

Govt. Lic. No.: 1503/074/075



## Company Profile



## Bigyan H.R. Management Pvt. Ltd.

*"One Team, One Dream"*

Chandol-04, Chappalkarkhana Chowk, Kathmandu, Nepal

Tel: +977-1-4422477, 4423477, Fax: +977-1-4423477

Email: [managementbigyanhr@gmail.com](mailto:managementbigyanhr@gmail.com)

Website: [www.bigyanhr.com](http://www.bigyanhr.com)

# Licence/Certificate



# Licence/Certificate



# About Us

**Bigyan H.R. Management (P) Ltd.** is a gateway between Nepalese workers and foreign employer. It is duly registered by the Nepal Govt. License No.1503/074/075. Its main purpose is to explore the competent expert human resources and to make available in the international job market as per the requirements of the foreign employers. We have close association with reputed polytechnic institute from where we promote the skills of our workers like un-skilled to semi-skilled, skilled and meet up the requirements of the client companies exactly as per their demand. It functions as a bridge between Nepal and manpower importing nations around the world. We explore employment to thousands of Nepalese youth every year. It has reservoir of complete solution to the need of human resource.

The company operates in the modern building in Kathmandu, Nepal. We have fully equipped Organization with complete facilities that an international standard company required. We source our manpower through advertisement and through our official channels for semi-skilled and unskilled manpower. We headhunt to meet the demand of highly technical and professional manpower. Bigyan H.R. Management (P) Ltd. has a fully equipped management with the swift service aimed at our consumers across the globe.

Bigyan H.R. Management (P) Ltd. believes in competency blended with Quality. The Company can provide a complete solution of the requirement of Nepalese manpower abroad.

1. To adopt continuous compliance of Nepal Government.
2. To recruit and deploy 2000 workers for foreign employment.
3. To achieve at least 90% employers and workers satisfaction.
4. To improve employer competence by 5% every year.
5. To provide 4 hours training to every employee in each quarter.
6. To deploy manpower as commitment time and also as per the job description provide by the client.
7. To provide satisfactory customer services through continuous improvement of our services quality.



# Company Profile

Name of the Company :	<b>Bigyan H.R. Management (P) Ltd.</b>
Types of Service :	Manpower Consultant and Recruiting Agency
Registration Authority :	Ministry of Industry & Commerce Office of the Company Registrar Company Registration No: 166979 /074/075 Ministry of Labour, Employment & Social Security Department of Foreign Employment Govt. License No.: 1503/074/075 Ministry of Finance Department of Internal Revenue Pan No.: 606865984
Member :	Nepal Association of Foreign Employment Agencies
Contact Person :	<b>Mr. Suk Bahadur Tamang</b> (Managing Director) Cell: +977-9851004013 Email: managementbigyanhr68@gmail.com
Capital Structures :	Authorized - 10 Million Nepalese Rupees Paid-Up - 7.5 Million Nepalese Rupees Issued - 5 Million Nepalese Rupees
Legal Advisor :	<b>Mr. Shiva Prasad Regmi</b>
Official Bank :	NIC Asia Bank Limited
Operated / Managed by :	Business Finance, HR, Law and Administrative Management Experts / Advisors Professional from Nation Lead Organizations of Nepal.
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.
Address :	Chandol-04, Chappalkarkhana Chowk, Kathmandu, Nepal Tel: +977-1-4422477, 4423477, Fax: +977-1-4423477 Email: managementbigyanhr@gmail.com Website: www.bigyanhr.com

# Message From Managing Director



Dear valuable Clients,

Warm Greetings from **Bigyan H.R. Management (P) Ltd.!!!**

It is great pleasure to introduce ourselves as a specialist in the field of Manpower Recruiting. Being fully aware of modern requirement of this trade in the face of international competition, it has organized itself with adequate infrastructure facilities to meet such requirements.

Having ingenious quality, we built a glorious reputation providing a total co-operation & services to our valued & respected clients promptly, efficiently, fully etc. and providing more workers as required by the principle. We always keep our clients interest in the highest priority in order to place the workers. We used to recruit manpower as professionals, highly Skilled, Semi-Skilled, Unskilled workers including security personnel having knowledge of English, Hindi & Urdu speaking within shortest possible time.

We are trying to aware you the maximum information about the manpower recruiting from Nepal through this short booklet. We hope it will useful guide to our esteemed principals and help p them in the process of recruitment of Manpower from Nepal.

Looking forward to the opportunity to serve you.

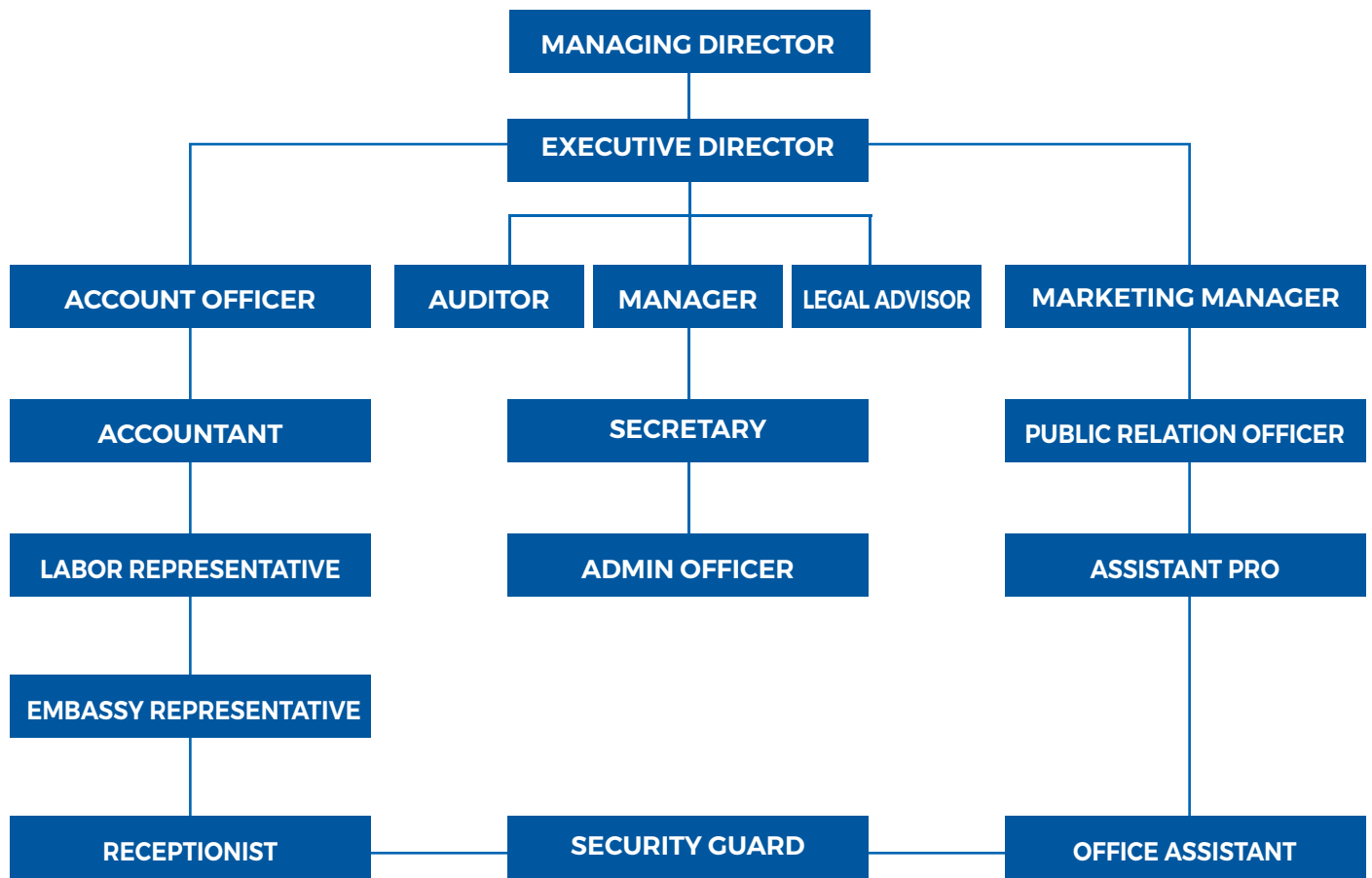
Thanking you.

With Best Regards,

**Mr. Suk Bahadur Tamang**

Managing Director

# Organizational Structure



# Our Bigyan Team





# Vision and Mission



## Vision

We, Bigyan H.R. Management (P) Ltd., envision the company to be at the forefront of the overseas recruitment business. We will be seen as a center of excellence trailblazing and espousing the best practices in the industry within the bounds of the law.

## Mission

Our mission is to provide our clients the best service with smile, professionalism and integrity. At the same time, we do have a through of improving the quality of life of Nepalese willing to risk abroad under unfamiliar circumstances. It acknowledges its social responsibility and extending a helping hand to its clients not only during the recruitment process but all throughout the duration of the employment up to the time the workers returns safely in the comfort of his/her family. On the other hand, we are dedicated to satisfy all our clients with superior quality service resulting in quality applicants with our excellence, leadership and integrity in the industry. Our mission also includes building the strength of our organization, our people, our management team, our financial resources to achieve continuous growth and profitability for our company.



# Objectives & Summary

## Objectives

Main objective, the company is to see and legally provide employment opportunities to various categories of labor force and professional personnel to overseas countries. Bigyan H.R. Management (P.) Ltd. makes all efforts to keep in touch with workers sent abroad for employment until their return home or in most case transfer to other countries as well. This company also, ensures the workers will be adequately immunized and in case of serious injuries or death the workers or their families are compensated through insurance companies. This company looks towards cooperation for the supply of Nepalese manpower force to your country. This would definitely strengthen the friendship between our two nations and support our national development scheme.



## Summary

The success of a project or business venture largely depends, among other things, upon a great deal on having component manpower. To reach to the most suitable required employees, there is a need to have a competent and qualified manpower agency as a consultant.

Bigyan H.R. Management (P.) Ltd., through our stringent selection criteria, recruit workforce and provide them intensive orientation as per the requirement of the employer organizations. Each person is trained not only to discharge his/her obligations but also to dedicate emotionally for the organization. GOC provides each of them with country information and company briefings so as to enable them to be acquainted with the place and conditions he/she would be working. GOV expresses its deep commitment in fostering the professional career of the employees.

Bigyan H.R. Management (P.) Ltd. Expresses our intense desire to assist you to find the most competent manpower from Nepal and tailor your requirements to perfection.

# Categories

## BUILDING MAINTENANCE & CONSTRUCTION

- Electricians/Helper
- Plumbers/Helper
- Welder- Electric & Gas
- Steel Fixers/Foremen
- Pipe Fitters/Helper
- Carpenters (Finishing and Shuttering)
- Electronic Technicians/Helper
- Painters (Spray Wall)/Helper
- Scaffolder/Helper
- Mason - Foremen
- Mason - Construction Helpers
- Mason - Brick Layers
- Mason - Tile/Marble Fitters

## 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.

## OIL AND GAS

- Piping Workers
- HSE Workers
- Instrumental Worker
- Electrical Workers
- Off Shore Workers
- Engineers
- Project Managers
- Service Workers
- Mechanical Workers.



# Categories

## ENGINEERING

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer

## AGRICULTURAL & FARMING GROUP

- Engineer Landscaping
- Engineer Irrigation
- Supervisors
- Foremen
- Gardeners/Farmers

## OFFICE PERSONNEL MANAGEMENT

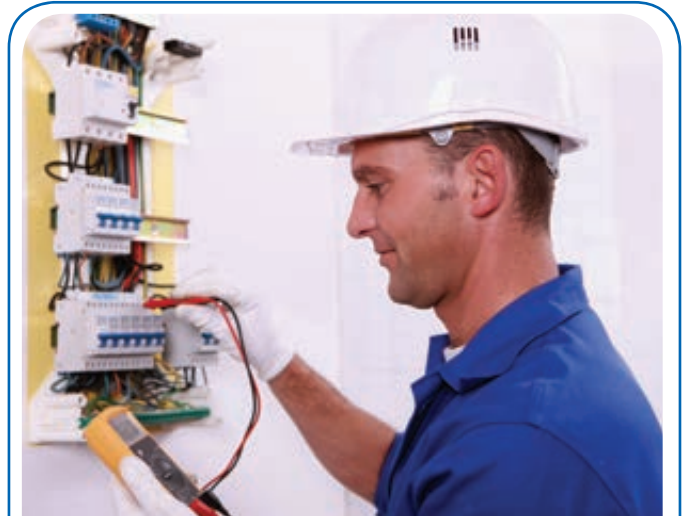
- Office Manager/Asst. Manager
- Manager - Marketing, Sales, Admin.
- Accountants, Cashiers
- Secretaries, Storekeeper, Purchasers
- Clerks, Typists, Data Entry Operators

## SUPERMARKET

- Salesman
- Check out Cashier
- Trolley Boys
- Shelves/ Rack Organizers
- Cleaners/Stockers/Merchandiser

## MANUFACTURING

- Automotive
- Petrochemical & Associated Products
- Building Products
- Consumer Products
- Forestry Pulp & Paper
- Machinery & Equipment
- Pharmaceuticals
- Industrial Products
- Defense



# Categories

## VEHICLE/HEAVY EQUIPMENT OPERATOR AUTO MECHANIC AND MAINTENANCE

- Light Vehicle Drivers
- Car/Van/Minibus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Operator
- Motor/ Grader/Dozer/Backhoe Operator
- Roller Operators
- Bulldozer Operator
- Scrapper Operator
- Auto Mechanic
- Diesel Mechanics
- Heavy Duty Mechanic
- Wireless Technician
- Denter/Painter

## HOTEL AND CATERING STAFF

- Manager and Asst. Manager
- Public Relation Officer
- Restaurant Captain
- Cook (Continental, Chinese, Indian and Arabic)
- Asst. Cooks
- Waiters/Stewards
- Fast Food Crew
- Food and Beverage Controller
- Food and Beverage Manager
- Bakers/Barman
- Kitchen Helpers
- Dishwasher men
- Laundrymen
- Pressmen/Janitors
- Housekeepers/Room makers
- Office Boys/Tea Boys/Bell Boys

## GARMENTS AND TEXTILE

- Production Managers
- Supervisors
- Pattern Makers
- Cutting Masters
- Tailors
- Checkers, Helpers



# Categories

## AIR CONDITIONING (WINDOW TYPE, SPLIT LEVEL & CENTRAL UNIT)

- HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- HVAC Technicians

## HOSPITAL STAFF GROUP

- Doctor: Gynecology (Surgeon); MRCOG
- Doctor: Physician (General); MD
- Doctor: Surgeon; MD
- Doctor: Gynecology; MS
- Doctor: Urology; MS
- Doctor: Skin (Skin & UD); MD
- Doctor: Nephrology; MD
- RN Nurses (General Ward) - Diploma
- RN Nurses (Midwifery Gynecology) - Diploma
- RN Nurses (ICU) - Diploma
- RN Nurses (Surgery/ Operation Theatre) - Diploma
- Asst. Nurses (Cleaners) Male - Diploma
- Asst. Nurses (Cleaners) Female - Diploma
- Technician Lab - Diploma
- X-ray Technician - Diploma

## INFORMATION TECHNOLOGY

- Computer Engineer
- System Administrator
- Software Engineers
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks



# 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 Bigyan H.R. Management (P) Ltd. (Lic. No. 1503/074/075) 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 Bigyan H.R. Management (P) Ltd. (Lic. No. 1503/074/075) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

## Employment Contract

One copy each signed and Sealed by the employer & employee.

## Service Agreement

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

## 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 of Required Documents

## DEMAND LETTER

To, ..... (P.) Ltd.  
License No: .....  
Kathmandu, Nepal

Date: .....  
VISA NO:  
VISA DATE:

### Demand Letter

This is to request you to select and recruit the below mentioned categories of workers on behalf of M/S.COMPANY NAME at given terms and conditions:

S#	Category	Qty	Salary
1			

### Terms & Conditions

- 01 Period of Employment 2 years, renewable  
02 Place of Employment (Name of the Country)  
03 Air Passage For Joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years  
04 Service Charge Not provided by the company  
05 Visa Visa charge will be borne by the company  
06 Working Hours 8 hours per day, 6 days a week (48 hours per week)  
07 Over Time Provided by the company as per (Name of the Country) Lab  
08 Probation Period 90 days from the date of e (Name of the Country)  
09 Resident Permit Provided by the Company  
10 Accommodation Free Bachelor Accommoda provided by the company  
11 Water & Electricity Provided by the Company  
12 Food Provided by the Company  
13 Medical / Insurance Provided by the Company  
14 Transportation (Bus) Provided by the Company  
15 Uniform, Helmet and Shoes Provided by the Company  
16 Annual Leave 30 days  
17 Service Gratuity & Leave Pay Provided by the Company  
18 Other Terms & Conditions (Name of the Country)Lab

Yours truly,  
For M/S.COMPANY NAME

## GUARANTEE LETTER

Date: .....

### Guarantee Letter

Dear Sir,  
We hereby confirm to recruit Nepali workers (as per demand letter) through:

To, ..... (P.) Ltd.  
License No: .....  
Kathmandu, Nepal

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

## POWER OF ATTORNEY

VISA NO :  
Date: .....  
VISA DATE:

### Power of Attorney

We M/S.COMPANY NAME a company organized under the laws of State of (Name of the Country), do hereby nominate, constitute and appoint

To, ..... (P.) Ltd.  
License No: .....  
Kathmandu, Nepal

to be our true and lawful attorneys and agents in Nepal in respect of handling all the affairs concerning recruitment/ entering into contracts with selected employees, completion of immigration formalities etc. with the Protector of Emigrants, Government of Nepal and to sign all necessary documents required by the said offices in connection with the recruitment of persons for service with said company.

## EMPLOYMENT CONTRACT

Date: .....

### Employment Contract

This agreement is made and entered into \_\_\_\_/\_\_\_\_/\_\_\_\_ day of \_\_\_\_ M/S. COMPANY NAME (herein called the company as First Party).

& Mr. \_\_\_\_\_ Nationality: Nepali, Passport Number \_\_\_\_\_ in his capacity as the Second Party hereby agreed the following terms and conditions.

The Second Party agreed to work with the First Party as \_\_\_\_\_ with the gross salary of \_\_\_\_\_ per month. The terms and conditions of the contract are as follows:

- | S# | Terms                        | Conditions  |
|----|------------------------------|---|
| 01 | Period of Employment         | 2 years, renewable  |
| 02 | Place of Employment          | (Name of the Country)   |
| 03 | Air Passage                  | For Joining the company for the first time and Up & Down Air Ticket will be provided after the completion of two years. |
| 04 | Service Charge               | Not provided by the company   |
| 05 | Visa                         | Visa charge will be borne by the company  |
| 06 | Working Hours                | 8 hours per day, 6 days a week (48 hours per week)  |
| 07 | Over Time                    | Provided by the company as per (Name of the Country) Labour Law   |
| 08 | Probation Period             | 90 days from the date of entry into (Name of the Country)   |
| 09 | Resident Permit              | Provided by the Company free of cost  |
| 10 | Accommodation                | Free Bachelor Accommodation should be provided by the company   |
| 11 | Water & Electricity          | Provided by the Company   |
| 12 | Food                         | Provided by the Company   |
| 13 | Medical / Insurance          | Provided by the Company   |
| 14 | Transportation (Bus)         | Provided by the Company   |
| 15 | Uniform, Helmet and Shoes    | Provided by the Company   |
| 16 | Annual Leave                 | 30 days   |
| 17 | Service Gratuity & Leave Pay | Provided by the company as Per (Name of the Country) Labour Law   |
| 18 | Other Terms & Conditions     | Provided by the company as Per (Name of the Country) Labour Law   |

First Party/Second Party

For M/S.COMPANY NAME .....

## SERVICE AGREEMENT

Date: .....

### Service Agreement

This agreement has been made M/S.COMPANY NAME (hereinafter called the FIRST PARTY).

& ..... (P.) Ltd. Company duly registered to deploy manpower from Nepal and existing under the Laws of Nepal, with business address at Kathmandu, Nepal. Herein after referred to as the SECOND PARTY.

Whereas the Second Party agrees to process the recruitment as per the Government's rules and regulations and suitable workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

- That the SECOND PARTY will make all the arrangement to supply manpower from Nepal, as per the request and specification of FIRST PARTY.
- FIRST PARTY will recruit workers from Nepal through SECOND PARTY for his company.
- FIRST PARTY will not give any service charge to SECOND PARTY.
- FIRST PARTY will agree to appoint SECOND PARTY as its legal representative in Nepal for the purpose of supplying manpower (Nepali Workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Contract Agreement for the selected workers.
- SECOND PARTY will be completely responsible to bring selected manpower from Nepal to (Name of the Country) and will guarantee for three months. During this period if any of the deployed workers found to be medically unfit, refused to work and got homesick, SECOND PARTY will bear all the expenses for repatriating the said workers back to his/her home country and make replacement free of charges.
- FIRST PARTY shall make arrangements to make visa for all the selected workers.
- FIRST PARTY will provide free accommodation & transportation for the selected workers here in as per the prevailing Labour Law of the state of (Name of the Country) & its own rules.
- The First party will provide all the facilities incorporated in the demand letter to all the selected workers as per the prevailing Labour Law of the State of (Name of the Country).
- FIRST PARTY will make all the arrangements to receive all the selected workers within 25 days of issuing them the entry visa to (Name of the Country).
- This agreement takes effect upon signing thereof by both the parties concerned.

The First Party and the Second Party certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness where of the parties have their voluntary signed.

For M/S.COMPANY NAME



# Recruitment Process

## Information Desk

Bigyan H.R. Management (P.) Ltd. Offers its service for its clients information Services Desk from where any relevant information can be obtained. Moreover, the main registration is also carried out and the data bank is maintained as well. This serves as a good information system for the company which helps in updating the job seekers' record on a basis.

It also operates 'Bio-data bank' where each and every individual's record is recorded and can be provided upon request as per the requirement from our valued employers.



## Communication

Each and every department of Bigyan H.R. Management (P.) Ltd. is fully computerized and networked entirely in order to provide our clients the best and prompt service. Our staff members are always ready to help its clients and provide better service.

## Selection Candidates

This company maintains up to date data bank of potential candidates with full information on his/ her skill, trade qualification and experience and advertising allows other to compete for the post too. The final interview for short listed candidates after pre screening can be conducted by the employer or his/her representative or by this company on their behalf. The selection is made purely on merit basis not on racial, secretarial or considered action. The company is confident that the personnel selected by the selection committee will fulfill the employer's need and earn reputation and appreciation from the employer. Bigyan H.R. Management (P.) Ltd. Screens the short-listed candidates by pre-interview.



## Advertisement in Daily Newspaper

The recruitment company apply with Department of Labor Nepal for authorization, the Department of Foreign Employment will grant the permission on being satisfied about the credibility of the demand and attesting that terms and conditions offered are conformity with the Government regulations. The permission allows the recruitment company to advertise the demand in local and national newspaper and also allows starting the recruitment process.

# Recruitment Process



## Medical Check-Up

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidates, who is fit medically and physically for employment will be eligible to sign the employment contract.



## Trade Test

Practical trade test will taken at the technical training institute, If the company wants to choose the employee directly by an oral interview and practical test, the trade test will be taken at office where our selection committee observe the workers directly to their respective job.

## Traveling Arrangement

In all case, we send all the visa endorsement, passport to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side. PTA may send to any airlines operating from Kathmandu under intimation to us.



## Orientation

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, 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 take special care in briefing them to strictly abide by the guide line in the field of their employment and direct them to maintain good circumstance and motivate them to their duties/ responsibilities.

# Terms & Condition

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Inter Party Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate workers from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chamber of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective governments to import, recruit and supply the workers as per the rules and regulations of both countries in regard to the conditions necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experiences 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 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 such qualified workers at the SECOND PARTY's full guarantee.
5. The workers will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters 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 and inform the FIRST PARTY of their arrival details by any means of communication (Fax, Email or Telephone) so as to receive them on arrival by the FIRST PARTY.
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 month 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 the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidates accordingly, prior to mobilization.
10. Within the three (3) months 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 or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination. All expenses incurred there shall be borne by the SECOND PARTY.
11. Arrival of the selected workers will be within one month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. FIRST PARTY has to compensate the worker on their own expenditure if the worker will not get all facilities as per Employment Contract and the company collapse before contract periods.
13. 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 dead body to Nepal as per the labors law of country concerned.

# Demand Letter

**Frontier**  
 汎達食品工業有限公司 (No. 01029810)  
**Frontier Food Industries Sdn. Bhd.**  
 No. 16, Jalan Masjid Jawa 7, 20, Jalan Masjid Jawa 8, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

**NTA MACHINING (M) SDN. BHD.**  
 Company No. 20071942  
 1000, P.O. Box 1000, Petaling Jaya, Selangor, Malaysia  
 Tel: 03-7578811 - 7578847 Fax: 03-7578847  
 Website: www.ntamachining.com.my  
 E-mail: nta@ntamachining.com.my

Date: 11 April 2017  
 Dear Sir,

**RE DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

Based on the approval granted by the Ministry of International Trade and Industry of Malaysia, we hereby appoint your company to recruit Nepal workers for employment with our company and liaise with relevant authorities concerning recruitment. The Recruitment is subject to the approval of relevant calling visa and work permits by the Malaysia authorities concerned.

Our recruitment terms and conditions are as follows:

1. Number of workers	20 person (Male) & 20 person (Female)
2. Job category	Production Operator
3. Age	18 to 35 years old
4. Contract period	3 years
5. Salary (Estimated)	RM 38.47 x 26 days = RM 1000.00
6. Overtime (Estimated)	RM 7.21 per hour x 78 hrs = RM 562.38
Total (Estimated) = RM 1562.38	
(Minimum gross salary per month RM 1,200.00)	
7. Working days	Monday to Saturday
8. Working hours	8 hours per day 48 hours per week
9. Overtime payment	Payable in accordance to Malaysia Labor Law
10. Workmen Compensation	According to Malaysian Labor Law
11. Accommodation	Deduction of RM 10.00 for accommodation will be made through salary per month.
12. Transportation	Own transport within walking distance.
13. Government Levy	RM 181.00 will be less by Employer. Employer will deduct from salary Employer's (RM154.00/month).

**BP PLASTICS SDN. BHD.**  
 寶源塑膠有限公司  
 An industry of BP Public Industry Bhd.  
 16, Jalan Masjid Jawa 7, 20, Jalan Masjid Jawa 8, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

**RAPID GROWTH TECHNOLOGY SDN BHD**

Date: 06 June 2017  
 To: **Bigyan HR Management Pte. Ltd.**  
 Recruiting Licence No.: 1603074075  
 Dept of Industry Lic. No.:

Dear Sir,

**RE DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers	20 person (Male)
2. Job category	Production Operator (working in an industrial plant)
3. Age	18 - 35 years old
4. Contract Period	3 years
5. Salary	Basic monthly salary: RM 38.47 x 26 days = RM 1000.00
a) Attendance	= RM
b) Food	= RM
c) Transport	= RM
d) Shift	= RM
e) Overtime	RM 7.21 per hour x 78 hours = RM 562.38
Total = RM 1,562.38	
6. Working days	Monday to Saturday
7. Working hours	8 hours per day 48 hours per week
8. Overtime	In accordance with Malaysian Labour Law i.e. On normal days: salary x 1.5 On Sundays / rest days: salary x 3.0 On Public holidays: salary x 3.0
9. Workmen Compensation	In accordance with Malaysian Labour Law, the foreign workers are covered by the Foreign Workers Compensation Scheme.
10. Transportation	Shall be provided by employer
11. Recruitment Cost	Employer shall not bear any service charge to recruitment agency of Nepal
12. Accommodation	The employer provides free accommodation inclusive of water

# Demand Letter

**MY TECH GLOBAL INDUSTRIES SDN. BHD.**  
Date: 1<sup>st</sup> APRIL 2017

To:  
Bigyan HR Management Pvt. Ltd.  
Chandol-04, Kathmandu, Nepal  
Recruiting License No. 1003074075

Dear Sir/Madam,

**Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers: 30 male Workers
- Job Category: General Workers
- Job Description: MANUFACTURING
- Age: 18-31 years old
- Contract Period: 3 years
- Basic Monthly Salary: RM 1000.00

Allowance	Amount in RM
Attendance	NIL
Fuel	NIL
Transport	NIL
Meal	NIL
Overtime - 2hrs per day	170.00
Any other	NIL
Total	170.00

26 APR 2017

1. Working days: Monday to Saturday (fortnightly basis)

2. Working hours: 8 hours per day 48 hours per week

\* Basic minimum salary should not be less than RM 700.00 (8 hours\*26 days)\* RM 1000 for General Workers and RM 600.00 (8 hours\*26 days) + RM 1000 for Private Security Guards excluding overtime and other allowances.

**MENG CHOON FOOD INDUSTRIES SDN BHD**  
No. 103-4A, LORONG BERNAM, 84000 BUAR JOHOR,  
JALORANG 81000 TANGKAP JAYA  
Date: 24<sup>th</sup> AUG 2017

To:  
Bigyan HR Management Pvt. Ltd.  
Chandol-04, Kathmandu, Nepal  
Recruiting License No. 1003074075

Dear Sir/Madam,

**Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers: THREE (3)
- Job Category: GENERAL WORKER
- Job Description: FACTORY
- Age: 18 - 44 years
- Contract Period: 3 years
- Basic Monthly Salary: RM 1000.00

Allowance	Amount in RM
Attendance	NIL
Fuel	NIL
Transport	NIL
Meal	NIL
Overtime (as per Government rules)	170.00
Any other	NIL
Total	170.00

1. Working days: Monday to Saturday

24 AUG 2017

**BERN SECURITY SDN BHD**  
Date: 0<sup>th</sup> May 2017

To:  
Bigyan HR Management Pvt. Ltd.  
Chandol-04, Kathmandu, Nepal  
Recruiting License No. 1003074075

Dear Sir/Madam,

**Re: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL**

We hereby appoint your company to recruit Nepal male female workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers: 30 (17 Male)
- Job Category: Security
- Job Description: Security Guards
- Age: (18-42 yrs.)
- Contract Period: 3 years
- Basic Monthly Salary: RM 1000.00

Allowance	Amount in RM
Overtime (as per Government rules)	1,050.00
Total	2,000.00

1. Working days: Monday to Saturday (fortnightly basis)

Working hours: 8 hours per day 48 hours per week

**LAUVENDER**  
Date: 20/07/2017

To:  
Bigyan HR Management Pvt. Ltd.  
Chandol-04, Kathmandu, Nepal  
Recruiting License No. 1003074075

Dear Sir/Madam,

**DEMAND LETTER FOR RECRUITMENT FOREIGN WORKERS FROM NEPAL - SECTOR FACTORY**

We hereby appoint your company to recruit Nepal male workers for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

- Number of workers: 03 (Three)
- Job Category: Production Operator
- Age of workers: 18-35 years (Male)
- Education: Secondary
- Job Description: Production Operator
- Contract Period: 3 years
- Basic Monthly Salary: RM 1000.00

Allowance	Amount in RM
Overtime (as per Government rules)	1,050.00
Total	2,000.00

1. Working days: Monday to Saturday (fortnightly basis)

Working hours: 8 hours per day 48 hours per week

# Knowing Nepal



# Knowing Nepal



Federal Democratic Republic of Nepal  
सङ्घीय लोकतान्त्रिक गणतन्त्र नेपाल  
Sanghiya Loktantrik Ganatantra Nepal



Flag



Coat of arms

Motto: जननी जन्मभूमिश्च स्वर्गादपि गरीयसी  
"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:** Bidhya Devi Bhandari

**Prime Minister:** Khadga Prasad Sharma Oli

**Legislature:** Constituent Assembly

**Unification:**

Kingdom declared 25 September 1768

State declared: 15 January 2007

Republic declared: 28 May 2008

**Area:**

Total 147,181 km<sup>2</sup> / 56,827 sq mi (95th)

Water (%) 2.8

**Population:**

2011 census 26,494,504

Density 180/km<sup>2</sup>, 518/sqmi (62th)

**GDP (PPP) 2012 estimate**

Total \$ 41.22 billion

Per Capita \$ 1,200

**GDP (Nominal) 2012 estimate**

Total \$19.921 billion

Per Capita \$ 743

**Currency:** Nepalese Rupee (NPR)

**Time Zone:** NPT (UTC +5:45)

**Drives on the left**

**Calling Code:** +977

**ISO 3166 Code:** NP

**Internet TLD:** .np



Design @ Dynamic : 9851052721, 9841696760



# Bigyan H.R. Management Pvt. Ltd.

*"One Team, One Dream"*

Chandol-04, Chappalkarkhana Chowk, Kathmandu, Nepal

Tel: +977-1-4422477, 4423477, Fax: +977-1-4423477

Email: [managementbigyanhr@gmail.com](mailto:managementbigyanhr@gmail.com)

Website: [www.bigyanhr.com](http://www.bigyanhr.com)