont. W.L.L.**

Date: 17-10-2017

**DEMAND LETTER**

To: M/S. RAJ GROUP OF COMPANY PVT. LTD.  
 LICENSE No. 1245/074/75  
 Address: Basundhara-3, Kathmandu, Nepal  
 Tel: +977-01-4388500, 438660

Sub: Recruitment of Manpower from Nepal

Dear Sir,  
 We hereby authorize you to recruit the below mentioned categories from Nepal with the following mentioned criteria.

S.no.	Category	Quantity	Monthly Salary in KD
1	INDOOR CLEANERS (FEMALE)	36	80
2	INDOOR LABOUR (FEMALE)	14	80

**Terms and Conditions:**

- Two years contract and renewable on the performance behavior of the candidates.
- Accommodation - Provided by the Company.
- Food-Provided by the Company.
- Transportation-Provided by Company.
- Annual Leave-As per Kuwait Laborlaw.
- Working hour is 8 hours per day and 6 days per week.
- Medical, Health Insurance, Uniform will be provided by Company.
- Other terms & conditions will be as per Kuwait Labor Law.
- Ticket Provided by Company.

Yours Truly,  
**Ali H. A. ALDIUSARE**  
 GENERAL MANAGER

**الامتياز لتوريد العمالة**  
**PRIVILEGE LABOUR RECRUITMENT**

October 22, 2017

**DEMAND LETTER**

M/s Raj Group of Company Pvt. Ltd.  
 Recruitment License No. 1245/074/75  
 Basundhara-3, Kathmandu, Nepal

Dear Sirs,  
 We, M/s Privilege Labour Recruitment (Dubai Tax), request you to permit our agent M/s Raj Group of Company Pvt. Ltd., Recruitment License No. 148733/73/074, Basundhara-3, Kathmandu, Nepal to recruit the following personnel for our Agency. Privilege Labour Recruitment (Dubai Tax) will recruit these candidates directly from Nepal as per the following terms and conditions:

S/N	Category	Quantity	Classification	Salary
01	Light Vehicle Driver	50	Male	AED 2000.00 + Commission

**Terms and Conditions:**

- Period of Employment : Three (3) years
- Place of Employment : Dubai, U. A. E.
- Trial Period : 6 months
- Daily working Hours : 8 hours a day and 6 days a week
- Accommodation : Plus 4 hours compulsory overtime provided by the company
- Food : provided
- Air ticket : joining and return provided by the company
- Final Selection for workers from Nepal : By Company
- Medical Facilities & Leave Benefits : By Company
- All other terms and conditions : As per UAE Labour Laws
- Service charge : not provided

For Privilege Labour Recruitment (Dubai Tax)  
 Signature:  
 Name: **Mr. Khalid Ali Mohd. Salmeen Al Suwaidi**  
 Proprietor  
 Privilege Labour Recruitment

# Sample Documents

**MAC EVENTS**

**Demand Letter** Date: 08/10/2017

To,  
M/S Raj Group of Company  
License No. 1245/074/75,  
Kathmandu, Nepal


Dear Sir,  
This is to request you to recruit the following Nepali workers for the employment on behalf of our company and alias with the relevant authorities concerning recruitment under following terms and conditions.

S No.	CATEGORY	QTY	SALARY (AED)	Gender
01	Exhibitors	12	2000.00	Male/Female
02	Pavilion Staff	02	2000.00	Male/Female
Total		14		

**Terms & Conditions:**  
 Food : Provided by company  
 Accommodation : Provided by company  
 Medical/Insurance : Provided by company  
 Uniform : Provided by company  
 Transportation : Provided by company  
 Over time : As per company rules  
 Working hours/days: Eight (08) hours a Day [06 Days and 48 hrs a week]  
 Period of Contract : One (01) Years  
 Leave : 21 days a year OR as per company policy  
 Residential Permit : Provided by company free of cost  
 Joining Air Ticket : Provided by company  
 Return Air Ticket : Provided by Company  
 Visa Charge : Free  
 Service Charge : ~~Not~~ provided by company  
 Probation Period : 03 Months

*Other benefits such as Overtime, annual leave, etc. should be in accordance with the labor law of United Arab Emirates*

Thanking you,  
M/S MAC Events LLC, UAE  
Mr. Sree Kumar Kochilethathu  
Managing Director

  
 CHARGES D'AFFAIRES,  
 18 OCT 2017

## Business Associated Countries

1. Japan
2. UAE
3. Malaysia
4. Saudi Arabia
5. Bahrain
6. Oman
7. Qatar
8. Isreal
9. Kuwait
10. Lebanon
11. Romania
12. South Africa
13. Turkey
14. Poland
15. Marcau



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