Om Overseas Employment Pvt. Ltd.





ABOUT US

Om Overseas Employment Pvt. Ltd is a established reliable manpower company in Nepal, established in 2017 under the Company Act 2006 AD with Nepal Government Registration No. 166462/073/074 and License No. 1518/074/075 . It was established by the leading experts in the field of recruitment service. The company specializes on skilled, semiskilled, unskilled labors and trustworthy security guards.

Om Overseas Employment Overseas Pvt. Ltd has dispatched thousands of professional (skilled, semi-skilled and unskilled) from Nepal to Qatar, UAE, Saudi Arabia, Kuwait, Malaysia and East Asia etc. The manpower available in this recruiting institution is all trained to uphold high levels of integrity obey the existing rules and regulations of the employing countries. Its highly qualified professional makes our clients get maximum output at minimum cost and effort.

The main objectives of establishing this organization is to utilized the manpower resources in a right place at right time. We participate in the manpower supply process from the beginning itself by conducting face to face interviews and proceeding to select only the most qualified candidates to ensure that client demands are accordingly met. It gives us great honor to assert that no complaints have been received against this agency from the employing countries so far and it is our commitment that these standards are upheld throughout. This will make a good relationship between employers and employing countries.

Company Profile

Company Name:
Om Overseas Employment Overseas Pvt. Ltd

Establishment:
2017 AD

Nepal Government Registration No:
Lic. No. 1518/074/075

Regd. No.:
166462/073/074

Address:
Basundhara -03
Basundhara, Kathmandu, Nepal

Main Line Business:
Manpower Recruitment

Contact Details:
Kathmandu, Nepal

Phone:
9851199066

E-mail:
omoverseas36@gmail.com

Website:
www.omoverseas.com.np

Company's Motto:
Right people for right place

Om Overseas Employment
Pvt. Ltd.

Message from
CHAIRMAN



Dear Valued Clients,

Namaste!

As a chairman of this om Overseas Pvt. Ltd.
I would like to introduce this overseas as one of the renowned HR recruitment overseas of Nepal. It is newly established overseas but we are able to maintain its status by retaining its quality service. It would not be an exaggeration to note that this company has never compromised in providing quality service.

The main aim of this organization is to lessen the rate of unemployment problem by exploring great opportunities for the large number of youths in Nepal. We have a motto like a right person at right place at right time. We have committed to contribute to large extent in the field of international labor market within a decade with the help of hard work, selfless dedication, sincere and veteran team.

We requite professional, skilled, semi-skilled and unskilled workforce and supply to different countries for abroad jobs. We select and supply right person according to job requirements. We have clients from different countries. We maintain good relation between client (employer) by supplying qualified personnel and also with candidates by placing at right job.

At last I would like to thank you for given your valued time to look at our website.

Best Regards,

Om Bahadur Neupane
Om Bahadur Neupane
Chairman

Message from
MANAGING DIRECTOR



Dear Valued Clients,

Namaste!

As a managing director of this Om Overseas Employment Pvt. Ltd. I would like to introduce this overseas as one of the renowned HR recruitment overseas of Nepal. It is newly established overseas but we are able to maintain its status by retaining its quality service. It would not be an exaggeration to note that this company has never compromised in providing quality service.

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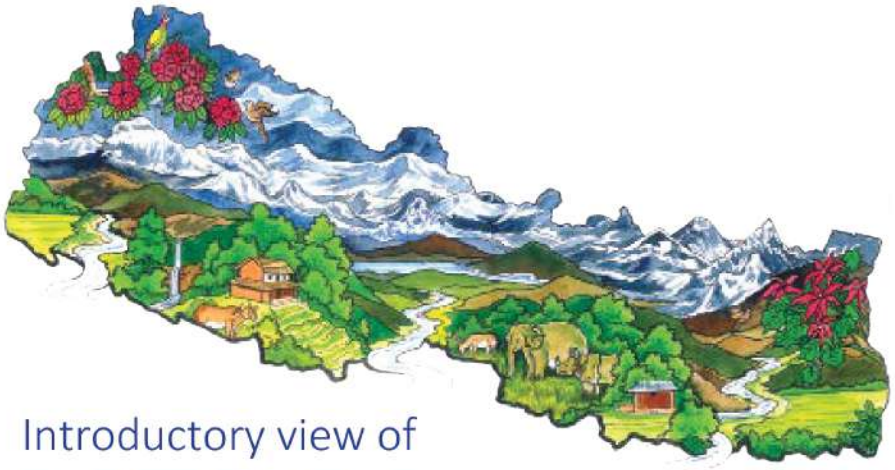
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Best Regards,

Niroj Babu Bishowakarma
Niroj Babu Bishowakarma
Managing Director

Om Overseas Employment Pvt. Ltd.



Introductory view of

NEPAL

and Its People

Nepal, home to Mount Everest, is dominated by the world's most imposing mountains. Nepal is a land-locked country. In the North lie China (Tibet) and the rest of the country borders India. From East to West, the country can be divided into three parts; high mountains (the Himalayas - Mt Everest) in the North, mountainous region in the middle and Terai (plains) in the South. Until 1950, the country was closed to outside world, resulting the 'underdeveloped country' status.

This geo-political situation has necessitated Nepalese people to maintain their livelihood by sheer repetitive hard work, diligence, dignity and self-respect for physical work. The British had recognized these unique traits of Nepalese (known as Gurkhas all over the world) and therefore had been using Gurkhas as their most trusted soldiers for nearly two hundred years.

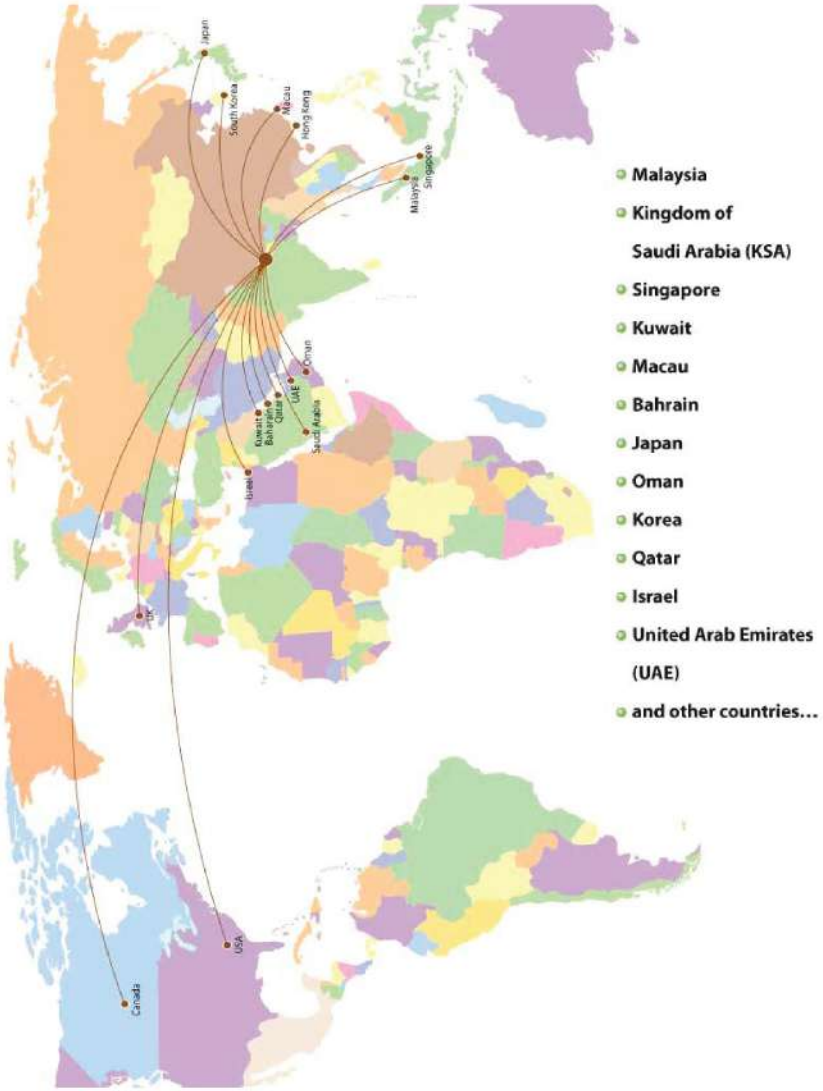
It is only recently that an increasing number of employers from Gulf countries, South East Asia, African countries and a host of other countries have shown interest in hiring Nepalese workers. Most of them have shifted their attention concerning hiring of expatriate workers from a number of their original labor supply countries to Nepal. This change is due to the following main reasons:

- Nepalese workers are renowned for their hard work, loyalty, and high sense of responsibility and discipline.
- Nepalese workers are experienced in working in adverse climatic conditions. Nepalese workers are peace loving and extremely loyal to their employers and devoted to their duties.
- The employers do get the advantage of wider choice due to availability of skilled, semi-skilled and unskilled workers almost in all fields and vocation who are readily available for immediate placement.

Nepalese workers are comparatively more cost effective and their hiring cost is lower compared to other Labor exporting countries. Nepal is situated very close to the Labor importing countries and linked by air with almost all the major cities of the world. Procedures and formalities for recruiting Nepalese workers for overseas employment are simple.

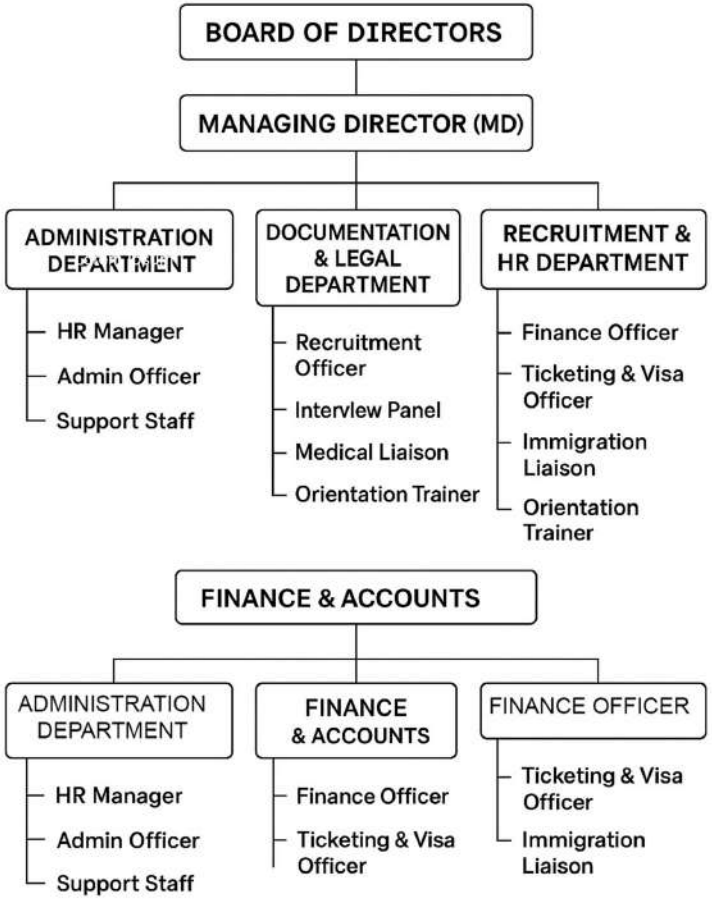
Om Overseas Employment

Our Destination



- Malaysia
- Kingdom of Saudi Arabia (KSA)
- Singapore
- Kuwait
- Macau
- Bahrain
- Japan
- Oman
- Korea
- Qatar
- Israel
- United Arab Emirates (UAE)
- and other countries...

Organization Chart



WORK FORCE CATEGORIES

PROFESSIONAL

- Nurse
- Civil Engineer
- Electronic Engineer
- Telecom Engineer
- Safety Engineer
- HR Executive
- Managertt
- Doctor
- Surgeon
- Chartered Accountant

SKILLED MANPOWER

- Construction Supervisor/ Overseer
- Welders (Gas/Electric)
- Foreman (Electrical/ Mechanical/Civil)
- Earth Moving (Construction Equipments operators)
- Electricians (Industrial & House Wiring)
- Machinists / Turrets / Toolmaker
- Carpenters / Cabinet Makers
- Steel Fixer
- Meason / Tile Fixer / Plasters
- Plumbers / Pipe Fitters
- Mechanics (Air conditioning, Heavy, Light equipment)
- Oraughtsman (Waiters, Cooks, Bankers, Front Office Personal etc)
- Laboratory Technicians / Medical Assistants / Paramedics
- Garments / Textile / Jute workers
- Administration Personnel
- Drivers (Heavy / Light)
- Scaffolders
- Security Personnel (Ex-Army / Policeman)
- Male / Female Nurses
- Pharmacists
- Computer Operator

SEMI-SKILLED MANPOWER

- Carpenter (Shuttering, Finishing)
- Mason / Mason Helpers
- Concrete Mixer operators
- Pump operators / Helpers
- Block Makers / Helpers
- Kitchen Helpers / Assistant Cook
- Tailors / Tailors Helpers
- Laundry / Washermen
- Barbers
- Shop Assistant
- Gardeners

UNSKILLED MANPOWER

- General Labors
- Cleaner / Sweeper
- Watchman / Guards
- Agriculture Labour / Farmers
- Industrial Labour
- Peon / Office boys
- Airport Labour / Loader
- Carwash La



Om Overseas Employment Pvt. Ltd.

Legal Documents


Government of Nepal
Ministry of Industry
Office of the Company Registrar

Registration No: 166462/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of incorporation has been issued to **M/S Om Overseas Employment** Private Limited, having incorporated it on the date **02-04-2017 AD**, Sunday, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006 AD.

Date: 02-04-2017 AD (Signed)
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 because the registration of the Company shall not be deemed to have also been granted license for implementation of the object etc.


Government of Nepal
Ministry of Finance
Department of Inland Revenue
(Official Seal)

Permanent Accounts Number: 170453 Registration Certificate

Registration Date: 14 / 09 / 2017
Income Tax
VAT
Excise Duty
Day Month Year

PAN 6 0 7 9 7 6 9 0 8

Office of Inland Revenue: Maharajgunj

Name of Institute: Om Overseas Employment Pvt. Ltd.
Type of Taxpayer: Private Limited
Address: Ward No. 3, Kumaritharu
Metropolitan City: Kathmandu
Kathmandu
Business Jurisdiction: Foreign employment.

(Signed) Tax Payer's signature
(Signed) Signature of Tax Officer


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

License


वैदेशिक रोजगार विभाग

इजाजत पत्र




नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ता प्रमाण - पत्र

दर्ता नं: १६६४६२/०७३/०७४

मी ओम ओभरसिज इम्प्लोयमेन्ट प्रा.लि. को संस्थापक सदस्य हुँ । मैले यस कम्पनीको प्रबन्धपत्र तथा नियमावली पढी बुझी सो उपर मेरो सहीछाप गरेको छु ।

मिति: २०७३-१२-२०

Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 166462/073/074

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to M/s Om Overseas Employment Private Limited having incorporated it on the 2 day of April, 2017 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2017-04-02
Asst. Registrar


नेपाल सरकार
वर्ष सामान्य
आन्तरिक राजस्व विभाग

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

Recruitment Procedure

To begin with, the employer and the Om Overseas Employment Pvt. Ltd. should execute an agency agreement between them stating adequately the terms and conditions regarding demand and supply of manpower from Nepal. This agreement should be signed by both the parties towards acceptance of stated terms and condition upon which the manpower trade will be executed. Employer should provide to us following documents:

1. Demand Letter (should be attested by Chamber of Commerce, Foreign Ministry and Nepal Embassy)
2. Power of attorney (should be attested by Chamber of Commerce, Foreign Ministry and Nepal Embassy)
3. Employment Contract (should be attested by Company and concern person)
4. Guarantee Letter (should be attested by Company concern person)
5. Manpower Recruitment Agreement (should be attested by Company and concern person)

Manpower Sourcing:

Upon receipt of the required documents as mentioned for recruitment formalities, with complement Job Description, & Power of Attorney, Duty attested by the agencies in the respective countries for sourcing out the right people we go through our Data Bank and advertised in the leading newspaper to ensure enough for the required category after getting the recruitment permission from Local authority the Ministry of Labor Department.

PER-SCREENING: AS WRITTEN IN SAMPLE

FINAL INTERVIEW: AS WRITTEN IN SAMPLE

Medical Checkup

After final selection we send the worker/ candidates for medical checkup to the authorized medical center.

Application for Visa

For selected candidates, we will apply for the visa endorsement.

Ticketing and Immigration

If the ticket is providing by company than the employer may send ETA or remit necessary traveling expenses in favor of Namo Buddha International to facilitate traveling as scheduled. We obtain Immigration clearance from the concerned Govt. Dept. for the candidates.

Orientation before Departure

Om Overseas Employment Pvt. Ltd. provides basic orientation to workers before traveling abroad. The workers are informed about their duties, responsibilities, safety issued, labor laws and other relevant issues.

Om Overseas Employment Pvt. Ltd.

Required Documents

Requirement of documents is differ from one country to another country. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

A. f or kingdom of Saudi Arabia:

In case of Block visa issued for Dhaka, Bangladesh, the company should prepare all below mentioned principle documents authorized to Spandan International Overseas Pvt. Ltd. which is recognized Nepalese agent by the embassy of the Royal Kingdom of Saudi Arabia, located in Dhaka, Bangladesh.

Important:

We prefer Dhaka, Bangladesh for Visa Endorsement because we have our own ID Card through which we can endorse the visa on time.

Principle Documents:

Demand Letter: Demand letter should be addressed to Spandan International Overseas Pvt. Ltd. The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, Residence permit and other benefits.

A Demand Letter must contain clear information outlined below:

- Number of workers required
- Trade
- Salary (wage structure including overtime) in United States Dollar
- Work hours and days
- All benefits and welfare
- Terms & Conditions

Power of Attorney: Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes Spandan International Overseas Pvt. Ltd. for sending workers legally.

Employment Contract: The employing company provide the employee employment agreement as per demand letter.

Service Agreement: Employing Company should provide us service agreement between company and recruitment agency in Nepal.

Guarantee Letter: The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.

Electronic Authorization Letter: The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.

Visa Slip (Copy): The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block visa.

Company Registration (C. R.) / one photocopy only.

Above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 & 2 should be attested from Chamber of Commerce or Ministry of Foreign Affairs from the respective country.

In case of Block Visa issued for nearest embassies-Delhi and Mumbai, India, the employing company should prepare all following documents in the name of Spandan International Overseas Pvt. Ltd.

Important:

We do not prefer these places for visa endorsement because we have to rely on Indian agencies.

Documents from A.1 to A.5 should be same as above.

But the following documents should be in the name of associate office recommended by Spandan International Overseas Pvt. Ltd.

1. Electronic Authorization Letter
2. CR Copy (Company Registration Copy)
3. Visa Approval Slip

B. f or Other Countries:

The documents mentioned above A.1 to A.5 should be signed by company authorized person and bear company seal. The documents 1 and 2 must be duly sealed and attested by Chamber of Commerce and Ministry of Foreign Affairs.

Om Overseas Employment

Terms and Conditions

The terms and conditions are based on the Foreign Employment Act of Nepal. They mainly focus for benefit and rights of the migrant workers.

1. Final Interview of the selected workers would be carried out within 10 days after receiving the original documents (Demand Letter, Power of Attorney, Guarantee Letter, Employment Contract and Service agreement between Company and our agency).
2. Arrangement for deployment of worker would be made within 10 days after we receive visa copy except if the visa is not necessary to endorse in the passport. If the visa endorsement is required it will take at least 45 days.
3. Free replacement would be made with new workers if any worker is found unqualified for the assigned work within 90 days after he assumes the job.
4. The company in contract should clearly mention the salary of a worker and other facilities.
5. As per the Nepalese government's directives, the employer company should offer following facilities to the workers in written contract.

- Salary
- Accommodation
- Food
- Transportation
- Medical facilities
- Insurance of worker
- 8 hours per day
- Six-days a week
- 15 days leave in a year
- Residence permit
- Over time (O.T.) if worked more than 8 hours a day

The contract letter should clearly state the company's rules regarding the above facilities.

Terms & Conditions

1. The First Party (Employer) shall issue the Demand letter to the SECOND PARTY (Recruiter) mentioning the number of workers required and their categories, Guarantee Letter, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualification and experience on 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 final interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send qualified workers at SECOND PARTY'S full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agree to advise to the SECOND PARTY of its final personnel selected through fax, email letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matter relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers & inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the workers per months and other service condition shall be as per the attached demand letter and contract document against each other category. The FIRST PARTY should clearly inform the SECOND PARTY about salary and other deduction as Tax etc being paid by the employer and the SECOND PARTY in turn should clearly inform the candidate accordingly.
10. Within the three month probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival to Qatar or the termination of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination of the unqualified worker.
11. Arrival of the selected candidates will be within 35 days upon issuing their visa. For any delay rather than this period, the visa will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. The FIRST PARTY will be responsible if the candidate will not all facilities as per Employment Contract and if the company if the company will collapse before contract periods.

Our Valued Clients

1. Sony Electronics
2. Champ Fungi Sdn Bhd Malaysia
3. Top Notch Soulation Sdn Bhd (Malaysia)
4. Jasin Construction Development Sdn Bhd (Malaysia))
5. Mun Sengfeed Sdn Bhd (Malaysia)
6. Yippee Cup Sdn Bhd (Malaysia)
7. Delta Zee Force (Security Services Sdn Bhd)
8. Ccm Innovatives Solution Sdn Bhd (Malaysia)
9. Golden Arrow Contracting W.L.L.
10. Panasonic (Ideas For Life)
11. Pengurusan Shridhayaa Sdn Bhd (Malaysia)
12. Irringan Pedoman Sdn Bhd (Malaysia)
13. Dingding Construction Sdn Bhd (Malaysia)
14. Ayamas Food Corporation Sdn Bhd (Malaysia)
15. Excelent Security Service Sdn Bhd (Malaysia)
16. Victory Enterprises Sdn Bhd (Malaysia)
17. Inland Security Services
18. Al Alaila Trading & Contracting Will (Quatar)
19. Stonebay Aquaculture Sdn Bhd (Malaysia)
20. Chong Siang Swee Engineering Sdn Bhd
21. HTT Industries (M) Sdn Bhd (Malaysia)
22. Venture Electronics Services Sdn Bhd (Malaysia)
23. Senyi Build Sdn Bhd (Malaysia)
24. Three V Furniture Sdn Bhd (Malaysia)
25. Annam International Holding Group Ksa
26. Arabian Metal Build Trad. Cont. Will. (Qatar)
27. Division Security Services Sdn Bhd
28. Saga Security Services Sdn Bhd
29. Yi Yang Tracing Co. (Malaysia)
30. Yn Aluminium Design (Malaysia)
31. Asia Furniture Manufacturing Sdn Bhd (Malaysia)
32. Suzuran Cooperative Society (Japan)
33. Power Tech (Buliding Cleaning Services L.C.C)
34. Great Qatar Trading
35. Trans Asia Shipping Corporation
36. Mega Fortris (M)
37. Al Badad International Group UAE
38. Landmark Secutity, UAE
39. BSA Manufacturing
40. WRP Asia Pasific
41. Westzone Supermarket UAE
42. Berkeley Services UAE
43. Wear Safe
44. U & US Solution
45. Agensi Pekerjaan Great Resources

Om Overseas Employment Pvt. Ltd.



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