



Good Job Great Opportunities

# SULAV

Licence No: 1336/074/075

# RECRUITMENT PVT. LTD.

P.O. Box: 1252, Bansbari-3, Maharajgunj, Kathmandu, Nepal

Tel: +977-01-4375363(Nepal), +971 04255944 (UAE)

Fax: Tel: +977-01-4375363

E-mail: [info@sulavrecruitment.com](mailto:info@sulavrecruitment.com), [info.sulavgroup@gmail.com](mailto:info.sulavgroup@gmail.com)

Web: [www.sulavrecruitment.com](http://www.sulavrecruitment.com)

# WORDS FROM CHAIRMAN



This is my pleasure to introduce you SULAV RECRUITMENT PVT. LTD. A destination for various categories of Nepalese workers. We are the upcoming manpower recruiting company operating in the Himalayan Kingdom of Nepal with efficient working member to meet the desired demands of international clients. We invite you to observe this Boucher and learn about our organization.

I myself have worked for a long period of time in Middle East in different companies and different countries. So I have knowledge about Middle East. I have finished my carrier as a management level working in various sector in Middle East Companies' and have the knowledge about the recruiting and managing the manpower business.

"A satisfied customer is the best business strategy of all" Nepalese are famous for their bravery, honesty, loyalty and hard work. Hence, people from the Nepal are best for your work. We generate the skillful manpower and furnish them at your work. so with regard to this we want to make a commitment for better service as per your need.

Thank you for your interest and time.

Bhuminanda Bhattarai  
Chairman

# WORDS FROM MANAGING DIRECTOR



‘Sulav Recruitment Pvt. Ltd.’ takes plume and pride in being the leading company of outsourced manpower and wants to humbly thank all its national and international affiliates and clients, whose hard work, faith & trust makes us potential and capable to deploye finest human force to work all over the world.

We are confident and Positive of fulfilling every aspects of recruitment with promising results. We stand by every averment we make in regards to how perfectly Nepalese professionals can enhance your organizations functioning and productivity. Nepalese professionals are the most pursued in every sector globally, for their intellectual, technical, physical and adaptive abilities. And when it comes to outsourcing manpower, we’re the first and often the only company, which off-shore employers as well Nepalese professionals find dependable enough.

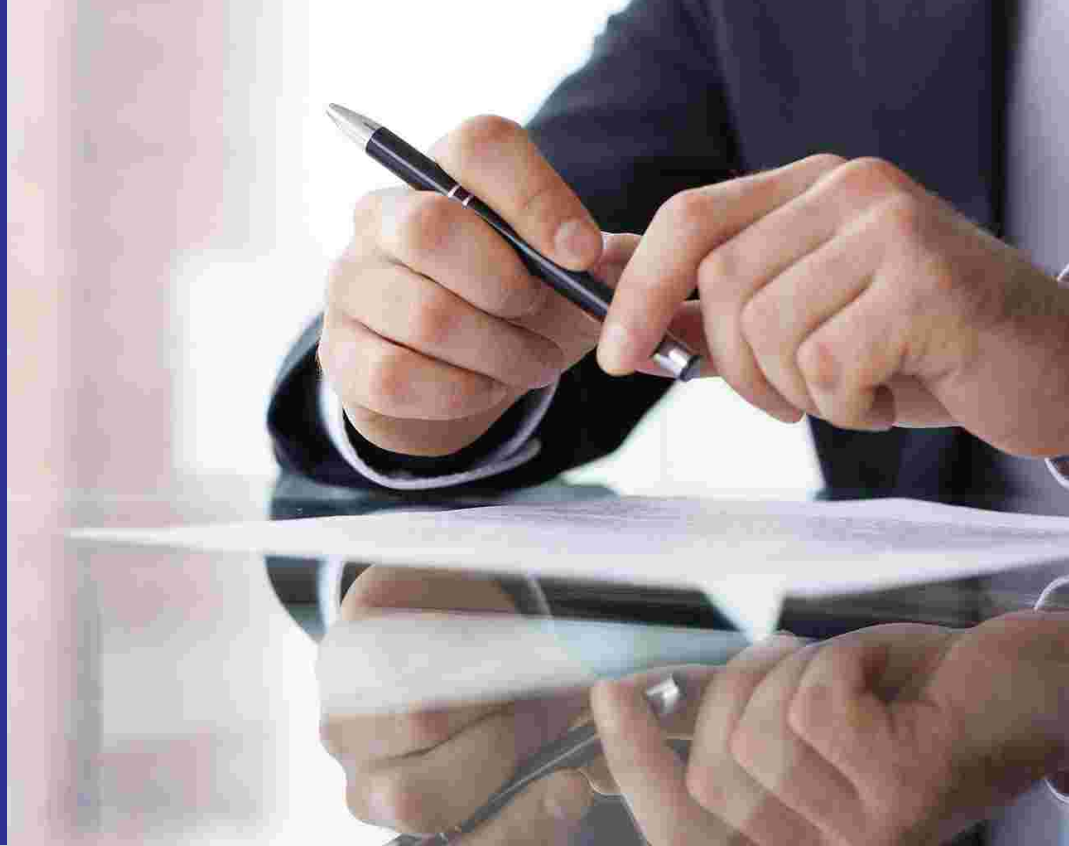
I would like to assure on the reliability and accuracy on us.

Thanking You,

Jyoti Rana

Managing Director

# LICENCE NO. WITH FIRM CHART



Name of Company : Sulav Recruitment Pvt. Ltd.

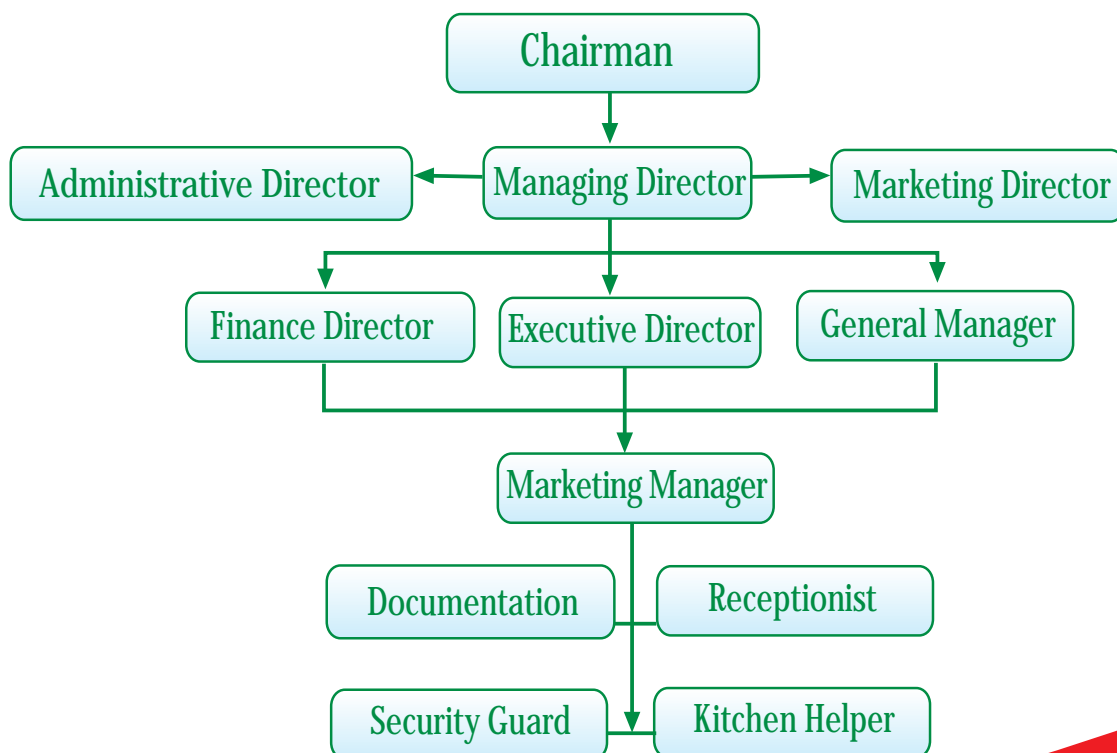
Government Licence No. : 1336/074/075

Office of Company Registrar : 165623/073/074

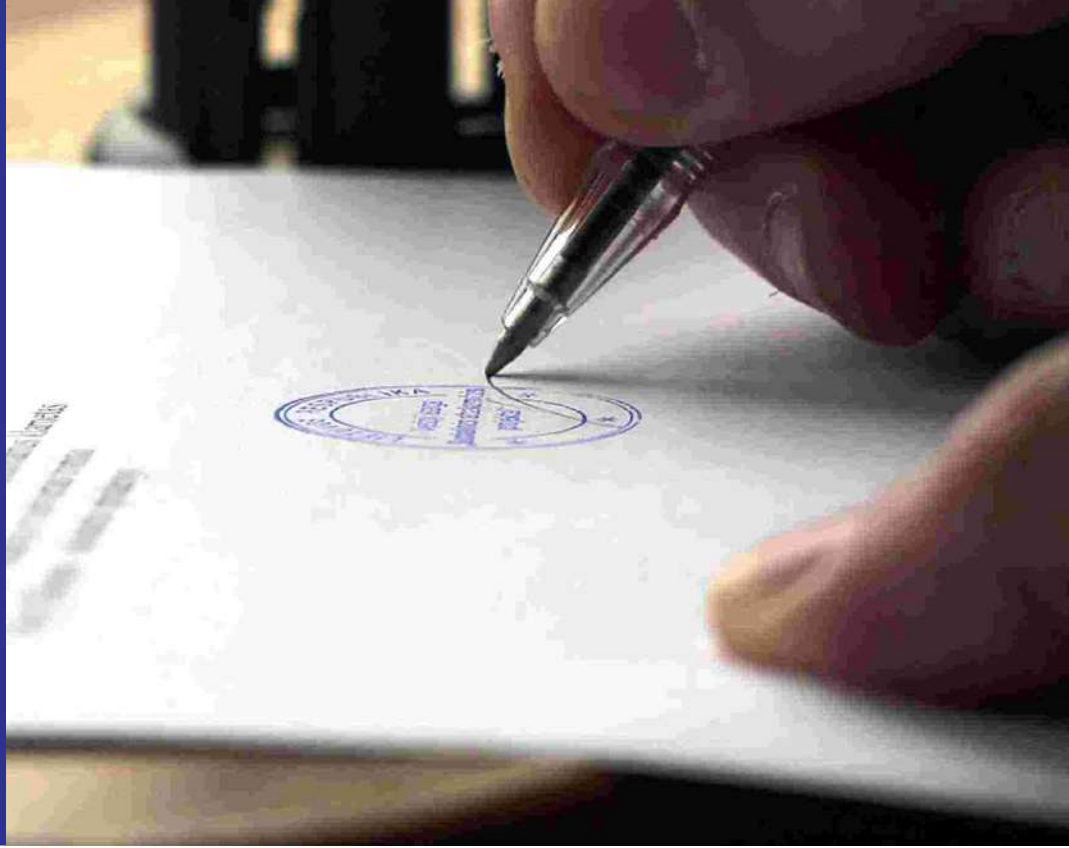
PAN (Department of Internal Revenue) : 605979291

Nepal Association of Foreign Employment Agency (NAFEA) as a Member

Working Countries : Malaysia, Qatar, UAE, Saudi Arabia, Oman, Kuwait,  
Bahrain, Macau, Hong Kong, South Korea, Japan, Isreal.



# REQUIRED DOCUMENTS



- **Consular Letter** \_\_\_\_\_  
This letter is issued by the employer addressing the Consulate General of the respective Embassy informing:
  - The appointment of Sulav Recruitment Pvt. Ltd. as the lawful Agent of the employer.
  - Authorization to act on behalf of the employer and to carry your all visa formalities with the Embassy.
  
- **Demand Letter** \_\_\_\_\_  
A formal letter issued by the employer addressing Sulav Recruitment Pvt. Ltd. with full details of:
  - The job categories and number of workers
  - Monthly salary
  - Contract Period
  - Working hours
  - Description of all other facilities like food accommodation, medical & air passage
  
- **Power of Attorney** \_\_\_\_\_  
A letter issued by the employer authorizing Sulav Recruitment 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.
  
- **Agency/Service Agreement** \_\_\_\_\_  
This agreement is made between the Employer and the Sulav Recruitment Pvt. Ltd. stating clearly and precisely all the terms and conditions regarding manpower supply from Nepal.
  - **Employment Contract** \_\_\_\_\_  
Employment Contract duly signed between the Overseas Employment and the Nepalese Employee.

# RECRUITMENT PROCESS



We apply the following procedure for the recruitment of professional applicants.

## **Advertisement** \_\_\_\_\_

Advertisement of Recruitment in local newspaper upon receipt of demand from the employer after acquiring approval from the labour department.

## **Pre Screening** \_\_\_\_\_

Short listed applicants undertake a pre-interview conducted by our human resource recruiting officer. The objective is to select the right candidates. The candidates qualifying in the pre-interview will be prepared for final interview.

## **Final Interview** \_\_\_\_\_

The selected applicants in the pre screening are presented to the interviewer of the company representative for ultimate selection. In the applications need to be tested technically, Sulav Recruitment Pvt. Ltd. will arrange the trade Test.

## **Medical Test** \_\_\_\_\_

The selected applicants will be sent to a qualified clinic for medical and psychological test to ensure that they are sufficiently fit physically and mentally before joining the company.

## **Documentation and Processing** \_\_\_\_\_

We provide the Resume of relevant candidates with our recruiting manager's remarks. After approval and on receipt of the authenticated documents the selected candidates are sent for their medical test.

## **Pre-departure orientation** \_\_\_\_\_

We introduce your company's employment package and benefits, rules and regulations, and the host country's culture, customs and traditions. We cover the do's & don'ts and applicable law to your future employees.

## **Departure** \_\_\_\_\_

To ensure prompt service, we arrange air tickets for the selected candidates and mobilize them for departure.

# OUR VALUED CLIENTS



## UAE

- a Aryaas Veg. restaurant
- a RAK Security Service
- a Pepco Engineering Company LLC
- a Al Hamra Real Estate Development
- a Ashok Leyland
- a G4S Security
- a Alam Group
- a Sulav Technical & Cleaning Services
- a Exodus Cleaning Services LLC
- a Motherland Cleaning Services LLC
- a Sherpa Cleaning Services LLC
- a Gorkha Cleaning Services LLC
- a Motherland Facilities Management
- a Aman Security Services

## POLAND

- a Norfo Employment Agency
- a Main Partners Employment Agency

## QATAR

- a Compass Catering Services W.L.L.
- a DENVER ENG.&CONTRACTING W.L.L
- a Han Bo.Eng.& Const' Co.,LTD
- a Hyndai Heavy Industries (OKSAN)
- a Hyundai Heavy Industries(GTL Project)
- a Kempe Engineering Services Ltd
- a Logic Information Technology Co.W.L.L
- a Qatar National Import & Export Co
- a Transind Company W.L.L
- a Sejong Corporation
- a Strand Bakery and Catering

## KSA

- a Abdullah S. Al-Ajlan Trading
- a Aziz European Pipe Factory
- a Bellalie Energy ans Spa
- a Dajen Restaurant Chain
- a El Mandeb Contracting Est.
- a Fawaz Abdulaziz Al Hokair
- a Geant Saudi Ltd
- a Othman H.Al Ghamdi
- a Radisson SAS Hotel
- a Rock Coffee Company
- a Jamal Al Ghurair Est.
- a Solico Fiber Glass Factory LLC

# CATEGORIES WE PROVIDE



## PROFESSIONAL

Civil Engineer  
Mechanical Engineer  
Electrical Engineer  
Agricultural Specialist

## MECHANICAL WORK

Mechanic Duty  
Diesel Mechanic  
Auto Painter  
Body Repairer  
Welder

## SKILL & UNSKILLED LABOUR

General Labor  
Construction Labor  
OPERATOR- DRIVER  
Heavy Equipment  
Heavy Duty Driver  
Light Duty Driver  
Tire Repairer

## ELECTRICAL WORK

Electrician Industrial  
Electrician Building





# CATEGORIES WE PROVIDE



## SECURITY GUARD

Civil Security Guard  
Ex- Army Security Guard  
Ex- Police Security Guard  
Ex- British Gurkha Guard  
Gate Keeper

## CARPENTRY WORK

Furniture Carpenter  
Joinery/ Assembler  
Shuttering Carpenter  
Helpers



## HOSPITALITY

Manager  
Accountant  
Chef/Cook  
Waiter/ Waitress  
Bell Boy  
Store Keeper

## SUPER MARKET

Manager  
Accountant  
Cashier  
Storekeeper  
Salesman

# ABOUT NEPAL



Nepal, officially the Federal Democratic Republic of Nepal, is a landlocked sovereign state located in South Asia. Nepal is situated within latitude 26° 22' N to 30°27' N and longitude 80°4E to 88°12' E. with an area of 147,181 square kilometers (56,827 sq mi). Its Shape is roughly rectangular about 885km long East to West and about 200km wide North to South and occupies 0.3 and 0.03% of land area of Asia and the world respectively. Population of Nepal is approximately 27 million (and nearly 2 million absentee workers living abroad), Nepal is the world's 93rd largest country by land mass and the 41st most populous country. It is located in the Himalayas and bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India. Specifically, the Indian states of Uttarakhand, Uttar Pradesh, Bihar, West Bengal, and Sikkim border Nepal, while across the Himalayas lies the Tibetan Autonomous Region. Nepal is separated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's capital and largest metropolis.

The mountainous north of Nepal has eight of the world's ten tallest mountains, including the highest point on Earth, Mount Everest, called Sagarmatha in Nepali. It contains more than 240 peaks over 20,000 ft (6,096 m) above sea level. The southern Terai region is fertile and humid. Lumbini, the birthplace of Lord Gautam Buddha, is located in this region. Lumbini is one of the holiest places of one of the world's great religions, and its remains contain important evidence about the nature of Buddhist pilgrimage centres from as early as the 3rd century BC.

Hinduism is practiced by about 81.3% of Nepalis, making it the country with the highest percentage of Hindus. Buddhism is linked historically with Nepal and is practiced by 16%, Kirat 5.1%, Islam by 4.4%, Christianity 1.4%, and animism 0.4%. A large section of the population, especially in hill region, even though they follow Hindu customs, may identify themselves as both Hindu as well as Buddhists which can be attributed to syncretic nature of Hinduism and Buddhism in Nepal. In 2013, Nepal ranked the 157th place on the Human Development Index (HDI) and is one of the least developed nations in the entire world.

## Federal Democratic Republic of Nepal

सङ्घीय लोकतान्त्रिक गणतन्त्र

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

**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

**GDP (PPP) 2012 estimate**

Total \$ 41.22 billion

Per Capita \$ 1,200

**Currency:** Nepalese Rupee (NPR)



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

**Drives on the:** Left

**Calling Code:** +977

**Internet TLD:** .np

# OFFICIAL LICENSE

नेपाल सरकार  
श्रम तथा रोजगार मन्त्रालय  
वैदेशिक रोजगार विभाग

मिति: २०६८/११/१३

इजाजत पत्र नं. १३३६/०७४/०७५

## इजाजत पत्र

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी सुलभ रिक्रुटमेन्ट प्रा. लि. लाई यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको  
दस्तावेज:-  
नाम:- रिश्म राज पाण्डे  
दर्जा:- ज्वालियदेशक  
मिति:- २०६८/११/१३



नेपाल सरकार  
वित्त मन्त्रालय  
Department of Inland Revenue

मिति: २०७१/११/१३

Office Seal

Cost of Arms of Nepal

Photograph 54

Tax Officer

### PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Registered only in Income Tax

Income Tax:	08/12/2073
Value Added Tax:	21/03/2017
Excise Duty:	Day:    Month:    Year:

Permanent Account No: 8 0 3 9 7 9 2 9 1

Tax Payer Service Officer: Mishra/jm

Tax Payer's Name: Sulav Recruitment Pvt. Ltd.  
Type of Taxpayer: Private Limited  
Business Address: Ward No. 03, Baneshori, Metropolitan City: Kathmandu, Kathmandu  
Business Activity: Foreign Employment.

Tax Payer's Signature: \_\_\_\_\_  
Signature of Tax Officer: \_\_\_\_\_

**The duties to be fulfilled by the Taxpayer**  
- The Business Enterprise shall use IN and cash means.  
- If registered in the Value Added Tax (monthly or quarterly) sending the details of Value Added Tax and Value Added Tax amount shall be submitted within 25 days.  
- The Business firm and with value bill except in other management after the end of each monthly balance sheet and income statement shall be submitted.  
- The income details of each fiscal year shall be submitted within 30 days of the end of the year.  
- If the details and Tax documents are submitted within time by the taxpayer, the fee shall be waived.  
- This Certificate shall be cancelled if a taxpayer is not engaged in the business for a period of 6 months from the date of the issue of this Certificate.

Signature: Rajendra Mishra  
Date: 11/11/2017  
Designation: Section Officer  
Office of the Tax Officer, 1336/074/075, 2074/07/13 B.S. (2017/10/30 A.D.)



नेपाल सरकार  
श्रम तथा रोजगार मन्त्रालय  
Department of Foreign Employment

मिति: २०७१/११/१३

Office Seal

Cost of Arms of Nepal

Photograph 54

Tax Officer

License No. 1336/074/075

Date: 2074/07/13 B.S. (2017/10/30 A.D.)

### License Certificate

This License Certificate has been provided to Sulav Recruitment Pvt. Ltd. in accordance to Foreign Employment Act, 2064 B.S. (2007 A.D.) and Foreign Employment Regulation 2064 B.S. (2007 A.D.) and the terms and condition mentioned in this License Certificate Foreign Employment Business shall be executed under this Act and this License has been issued.

Authority Providing this License Certificate:  
Signature: Sd. Bishwa Raj Pandey  
Name: Bishwa Raj Pandey  
Designation: Director General  
Date: 2074/07/13 B.S. (2017/10/30 A.D.)

Signature: Rajendra Mishra  
Date: 11/11/2017  
Designation: Section Officer  
Office of the Tax Officer, 1336/074/075, 2074/07/13 B.S. (2017/10/30 A.D.)



नेपाल सरकार  
श्रम तथा रोजगार मन्त्रालय  
Department of Foreign Employment

मिति: २०७१/११/१३

Office Seal

Cost of Arms of Nepal

Photograph 54

Tax Officer

Date of Renewal	Period of Renewal	Renewal Charge	Additional Renewal Charge	Signature of Renewal
2074/07/13 B.S. (2017/10/30 A.D.)	End of Ashad 2075 B.S. (July 15, 2018 A.D.)			Sd. Section Officer

**Terms and conditions:**

- No branch offices shall be open to work without approval.
- No work shall be done via agent (broker).
- Except license obtained countries under any terms and condition worker shall not be sent to any other country in any terms and condition.
- The prevailing Act and Rule management as well as additional direction provided by Government of Nepal from time to time shall be abided.

Signature: Rajendra Mishra  
Date: 11/11/2017  
Designation: Section Officer  
Office of the Tax Officer, 1336/074/075, 2074/07/13 B.S. (2017/10/30 A.D.)



# SULAV

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**OUR  
SISTER CONCERN**

Sulav Tec. & Cleaning Service LLC., UAE  
Sulav Consultancy, Kathmandu, Nepal

**DIRECT CONTACT**

P.O. Box No.: 83744, UAE  
Nepal Mobile: +977 9813894180  
UAE Mobile: +971 564225349  
Office UAE: 971 042550944