

DN INTERNATIONAL

Nepal Overseas Employment Agency



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Shantinagar Kathmandu Nepal

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HR Solutions you can rely on

It is our pleasure to introduce DN INTERNATIONAL Nepal Overseas Employment Agency P. Ltd. as one of the leading recruitment agencies of Nepal. It has been providing services to clients worldwide for more than a decade and have gained valuable trust till now. By accumulating experiences, it has built a team of professional recruitment staff who search vacancies and provide optimum solutions by placing quality workers within stipulated time to make a dignified & respectful human resource industry.



We strive to fulfil job order by hiring the right staff and admire this challenge as a responsibility in changing modern times. Our strategies of placing workers from one country and project to another and reassigning those who return after completion of contract, maintaining updated data bank and online inquiry system has become a milestone in developing and maintaining relations with our profession. Being in regular contact with clients and worker's release & performance, we plan their next placement. This trend ensures skilled and well experienced individuals who yield to achieve target, making projects a success and on the other hand they trust our esteemed employers since we assign them at nominal or even free of cost.

Extending manpower service scope beyond Nepal, we have established a sister concern, **Sand Horse Trading & Contracting WLL** in Qatar, providing services in civil works, sub-contracts and local manpower supply which ensures a guarantee of quality service. Locally, the company's responsible person will coordinate to furnish Nepal embassy

attestation and worker counselling as needed.

We always welcome candidates to DN INTERNATIONAL Nepal Overseas Employment Agency, to be our loyal partners in solving human resource requirements worldwide and are thankful to our valued clients for creating opportunities all the time. Hence, we are proud to be associated with the industry which is vital in assisting the reduction of unemployment and bringing remittance as an important foreign income source for the country.



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DN INTERNATIONAL, located in Kathmandu takes pleasure to introduce itself as a leading overseas employment agency, striding ahead with a long-term experience in the manpower recruitment field through a team of professionals.



We ensure that the workers are imparted with “On the Job Training” refresher at a recognized polytechnic institution before they are deployed to work overseas.

Selection methods of recruitment include, grooming of candidates and additional intensive training at the polytechnic, ensures that the Nepalese workers, we supply, are of the highest standard, quality and integrity. Our experts in the field of work-force recruitment, particularly selection, training

and supervision guarantee our commitment which in turn translates economically for our clients. Therefore, the representatives involved in recruitment can rely on selection of better workers or come over and jointly select by themselves.



We are committed to excel as a major human resources recruiter in the market and our excellent track record is a testament to it.

We take pride to announce that for the convenience of our clients, we maintain a data bank of workers under numerous categories to recruit on a short notice. We have been recruiting various workforce for several countries like UAE, Kingdom of Saudi Arabia, Qatar, Bahrain, Kuwait, Sultanate of Oman, Malaysia, Japan and India etc.

Vision of DN INTERNATIONAL is to be the established name in managing human resource recruitment. We proactively pursue the market, visit the companies to which we supply and coordinate with workers to ease the relation between company and employees. This enhances daily production and accomplish target of the projects. Our process updates ensure the release of workers from one country and place them in another country with minimum glitch. We also encourage that, fresh candidates obtain skills training at our associate polytechnic institutes and keep in touch with our sub agents so that we are able to supply workers during peak demand from companies abroad.

Our prime objective is to find job opportunities among established companies and projects available throughout the world for Nepalese workers in the globally competitive market. Ultimately, we foresee support in developing our nation and building internationally experienced human resource, to bring the much needed remittance and solving problem of unemployment to some extent.



ADMINISTRATION

Manager
Secretary
Accountant
Cashier
Time Keeper
Clerk
Computer Data Operator
Office-Boy

CONSTRUCTION

Project Manager
Engineer
Surveyors (QS)
Draftsman
Surveyors (Topographical)
Supervisors
Foreman
Bar Bender/Steel Fixer
Scaffolder
Carpenter Shuttering
Carpenter Finishing
Carpenter Upholstery
Welder
Mason Brick/ Plaster/ Tile
Mason Marble/Granite
Steel Fabricator
Gypsum Fitter
Phenolic Fitter
Plumber
Pipe/ Duct Fitter
Electrician
AC Mechanic
Cable man
Rigger
Safety Instructor
Helper/Labour

SECURITY SERVICES

Security Manager
Operation Manger
Supervisor
Armed Security
Body Guards
Civil Security
Watchman

HOTEL

General Manger
Admin/Hr/F&B Manager
Chef
Commis
Pastry Maker
Japanese/ Turkish/
Philippine/ Indian Cooks
Bartender
Laundry Boy/ Attendant
Waiters/ Waitresses
House Keeping staff
Room Boy
Bellboy
Cleaners
Pool Attendant
Health Club Staff

BANK STAFF

Managers
Customer Relation
Executives
Insurance Staff
Marketing Staff

HEALTH

Doctor Warden
Nurse Male/ Female
Health Assistant
Lab Technician
Radiologist
Pharmacist
Therapist
Massager

TRANSPORT, AUTOMOBILES & MECHANICAL

Heavy/ Light Drivers
Operators (HVAC), Forklift
Mechanics Diesel/ Petrol
Dent/ Paint worker
Welder
Car Washers

SUPERMARKET

Sales Manger
Salesman
Merchandiser
Accountant/ Cashier
Store Keeper
Computer Operator
Data Operator

GENERAL WORKER

Factory worker
Cleaner
Labour
Tailor
Laundry and Ironing Man

Following details are requested from the employers for the recruitment:

- About the project
- Place of work
- Category and trade of workers required by the company
- Number of workers required in each category
- Minimum qualification and experience required in each category
- Basic Salary & OT and other terms & conditions offered to the employees
- Duration of the Contract
- About food, accommodation and other facilities offered to the employees.
- Tentative time of mobilisation of the workers required at the site

Department of Labour, Nepal requires the following documents:

I. Demand Letter

A formal letter issued by the employer addressing DN INTERNATIONAL Nepal Overseas Employment Agency Pvt. Ltd. with full details of the Job Categories, Number of Workers, Basic Monthly Salary, Contract Period, Working Hours and all other facilities like Food, Accommodation, Medical and Air Passage.

II. Agency Agreement

Agreement paper between employer and DN INTERNATIONAL Nepal Overseas Employment Agency Pvt. Ltd. stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

III. Power of Attorney

A letter issued by the employer authorizing DN INTERNATIONAL Nepal Overseas Employment Agency Pvt. Ltd. to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the Government of Nepal.

IV. Guarantee Letter

A Guarantee letter is issued addressing The Director General of Department of Labour, Nepal government stating that the employer will take full guarantee to provide the salary and other facilities mentioned in the demand letter and employ workers as per the labour law of host country.

V. Contract between Employer and Employee (Employment Contract)

This agreement paper is issued by the employer to appoint worker and should clearly state salary and other conditions, such as facilities, probation period, free resident permit, insurance & accommodation, overtime policy & rate etc. as per host country's labour law.



VI. For Kingdom of Saudi Arabia

This letter is issued by the Employer addressing the Consulate General of the respective Embassy intimating him of appointment of DN INTERNATIONAL Nepal Overseas Employment Agency Pvt. Ltd., as the lawful agent of the employer, their authorization to act on behalf of the employer and to carry out all Visa formalities with the Embassy. The Consular letter is applicable in case of issuance of original Visa by the Employer and in most cases, it is applicable for the recruitment to K.S.A.

Country									
SN.	Documents	Baharain	Japan	K.S.A.	Kuwait	Malaysia	Oman	Qatar	U.A.E.
1	Demand Letter								
2	Agency Agreement								
3	Power Of Attorney								
4	Guarantee Letter								
5	Employment Contract								

Note: These documents must be attested by the Chamber of Commerce of outsourcing country and the Embassy of Nepal located at the employer's country.

For other countries where Nepalese Embassy is not available, the documents must be attested by the Chamber of Commerce of the outsourcing country and better yet if attested by the Consular Office of Nepal or Ministry of Foreign Affairs of outsourcing country.



Procedures of Recruitment

- Issue the demand letter set
- (Demand Letter, Agency Agreement, Power of Attorney, Guarantee Letter and Employment Contract) which is explained in detail in required documents section
- Making attestation of the demand letter set with Chamber of Commerce and Embassy of Nepal
- Publication of demand letter in daily newspaper in Nepal
- Make an Agency Agreement mentioning all prevailing terms and conditions between the employer company and recruiting agency
- Interview and selection of workers in Nepal
- Visa process after one week from the date of first approval from Labour Department of Nepal (agent will inform the employer)
- Orientation training in Nepal and labour permit from Nepal government

The employers are requested to assist the workers and agency by providing the following information:

- Arrange original visa at the airport and arrange their reception without any delay
- Inform the agency of workers arrival at the airport & transfer to the company accommodation
- Arrange advance payment to the workers on arrival at the place of work
- Arrange furnished accommodation
- Timely payment of the salary for every working month
- Update the validity of the passport, residence permit and employment visa of the workers
- Proper medical treatment of the workers in case of sickness
- Inform agency, should there be any problem from workers
- Follow terms of agreement signed between the employer and the workers
- Workers should be insured as per the contract.



The Responsibilities of DN INTERNATIONAL

DN INTERNATIONAL welcomes the representatives of the employers for candidate selection. For this, DN INTERNATIONAL will extend all possible facilities including arrangement of trade test for the selection of technical people. We may be entrusted with the responsibility of selection of the candidates as our agency is managed by, professional recruiting specialists and experienced HRD Managers. We can definitely ***IDENTIFY THE RIGHT CANDIDATES FOR THE RIGHT JOB.***

We follow the mentioned process upon receipt of the demand letter and other documents:

- Obtain recruitment permission from Labour Department of Government of Nepal
- Advertise demand in National Daily Newspapers calling for application from prospective candidates
- Collection of application
- Our expert make the primary selection
- Conduct final interview by the representative of the employer
- Obtain passports of selected candidates
- Medical examination of candidates and collect fitness certificate, photographs and other related documents
- Help in obtaining Visa from respective Embassies
- Obtain labour permit for immigration clearance from Labour Department of Government of Nepal
- Arrange Air tickets
- Keep in constant contact with employer to inform them of the development of all arrangements
- Send workers for orientation class to learn social, political, legal, cultural and environmental diversity of the host country to mentally prepare themselves in adjusting to new working environment
- Handover the copy of the employment contract to the candidates before their departure to the country of employment
- Brief workers on actual terms & conditions of employment prior to their departure
- Arrange workers' departure and inform employer for airport pickup confirmation
- Arrange proper and timely replacement of workers, if anyone is found unsuitable for the job within the probation period
- Contact employer to resolve any problems that arise during the contract period



UAE

Spark Security services, Middle East Securi-Guard Services, Knights Bridge Security Services, Al Jaber Coin Security Services, United Security Group, Dubai National Catering, CRS, Asia Bolt, Taisei Corporation Dubai, Adel Management Services Dubai, Eoruclear Cleaning and Security Services Ajman, Desert Car Wash Dubai UAE, Rivoli Dubai UAE, Adnoc Abu Dhabi, Rapid Eletro-Mechanical Est Dubai, Regeant Hotel Dubai, Al Darmaki Services Abu Dhabi, Orient Express Abu Dhabi

Bahrain

Taheri Manpower,

Mohammed Jalal & Company, GPZ

KSA

Metal Fasteners, Al Mutlaq Group Real Estate Division, Willich Saudi Limited, Jamal Al Mofawaz, Saleh Absullah H, AL-Shwali Co for Trading and Contracting, Saudi Services Limited

Kuwait

Crown Plaza Holiday Inn

Qatar

Taisei Corporation Doha at NDIA project, Amana Steels, Al Madar, Almana Group, Friendly Food Qatar, Al Baker, Gardenia, Sand Horse Trading & Contracting WLL, Fortune Contracting WLL, Al Nasser, KBM,

MedGulf, Fast Heavy Equipment, Al Danat Al Khor, Obayashi-HBK JV, AYTQ Qatar, MedTel Qatar, Desire Trading & Contracting, Sunrays Trading & Contracting, Gardenia Café, Radiant Trading Co., Fantasy Event Management, Ghayal Al Ghalam, Al Talal

Malaysia

Coraza Systems, AHM Security Services, Save Guard Security Services, Nobel Furniture, Cocoon Food, Brilliant Producers, Creapac Packaging Innovations, Ta-kashima Wood Work SDN BHD, Watas Holding SDN BHD, Yu Chai Industry, Global Partners





NEPAL, a sovereign, independent and democratic country, is rich in its diversified geographical position and latitudinal variations. The elevation of the country ranges from 60m. sea level to the highest point on earth, Mount Everest at 8,848m, falls within a distance of 150 Km resulting in climatic condition from subtropical to the arctic.

Almost 40 million in population, Nepalese are renowned all across the globe for being the bravest, honest, hardworking and dutiful since world wars I & II. Even today the exemplary operation is being performed in UN's peace keeping services in different countries around the world. Almost 85% of the population live in rural areas. They work diligently on agriculture, livestock and fisheries for their livelihood and a few work in industries. They are physically strong, laborious, dedicated and dutiful and easily adapt to any environment. The modern urban population has also grown significantly working in mills, factories, construction



projects, offices and institutions.

The Government and private universities in Nepal generate qualified manpower in different fields every year. For instance, Medical and Engineering Colleges in Nepal produce a large number of professional and skilled graduates. Vocational training institutes run by both government and private sectors in the country, periodically produce large number of skilled and semi-skilled technical manpower.

Nepal, a tourist destination country runs number of good institutes, universities entirely focused in producing manpower for hospitality industries and also provides large number of hotel workers, travel tour agency clerks and airlines staff.

Hence, in terms of workforce Nepal is a country with diverse field of workers available for supply.

Culturally, we are under strict social

discipline and groomed in the environment of coexistence of multi-religious and caste/ethnic harmony in Nepal. Furthermore, Nepalese workers are flexible, friendly and cooperative to work and live with workers of other nationalities present in the company.

Some facts of Nepal:

- Total population is 40 million covering 147,181sq.km
- Capital city is Kathmandu and official language is Nepali
- Country of longest Himalayan range and highest peak in the world Mt. Everest
- Birth place of Buddha, born in Lumbini in 526BC
- Richest country in hydropower with the capacity of 83,000MW
- Most diversified terrain with more than 101 ethnic groups speaking 92 dialects and having numerous cultures and religions





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Provides orientation classes and medical diagnostic tests as per the standard required by the country of employment of the candidates leaving for overseas jobs



ENTIRE GORKHALI GROUP SECURITY PVT. LTD.

Provides government approved security and guard training with national and international placements. Trainings provided by experienced ex-army, police, national and international instructors and training license holders.



Company Name:

DN INTERNATIONAL Nepal Overseas Employment Agency Pvt. Ltd.

Established Year: 2002

Department of Foreign Employment License No. 144/056/057

Company Registrar Commercial Registration No.: 10954/BS2056/2057

Inland Revenue Pan No: 500144996

Capital Structure:

Authorised: Nrs. 20 Million

Paid Up: Nrs. 10 Million

Issued: Nrs. 10 Million

Official Bank: Himalayan Bank of Nepal

Members:

Nepal Association of
Foreign Employment Agencies (NEFEN)

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