

# International Employment Pvt. Ltd.

Manpower Bazar, Sinamangal, Kathmandu, Nepal

T : 01-4112800

: info@inspireintl.com.np Ε W: https://inspireintl.com.np



Land boundaries

total: 2,929 km, border countries: China 1,236 km, India 1,690 km

Climate

varies from cool summers and severe winters in north to subtropical summers and mild winters

Terrain

Terai or flat river plain of the Ganges in south, central hill region, rugged Himalayas in north

Elevation extremes

Lowest point: Kechana Kalan 70 m.

Highest Point: Mount liverest 8,848 m.

Natural resources

: Quartz, water, firnber, hydropower, science beauty, small deposits of lignite, copper, cubalt,

ron ore

Land use

: arable land; 21,68%

Water 4,000 sq km.

permanent crops: 0.64%, other: 77.68% (2001)

Irrigated Land

: 11,350 sq. km (1998 est.)

Natural hazards

Severe thunderstorms, flooding, landslides, drought, and famine depending on the timing, intensity, and duration of the summer monsoons

Environment

deforestation (everuse of wood for fuel and tack of alternatives)

Current issues

contaminated water (with human and animal wastes, agricultural runoff and industrial

effluents); wildlife conservation; vehicular emissions.

Environment-party to

Biodiversity, Climate change, Describination, Endangered Species, Hazardous wastes, La of the

sea, Ozone layer protection.

International agreements

Tropical Timber 83, Tropical timber 94, Wetlands signed, but not ratified: Marine life

conservation.

Geography Note

Landlocked; strategic location between China and India; contains eight of world's 10 highest

peaks, including Mount Everest-the world's tallest- on the border with China.

# WHY INSPIRE?

Our Strength lies in our belief and practice in delivering need based HR solution to our clients with the Highest standards in quality managements while sourcing, training, and recruiting and placement of ideal candidates with time bound efficiency that's also cost effective. We strongly believe that our growth is firmly proportional to the growth of our clients, partners and employees and inspired by our motto" Cooperation for Creation". Following are the benefits that employers can gain while recruiting with INSPIRE; Diverse HR Solution for Diverse Industry Requirements

Technology and Innovation has ensured that industries keep reinventing themselves to stay competitive and relevant. Skills associated with traditional jobs keep changing, newer job profiles emerge and Recruitment and staffing gets all the more challenging and so we have constantly realigned and reinvented ourselves to keep up with the HR demands and have successfully served a wide spectrum of industries Our Data Bank and expertise uniquely positions us to provide recruitment solution for the following diverse and specialized industries:

# Quality Assurance

Right Candidates for the Right job is Crucial for the productivity and growth of our client and to ensure this we follow highest standards of procedures and practices that is streamlined right from the begging through identification of the HR needs of our clients and facilitating the placement through Sourcing, Screening and Recruitment of ideal candidates with bound efficiency.

### Ethics

We Believe and Practice ethical conduct of business that is reflected through fairness and transparency

In our procedures both for the clients and the job seekers. Through our ethical conduct of our business we aim to grow and make credible contribution in the growth of our clients, unemployed youth in Nepal and the society.

# People

Our Employees are the Driving force behind our growth. We have remarkably trained, talented and dedicate team who ensure that all our clients and partners have the best experience in addressing their Hr needs.

### Cost Effectiveness

We have been delivering HR Services to our clients that is not of highest standards in quality assurance but also cost effective. We ensure that both our clients and candidates get a maximum return on their investments. Our streamlined recruit operations uniquely position us to offer a cost advantage to both clients as well as candidates.

# Message from the Team

# Chairman



Devi Prasad Kafle chairman@inspireintl.com.np

Dear Clients, Greetings from all of us at Inspire International Employment Pvt. Ltd.! At Inspire International Employment Pvt. Ltd., there is a simple philosophy at work, clients are not our audience, but our success partners. And in their growth, lies our growth. So wherever they are, Nepal or aboard, we are always in search of opportunities that will make them succeed in their respective professions. In continuation of this philosophy, we at Inspire International Employment Pvt. Ltd., nepal's leading government recognized recruiting organization, take great delight in helping the clients achieve what they seek. As thought leaders, we know, "job satisfaction for working people can only come if there is a right person for the right job". Our commitment towards this viewpoint has resulted into high-level satisfaction for both customers and job seekers. Which enable thousands of job seekers from across nepal to find a job abroad. What's more, our ultra-modern office, our well-qualified team, our extensive database of professionals and our smart selection criteria, all contribute to make us best in the recruitment industry. Reason why our customers share a pride to be associated with us, they know we will provide them with only the right people for the required assignment, whatever the constraint. Lastly, i would like to take this opportunity to extend my good wishes to our esteemed employers and job seekers who have helped us reach where we can rub shoulders with the who's who of the industry. I am also grateful to all my team members, because without them this feat would not have been possible. Hope you all will continue to support us in our passion to change worlds.

# Managing Director



Madan Khatiwada md@inspireintl.com.np

Warm salutation from the Kingdom of Himalayan Land, Nepal, First of all I am very thankful to all who are showing Interest to business with us Inspire International Employment Pvt. Ltd. uphold the principles of Integrity, Quality Service, Industry, Creativity and Professionalism for our Clients. Everyone knows that during the past two decades there has been a growing awareness, in all economies developed and or developing one, of the benefits of a more professional approach to the organization of people Human Resources at work. largely due to the impact of economic depression. Even, the companies which did exceedingly well during the boom period, have now started to recognize the benefits of increased efficiency, in all of their operational areas in order that they may continue to grow - or even survive, and such efficiency has to be achieved by or through people. Hence it's only possible to have the right type of manpower at a right price and right on time. We're always prepared to accept such challenges by integrating each and every type of activities involved in the placement job and bringing them under one Umbrella. I hope once you try to see our service as mentioned above. Looking forward to service you in near future.

# **Available Categories**

### A. Civil Engineering/Construction

Project Manager/ Supervisor
Civil Enginner/Electrical Enginner/
Mechanical Enginner/Computer Engineer
Oversear/JUnior Engineer/Safety Officer/
Quality Surveyor

Draft Man

Electrician / A/c mechanic/

Mechanic / Plumber / Carpenter / Painter

Plant Techincian

Materials & Concrete Technician

Duet technician & many more.

Foremen - Civil / Electrical / Plumbing / Carpentry

Masonry / Scaffolding / Steel Fixing

Heavy Equipment Operators - Excavator

Loader / Dozer / Crane / Grader/Roller

Heavy Driver / Light Driver

Scaffolder / Steel Fixer

Carpenter - shuttering / Finisshing

Mason - Tile / Block / Plaster / Marble

Painter - Spray / Roller

Helper / Production Operators / Labours

Tailor Master Cutting / Sewing

**Tailors** 

**Embroidery** 

Bead works / Needle works etc.

### B. Hospitality Sector

F & B, House keeping Manager / Supervisor Hotel / Restaurant / Bar manager

Chef de-parties & Sous Chef

Pastry man / Baker Confectioners

Front Officer / Secretary / Business Centre

Cook / Commis / Chef

Kitchen Stewards / Waiters / Waitress

Hostess Maintenance personnel

Cashier / Accounts Assistants

Income auditors

**Credit Supervisors** 

Bell Boys/Room Attendants / House Keeping Staff













# **Available Categories**

### C. Service Sector

Manager

Sales Executive /Sales Supervisor

Accountant / Cashier / Sales man / Sales Lady

**Chartered Account** 

Accountant

**Assistant Accountant** 

**Computer Operator** 

Receptionist

Storekeeper

Teacher

Barber

Beautician

Massage Boy / Girl

Care Giver / Housemaid

Sweeper / Cleaner

Watch Man / Security Guard / Body Guard

Security Officer / Supervisor

### D. HospitalSector

Doctors / Radiologist / Physiotherapist

Staff Nurse

Male /Female laboratory Technician

Male /Female x-Ray Technician

Maintenance Technician

Midwifery / Caregiver /Baby sitter

Male/ Female General Cleaner

### E. Automobile Sector

Hydraulic Mechanic

Diesel Mechanic

Petrol Mechanic

Welder / Dented / Painter

Vehicle Electrician etc.

### F. IT& Telecom Sector

Computer / System / Electronics &

**Networking Engineer** 

IT & Telecom Support Technician

Optical Fiber / Installation Technical

Calls Center staff

Web Designing /Hosting Technican











# Terms & Conditions

The terms and condition are based on the Foreign Employment Act of Nepal will be Accordingly;

- Final interview of the selected candidate would be carried out within 10 days after Receipt of original documents from the employer.
- Arrangement for deployment of candidate would be made within 15 days after Receipt of 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.
- Free replacement would be made with new workers if any worker is found unqualified For the assigned work within 90 days after he/ she assumes the job.
- The company in contract should clearly mention the salary of a worker and other Facilities mentioned under clause 5.
- As per the Nepalese government's directives, the employer company should offer Following facilities to the workers in written Contract.
  - a. Salary
  - b. Accommodation
  - c. Food
  - d. Transportation
  - e. Medical Facilities
  - Insurance
  - g. Work Hours-8 hours per day, six days a week
  - h. Annual leave
  - Residence permit

Contract Years

# Recruitment Procedure

The Following documents duly attested by the concerned authorities are requested from the employers:

### Demand Letter:

A formal letter issued by the employer addressing Inspire International Employment Pvt. Ltd. with full details of the job categories, number of worker, monthly salary, contract period, working hours and all other facilities like food, accommodation medical and air passage.

\*To be attested by Chamber of Commerce & Nepalese Embassy.

### Power Of Attorney

A letter issued by the employer authorizing Inspire International Employment Pvt. Ltd., to act on behalf of the employer in recruiting the required numbers of workers and to carry out all necessary formalities relative with the respective Embassy and the related agencies of the government of Nepal.

\* To be attested by Chamber of Commerce & Nepalese Embassy.

### **Employment Contract**

This agreement is made between the company (Employer) and the Employee on the company's Letterhead stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

### Consular Letter

This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of Inspire International Employment Pvt. Ltd.as the lawful Agent of the employers their authorization to act on behalf of the employer and to carry out all visa formalities with the embassy with particular visa. The consular letter is applicable for recruitment of toyal kingdom of Saudi Arabia.

### Guarantee Letter

A former letter addressing to Director General, Ministry of labour & Transport Management, Department of labour, New Baneshwor, Kathmandu Nepal. Promising that the worker will work in the country which is mentioned in the Demand Letter, and they will not be sent to work in any other country.

# Agency contract Paper

This agreements is made between Inspire International Employment Pvt. Ltd..and the Employer Company on the Employer Company's letter head stating clearly and precisely all terms and conditions regarding recruitment manpower from Nepal.

Note: Demand letter and power of attorney should be attested by the chamber of commerce of Nepalese embassy.

# Recruitment Process

If attested original papers are made available before intervie processing, we don't need to rely on local agent. This is aimed at providing neat and hassle-free services to employment seekers based on the country's labourt Act. In the beginning, e used to mobilize our own official network and regional desks for sourcing, but we don't have to mobilize them now. Every day, hundreds of youths come to our company for overseas employment. And, some people apply through small with their bio-data and work experience. We store them on our databank for future purpose.

Basically, we select manpoor throuth tests and other techniques. If special manpower with specific experience is need, we use our official network located in different district.

### Interview Process:

We go through three interview techniques to select for short listing of the candidates.

Video Conferencing: This is for those who
are too busy to come to Nepal for interview
the candidates. We mark every arrangement
for the interview between employers and the
employee through video conference.



2. Direct: Many employer's visit Nepal for final interview. We make all necessary preparations for interview. We call short-listed candidates for the particular day. We call short-listed candidates for the particular day. We have fully equipped AC room and other modern facilities- computer, telephone, internet, and all that an interview.



 On behalf of employer: Sometimes our valuable clients give us tull authority to manpower consultant for entire selection procedures. In such, e carry out interview on behalf of employer abroad and make all dispatching arrangements to the somployment destination.



# Recruitment Process

### Trade Test for Skilled Workers:

making a final Then comes trade test. We from a selection committee Before making final decisions for appointment.

The selection committee before making a final Decisions for appointment. The selection committee includes representatives From different department in the company. The selection Committee carries our skills test of all skilled Manpower in the concerned discipline. Only those in the Concerned by the selection committee are selected for oversees employment.



# Medical Checkup:

All short workers are sent to government Approved hospital or clinic for full medical Examination and check-up. Only after their Medical fitness for employment is confirmed. They will be cligible to sign the employment contract.



# Travel Arrangement:

The travel arrangement is the final procedure. After getting visas of selected candidates, we make travel Arrangement. This is also includes handling over all . The documents original passport, air ticket and government's approval Letter, to the employer before departure. We trained them on all. The travelling procedures until they reach their destinations.



# **Client Lists**





























































**DEMAND FROM EMPLOYER** 

PRE-SCREENING CANDIDATES

FINAL INTERVIEW (BY EMPLOYER)

MEDICAL CHECKUP

ORIENTATION

**EMPLOYMENT VISA** 

TRAVELLING ARRANGEMENT

DEPLOYMENT

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