



POKHARA RECRUITMENT

COMPANY PROFILE



Nepal & Nepalese

In the lap of the Himalayas, is a beautiful landlocked country bordered by China to the north and India to the East, West and South. Even though small in area (93rd in the world), Nepal is known for its hard working and highly sought after workers that are largely unemployed. From bone chilling cold in the Everest region to highly hot and humid warmth, there is a diverse climate in this small country and that gives rise to a highly diverse population.

From Mongolian people in the North to Aryans in the South, the only thing common you will find among these Nepalese population is the hard working attitude, loyal and trustworthy nature and the determination to out-perform themselves. There are more than 10 million Nepalese workers spread around the globe. From highly skilled to unskilled, Nepalese workforce is considered to be one of the best in their field. No wonder Nepalese workforce is always the first choice for Employers !



About Us

Pokhara Recruitment Pvt. Ltd. is a well-established recruitment agency in Nepal registered under the Government of Nepal, Department of Labor and employment promotion, License No. 1426/074/075. We began this journey with the ambition of filling the gap between Nepalese unemployed workforce and global manpower demand. Nepal is a country known for its hardworking and honest population. We are highly regarded as one of the best and most sought-after workforce. From highly intellect to very strong to very hardworking, Nepalese have always excelled in their roles worldwide and are always the first choice for the employers.

We are the right choice for both the employers and the employees. We have built a team of highly trained and professional members that provide the best match between the job and the job seekers. From highly skilled to unskilled, we have a database of personnel waiting to be placed at their dream job. This is done by following the highest efficiency and quality standards and screening to make sure that only the perfect candidate is hired. We would also like to take this opportunity to thank you for taking an interest in Pokhara. Always there for you.





What We Provide

CIVIL :

- ❖ Mason (Plaster, Tiles & Bricks)
- ❖ Plumber
- ❖ Shuttering Carpenter
- ❖ R.C.C. Fitter / Steel Fixer
- ❖ Wall Painter, Spray painter
- ❖ P.O.P. Sheet & Gypsum Board Fixer
- ❖ Civil Helper

MECHANICAL :

- ❖ Arc Welder / S.S.Arc Welder / Structure Arc Welder
- ❖ A.C. Mechanic (Window & Split) / Central Plant / Chiller Plant / Hvac
- ❖ Lathe Machine / Injection Molding / Milling Machine / Cnc
- ❖ Pipe Fitter
- ❖ Aluminium Fabricator
- ❖ Steel Fabricator
- ❖ Duct Fitter
- ❖ Mill Wright Technician
- ❖ Heavy Duty Mechanic
- ❖ Sand Blaster
- ❖ Auto Painter / Denter / Auto Electrician
- ❖ Mechanical Helper



What We Provide

HOSPITALITY :

- ❖ Front Desk
- ❖ Manager
- ❖ Accountant
- ❖ Cook / Chef / Barista
- ❖ Waiter
- ❖ Housekeeping / Cleaner / Bell Boy
- ❖ PORTER

ELECTRICAL :

- ❖ House / Building Electrician
- ❖ Industrial Electrician
- ❖ Overhead Electrician
- ❖ H.T.L.T. Electrician
- ❖ Sub Station Electrician (Step Up, Step Down)
- ❖ Cable Jointer

SECURITY:

- ❖ Ex- Army
- ❖ Ex- Police
- ❖ Civil security guards
- ❖ DPS, PSBD



DOCUMENTATION:

The following documents are required from the employer to recruit nepalese workers from Nepal.

Demand Letter:

A formal letter issued by the employer addressing Glorious Overseas with the full details of:

- ❖ Job categories and the number of workers
- ❖ Monthly salary
- ❖ Contract period and working hours
- ❖ Other facilities like food allowance, Medical and insurance charges
- ❖ Free visa and air ticket costs

Power of attorney:

A letter issued by the employer authorizing Pokhara Recruitment to act on behalf of the Employer and recruit the required number of workers and to carry out all the necessary processes with the embassy and the government of Nepal.

Agency/Service agreement

This agreement is made between the Employer and Pokhara Recruitment stating all the conditions under which the manpower supplied from Nepal will be deployed .

**Employment Contract:**

This is a contract signed between the Employer and each employee from Nepal stating the terms of his job offer.

Guarantee Letter:

This letter is issued by the Employer stating the workers recruited from Nepal will not be sent to other countries for work purpose without their consent.

Consular Letter:

This letter is issued by the employer addressing the consulate general of the respective embassy informing the appointment of Pokhara Recruitment as the lawful agent of the employer and to carry out the all the formalities and processes for visa of the workers.

**Apart from these For Saudi Arabia (KSA),
these additional documents will be required:**

- ❖ Counselor Letter/ Authorization Letter
- ❖ Company Registration Copy
- ❖ Visa Approval Slip (bank Slip)

Please note that the Demand letter should be attested by the chamber of commerce and then the Nepalese Embassy in the respective country.



नेपाल सरकार
अर्थ मन्त्रालय
आन्तरिक राजस्व विभाग



स्थायी लेखा नम्बर (PAN) दर्ता प्रमाणपत्र

दर्ता मिति

आयकर:

०६

०६

२०७४

दिन

महिना

साल

स्थायी लेखा नम्बर

:

६ ० ६ ८ ८ ० ८ ८ २

आन्तरिक राजस्व कार्यालय

:

आन्तरिक राजस्व कार्यालय महाराजगंज

कारोबारको नाम

:

पोखरा रिक्रुटमेन्ट प्रा.लि.

करदाताको प्रकार

:

प्राइभेट लिमिटेड

ठेगाना

:

वार्ड नं. २९, सामाखुशी
महानगरपालिका: काठमाडौं,
काठमाडौं

व्यवसायका कारोबारहरू

:

रोजगारी उपलब्ध गराउने एजेन्सीका क्रियाकलापहरू,

करदाताको दस्तखत

कर अधिकृत

करदाताले पालना गर्नुपर्ने कर्तव्यहरू:

- कारोबार गर्दा अनिवार्य रुपमा विल विजक जारी गर्नुपर्छ।
- मू.अ.करमा दर्ता हुनेले प्रत्येक कर अवधि (मासिक वा त्रैमासिक वा चौमासिक) समाप्त भएको २५ दिनभित्र मू.अ.कर विवरण तथा मू.अ.कर रकम बुझाउनु पर्छ।
- अन्तःशुल्क लाग्ने कारोबार गर्नेले अन्यथा व्यवस्था गरेकोमा बाहेक प्रत्येक महिना समाप्त भएको २५ दिनभित्र मास्केवारी र अन्तःशुल्क रकम बुझाउनु पर्छ।
- प्रत्येक आर्थिक वर्षको आय विवरण आर्थिक वर्ष समाप्त भएको तिन महिना भित्र बुझाउनु पर्छ।
- तोकिएको समयमा विवरण र कर रकम नबुझाएमा व्याज, शुल्क र जरिवाना लाग्नेछ।
- यो प्रमाणपत्र देखिने गरी कारोबार स्थल मुख्य कार्यालयमा राख्नु पर्नेछ।
- कुनै द्विविधा भएमा कार्यालयमा सम्पर्क राख्नुहोला।



नेपाल सरकार
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ताको प्रमाण - पत्र



दर्ता नं: १७५४६२/०७४/०७५

श्री पोखरा रिक्रुटमेन्ट

प्रतिलिपि

नामको प्राइभेट लिमिटेड कम्पनी संम्वत् २० ७४ साल आश्विन महिना ०१ गते
रोज १ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो
प्रमाण-पत्र दिइएको छ ।

मिति: २०७९-०७-२४

स. रजिष्ट्रार

Government of Nepal
Ministry of Industry, Commerce & Supplies

सहायक रजिष्ट्रार

Office of the Company Registrar

Registration No: 175462/074/075

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Pokhara Recruitment
Private Limited having incorporated it on the 17 day of September, 2017 pursuant
to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2022-11-10

Asst. Registrar

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नमानिने हुनाले कानून
अनुसार लिनुपर्ने अनुमति सम्बन्धित निकायबाट लिएर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।



नेपाल सरकार

श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय

वैदेशिक रोजगार विभाग

इजाजत पत्र

इजाजत पत्र नं. १४२६

मिति: २०७६।०६।०५

वैदेशिक रोजगार ऐन, २०६४ को दफा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र ८ को प्रावधान बमोजिम विभागको मिति २०७६।०६।०५ को निर्णय अनुसार देहायका संस्थाहरु एक आपसमा गाभिई पोखरा रिक्रुटमेन्ट प्रा. लि. संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ ।

एक आपस गाभिएका संस्थाहरु

सि.नं.	संस्थाको नाम	इजाजत पत्र नं.
१.	पोखरा रिक्रुटमेन्ट प्रा. लि.	१४२६
२.	स्वीकार आभारसेन प्रा. लि.	१५२५
३.	/	/
४.	/	/
५.	/	/
६.	/	/

इजाजतपत्र जारी गर्ने अधिकारीको

दस्तखत:-

नाम, थर:- श्रीरामकुमार भुसाल

दर्जा:- महानिदेशक

नविकरण गरेको मिति	नविकरण बहाल रहने मिति	नविकरण दस्तुर	थप नविकरण दस्तुर	नविकरण अधिकारीको सहि र मिति
	२०७८ आषाढ महान्त	(२०,०००)		२०७८
२०७८/१२/२०	०६९ आषाढ महान्त	१०,०००/-		२०७९
२०७९/०८/१९	२०८० आषाढ महान्त	१०,०००/-		२०८०
२०८०/१२/२५	२०८१ आषाढ महान्त	१०,०००/-		२०८१
२०८१/०३/२३	२०८२ आषाढ महान्त	२०,०००/-		२०८२

शर्तहरू:

- स्वीकृति नलिई शाखा कार्यालय खोली काम गर्न पाइने छैन ।
- इजाजत प्राप्त मुलुकमा बाहेक अन्य मुलुकमा कुनै पनि शर्तमा कामदारहरु पठाउन पाइने छैन ।
- प्रचलित ऐन नियममा भएको व्यवस्थाको अतिरिक्त नेपाल सरकार, विभागले समय समयमा दिएका निर्देशनहरुको पालना गर्नु पर्नेछ ।



Nepali Version

English Version

Coat of
Arms of
Nepal

Seal of the office

Government of Nepal

Ministry of Industry, Commerce & Supplies
Office of the Company Registrar

Registration No.: 175462/074/075

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to **M/S Pokhara Recruitment Private Limited** having incorporated it on the **Sunday of 17th day of September, 2017 A.D.** pursuant to sub-Section (1) of Section 5 of the *Companies Act, 2006*.

Sd.

Assistant Registrar

Date: 2022-11-10

Condition: Whereas incorporation of company is not construed to have provided license of executing objectives of the company; therefore, it is required to take approval/license from the authority concerned for the same.



"The Translation Copy is True and Verified"	
Signature:	
Name:	Tula Ram Gauding
Date:	11/07/2022
Certificate Number of the Notary Public:	2214
Date of Expiry of Certificate:	April 28, 2026 AD
Seal of the Notary Public	



Coat of
Arms of
Nepal

Ministry of Labor, Employment and Social Security

Department of Foreign Employment

License No.:1426/074/075

Date:- September 22, 2019 A.D.

License

Whereas the following Companies have been merged into **M/S Pokhara Recruitment Pvt. Ltd.**, therefore, this license is issued to you under Section 11 (2), 11 (a) and 11 (b) of *Foreign Employment Act, 2007*, and Rules 6 and Rules 8 (a) of *Foreign Employment Regulations, 2008 A.D.* pursuant to the decision made on September 22, 2019 A.D. by this department .

Merged Companies

S.N.	Name of the Organizations	License No.
1.	Pokhara Recruitment Pvt. Ltd.	1426
2.	Swikar Overseas Pvt. Ltd.	1525

License Issuing Authority's:

Signature: Sd.

Name: Dr. Bhisma Kumar Bhusal

Designation: Director General

Renewal Chart

Renewal date	Valid up to	Renewal Charge NPR	Extra Renewal Charge	Signature of renewing authority
July 10, 2024 A.D.	July 16, 2027 A.D.	30,000.00		Sd./ July 10, 2024 A.D., Section Officer

Terms:

1. No activity shall be done having opened a branch office without obtaining approval.
2. Any activity shall not be done by the agent without taking approval.
3. No worker shall be sent in any manner to any country other than those countries for which the license has been obtained.
4. In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.



"The Translation Copy is True and Verified"

Signature:

Name: Tulsi Ram Gurung

Date: 11/09/2019

Certificate Number of the Notary Public: 2214

Date of Expiry of Certificate: April 28, 2026 AD

Seal of the Notary Public

Distributed by:
Nepal Notary Public Council

S.N. 4937611

Coat of
Arms of
Nepal

Seal of the office

Government of Nepal
Ministry of Finance

Attested
photo by the
certifying
authority



Inland Revenue Department

Permanent Account No. (PAN) Registration Certificate

PAN	6 0 6 8 8 0 8 8 2
Inland Revenue Office	Inland Revenue Office, Maharanjung

Registration Date:

Income Tax: 22 9 2017

Day Month Year

Name of Transaction: **M/S Pokhara Recruitment Pvt. Ltd.**

Types of Transaction: Private Limited

Address : Ward No.-29, Samakhushi
Metropolitan City: Kathmandu
Kathmandu

Business Activities: Activities of Employment Agencies

Sd.

Sd./date: September 27, 2021 A.D.

Signature of Tax Payer

Signature of Tax Officer

Obligation to be followed by the Tax Payer:

- Bill Invoice shall have to be issued compulsorily for each transaction.
- The Tax Payer registered in VAT shall have to submit and pay the VAT statements and VAT amount within 25 days of completion of each tax period (monthly, bi-monthly and four monthly).
- The Tax Payer operating the transactions in which the Excise Duty is applied, should submit and pay the statements and Excise Duty amount within 25 days of the completion of each month, except if specified otherwise.
- Income statements of each fiscal year shall have to be submitted within the end of the month of Ashwin (mid of October)
- If the statement and tax amount are not submitted and paid within the time; interest, late charges and fine shall be applied.
- This certificate should be placed at the transaction venue/main office to be seen clearly.
- If any confusion/doubt faced, contact the office.



"The Translation Copy is True and Verified"
Signature: *Tula Ram Gurung*
Name: Tula Ram Gurung
Date: 11/09/2021
Certificate Number of the Notary Public: 2214
Date of Expiry of Certificate: April 28, 2026 AD
Seal of the Notary Public



Our Clientele



Member of the SNC-Lavalin Group



مؤسسة اركان الفد للمقاولات العامة
FUTURE CORNERS CONTRACTING EST.



ب.س.ج.ع B.S.C(c)



شركة مجموعة الخيول
Horses Group. CO. WLL



إمداد للخدمات وتخليص المعاملات
Imdad Services & Document Clearances



GREENLAND
TRADING & CONTRACTING



You can reach us at:



Govt Lic No. 1426/074/075

Samakhusi-26, Kathmandu Nepal

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+977-4951967

surajaryalpokhara@gmail.com

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