

COMPANY PROFILE

Govt. Lic. No.: 1469/074/075



MOBHIRA RECRUITMENT **CONSULTANCY SERVICES (P.) LTD.**

Kathmandu, Nepal

Tel: +977-1-4378842, 4378936

Email: hr@mobhiraservices.com, bijay@mobhiraservices.com

www.mobhiraservices.com



Mobhira Group Of Companies



MOBHIRA RECRUITMENT **CONSULTANCY SERVICES (P.) LTD.**

Budhanilkantha-6, Hattigauda, Chakrapath
Kathmandu, Nepal
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MOBHIRA TRAVELS & TOURS (P.) LTD.

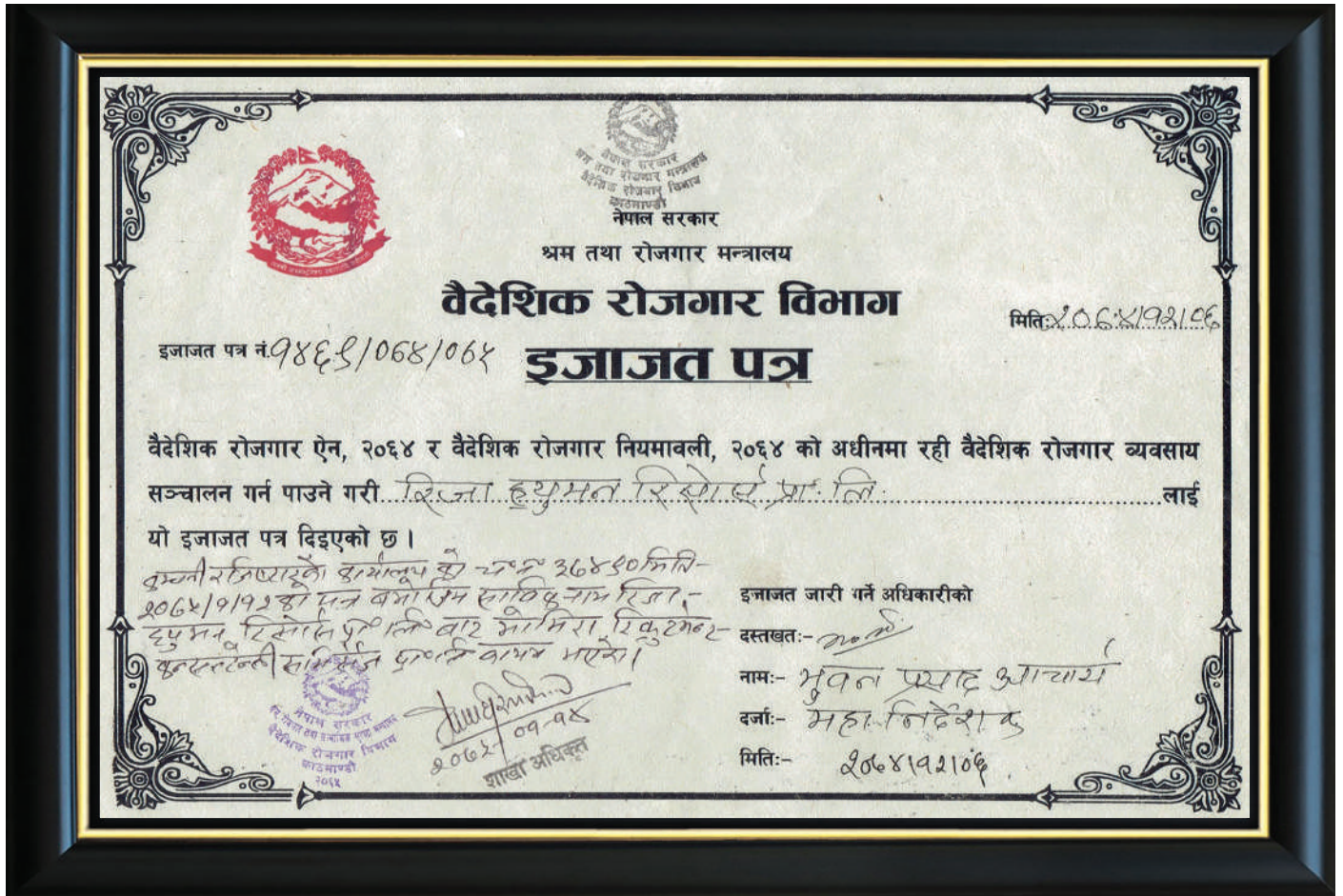
Budhanilkantha-6, Hattigauda, Chakrapath
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Tel: +977-1-4378842, 4378936
Email: travel@mobhiraservices.com
Web: www.mobhiraservices.com



MOBHIRA CONSULTANCY SERVICES W.L.L.

P.O.Box: 45170, Doha-Qatar
Tel :+974-44981084, Fax: +974-44981084, Cell
No: +974 33390373
Email: qatar@mobhiraservices.com







Company Profile

- Name of the Company : **Mobhira Recruitment Consultancy Services (P.) Ltd.**
- Types of Service : Manpower Consultant and Recruiting Agency
- Registration Authority : Ministry of Industry & Commerce Office of the Company
Registrar **Company Registration No: 184519/074/075**
Ministry of Labour, Employment & Social Security
Department of Foreign Employment
Govt. License No: 1469/074/075
Ministry of Finance Department of Internal Revenue
Pan No: 606772152
- Member : Nepal Association of Foreign Employment Agencies
- Contact Person : **Mr. B. B. Bhlon (Bijay)** (Managing Director)
Mobile No.: +974-33390373, +977-9851012988
- Capital Structures : Authorized - 20 Million Nepalese Rupees (USD 175,000)
Issued - 10 Million Nepalese Rupees (USD 87,500)
- Legal Advisor : **Mr. Bom Bahadur Khatri**
- Official Bank : Prime Commercial 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 : Budhanilkantha-6, Hattigauda, Chakrapath
Kathmandu, Nepal
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Dear Valued Clients

With a team of highly dedicated and experienced employees backed with Ultra-modern resources and centrally located work place, we have been able to establish a brand in the manpower market. A strong focus on customer satisfaction is what differentiates Mobhira Recruitment Consultancy Services (P.) Ltd. from other companies and helps to ensure long term growth and success.

We provide qualified, energetic, experienced, hardworking, honest and sincere Nepali manpower to Gulf Countries, Malaysia, Japan, Europe and other Government recognized countries to deport deserving candidates to their respective employer destination with utmost enthusiasm and responsibility. We thank our valued clients for their co-operation and support.

We take great pride in our collaborative approach and experimented techniques in delivering high impact in this field. The resultant has not only led the company towards success in short span of time but has earned a strong foundation of client partnership that has turned into long friendship with them.

Thank you.

With Best Regards.

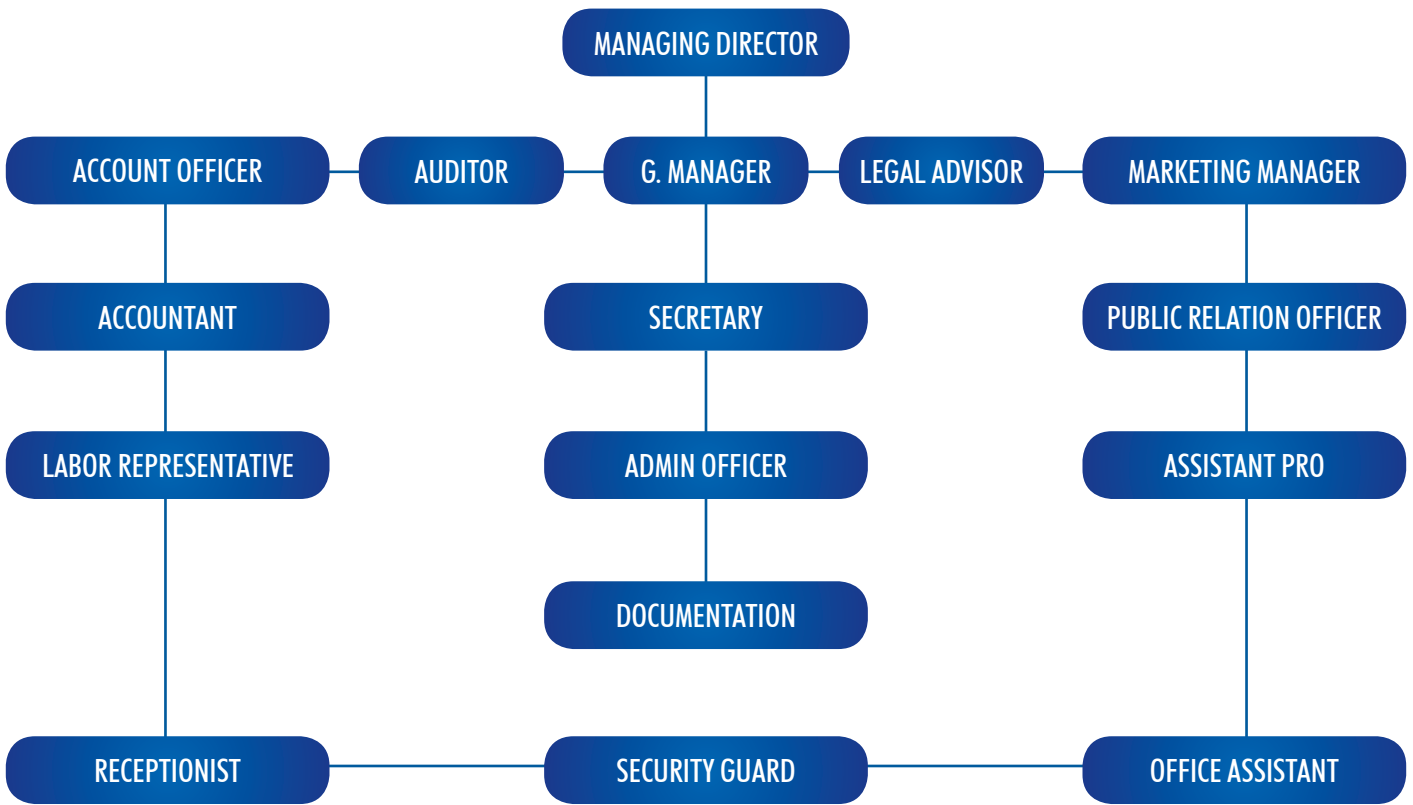
Mr. B. B. Bhlon (Bijay)

Managing Director





Organizational Chart



Mobhira Team



Mobhira Recruitment Consultancy Services (P.) Ltd. was established on 2018 is one of the most leading, reputed and authorized recruiting agency of Nepal, registered under the Department of labor, Government of Nepal Holding license no.:1469/074/075.

Mobhira Recruitment Consultancy Services (P.) Ltd. Aims providing large number of employment opportunities abroad to unemployed Nepalese, Which helps the country a little bit in solving the unemployment situation in the future as various studies on national economy have very significantly established the role of foreign employment on economic growth of the nations.

Remittance inflow from foreign employment is considered to be on of the major and vital elements of national economy. With this backdrop, this company has focused on that particular area of importance, have envisaged adding our calibers enhancing the progressive indices of the economic growth through providing the fully contented services to foreign employers as per their requirements. This is what we are exactly moving for. So, basically, this company has been established with the clear objective to support Government of Nepal in diagnosing the root causes of escalating unemployment problems and addressing those by exploring massive employment opportunities abroad for large number of unemployed people. The dream strongly maintains connection with realization that the unemployment is posing a serious threat for the country's future.

Mobhira Recruitment Consultancy Services (P.) Ltd. is a well reputed & dependable manpower recruiting agent of Nepal. Mobhira Recruitment Consultancy Services (P.) Ltd. is managed by the qualified & experts personnel who are well trained & experienced in the field of man power planning & recruitment. Mobhira Recruitment Consultancy Services (P.) Ltd. helps the country finding out the right job to the people with the right qualifications, experienced and aptitude. We fully intend to supply the most reliable, fair, potential and professional manpower safeguarding the best of interest of both the employers and employee. Mobhira Recruitment Consultancy Services (P.) Ltd. Holds a well structured from of the company comprising a visionary management and much dedicated and competent team members to meet the demand for the supply of quality manpower in the international labor market. This would reciprocate the interests of employee and the employer in benefit of both. We fully intend to supply the most reliable, fair, potential and professional manpower safeguarding the best of interest of both the employers and employee.

Objectives:

Mobhira Recruitment Consultancy Services (P.) Ltd. provides best solutions to meet the needs of manpower exporting Nepal and the manpower exporting Nepal and the manpower countries around the globe.

1. To explore market potential for a huge number of unemployed Nepalese youth.
2. To find better job opportunities for skilled, semi-skilled, trained and professional Nepalese manpower.
3. To enhance manpower industry for better opportunity for Nepalese workers.
4. To provide best possible Nepalese manpower to the manpower sourcing countries.
5. Supply of competent and disciplined youth as per the company demand.
6. Negotiate for better position for Nepalese workers in the country importing Nepalese workforce.
7. To establish Nepalese workers as the most competent and honest workforce.
8. Headhunting for professional manpower for outbound employment.
9. To reduce the country's unemployment burden.



WHY US Mobhira Recruitment ?

Our genuine passion and enthusiasm for what we do, coupled with our agility enables us to respond swiftly to clients' needs, ensuring that our clients continue to use Mobhira Recruitment Consultancy Services (P.) Ltd. time and time again as their trusted recruitment partner. To ensure we uphold and promote the highest possible standards across our recruitment practices. Besides our passion for recruitment we are pioneers in our sector and also nationally recognized for our corporate social responsibility strategy. What makes us the most reliable source is our team of expertise who collaborate to form an excellent management team. A fully Computerized Office System and Virtual Databank designed to enable prompt communication among every staff for efficient and best service delivery. Our own reliable expertise for medical check-ups and aptitude tests enable us to handpick the best before we actually select anyone for final recruitment.

Overseas recruitment Process

Mobhira Recruitment Consultancy Services (P.) Ltd. follows a well-defined process and method. As an International recruitment agency, we cater to the needs of diverse industries like Construction, Hospitality, Engineering, Medical Services, Oil & Gas, Shipping and so on. International companies normally issue a demand letter detailing job spaces, letter of authority empowering source to act as their recruitment consultants in Nepal and to deal with visa and other procedures. The overseas company also forwards a draft of employment agreement between the employer and employee. Mobhira Recruitment Consultancy Services (P.) Ltd. then initiates the process of calling for applications from candidates, shortlisting and then calling selected candidates for tests and oral interviews either by the employer or his authorized representative at suitable locations in Nepal. Mobhira Recruitment Consultancy Services (P.) Ltd., the HR recruitment agency provides logistic support. Sometimes employers abroad delegate responsibilities to Mobhira Recruitment Consultancy Services (P.) Ltd. As an overseas placement agency, we follow a defined process to ensure selection of only the perfect candidate matching the job profile. Industry experts in each field are called upon for interviews and tests jointly carried out with executives in HR Specialization at Mobhira Recruitment Consultancy Services (P.) Ltd. As a manpower recruitment firm, Mobhira Recruitment Consultancy Services (P.) Ltd. also arranges medical checkup of selected candidates at authorized centers. This is followed by initiating the visa process with the Embassy of the country of the employer, followed by ticketing and emigration processes. Mobhira Recruitment Consultancy Services (P.) Ltd. also gives a basic orientation program for chosen candidates prior to leaving Nepal, informing them about labour laws of the country of employment, work environment in the company and other information.

Office Network:

We provide easy access to the best talents with a wide spread network of offices located in all the major cities of the country. While our Head office is located at Kathmandu, Nepal, we have our associate offices at NAFEA, Govt. of Nepal, Department of Foreign Employment. We also have international associates in neighboring countries like India and Bangladesh. Our wide spread network enables us reach out to the widest audience, meeting all the recruitment needs of any organization.

Our Work Process:

We pro-actively tap the market for excellent candidates. Once the candidates have been identified, we conduct in-depth interviews with each individual, and obtain detailed information (on topics such as educational background, experience, job history, career goals, personality traits, compensation etc.).

Our Team and Infrastructure:

We are equipped with powerful integrated recruitment technologies and have a team of seasoned expert recruiters. We have all the latest facilities in the areas of communication, frequent transport etc., leading to expedition of the entire process. Additionally, all our recruiters have significant management experience. For most of the posts, they have "been there and seen it all". They understand the job requirement completely and appreciate that it is the human resource that the backbone of an organization's success.



Welcome to **MOBHIRA Consultancy Services**

It is our great pleasure to introduce Mobhira Consultancy Services as a solution of Local job placement and overseas recruitment agency of Qatar. Registered under the company Act of Government of Qatar, with Govt. License No. 64693 and it was established in the year 2014 and Located in Doha – Qatar.

With our outstanding range of services, we have been able to make a reputation in the placement sector. We dedicate ourselves in recruiting & supplying quality workforce in companies. We offer a range of services to meet the needs of our clients in Qatar. Also react as a bridge between recruitment solutions in all GCC countries, European and all Asian countries. Our major role is to analyze manpower requirements of our clients and offer them services on that basis, in the form of efficient workforce from their choice of countries.

Talking about our world wide reach, Mobhira Consultancy Services has branches recruitment agency in Nepal and have sister concerns companies in Sri Lanka, Bangladesh, India, Philippines, Myanmar, Thailand, Vietnam Uganda, Ghana, Sudan, Nigeria, and European countries. We recruit workforce globally in various categories likes security Guards, Unskilled workers, Semi-skilled workers, skilled workers, Trade workers & Professionals.

We also providing Local job placement

Mobhira consultancy Services helps to the companies find qualified candidates to fulfill the local jobs Placement throughout Doha, Qatar. We have a variety of positions below waiting for you to apply: Engineers / Doctors / Staff Nurse / Safety Officer / Security Guard / Beautician / Heavy and Light Drivers / Operators / Mechanic / Hotel staff / Factory worker / General Cleaners / Tower Cleaners / Skilled & Semi-Skilled / Technician / Professional, Unskilled & General Labors.

Our company is committed to delivering a thoroughly satisfactory experience with every recruitment project. We hold ourselves to extremely high standards of professionalism, integrity and accuracy.



MOBHIRA Travels & Tours Pvt. Ltd.

Mobhira Travels & Tours Pvt. Ltd. is one of the most innovative and dynamic travel companies that specialize on air ticketing, tour packages of different destinations inside and outside Nepal, travel information and other travel and tourism related management. Since our intervention in Nepalese tourism industry, we have been satisfying our tourism service seekers in accordance with highest professional, ethical and business standard. It is established and run by IATA professionals that specialize on air ticketing, tour and tourism management. We guarantee travel services and tourism management to maximize your travel experience that available in Nepal and to enter in the horizon of travel around the world. We have seen many travelers have fatal experience of their travel, where Mobhira Travels & Tours Pvt. Ltd. has been filling the gap that does not allow travelers to experience unsatisfied travel experience. Travelers would find adequate travel products and service providers during their travel but lack of proper information and management let them experience not satisfactory travel. On such a ground reality, we provide information and services with wonderful management that let travelers and travel seekers more satisfied with limited time, budget and knowledge of particular locality.



Vision and Mission

Vision

The principal vision of our organization is to fulfill the need of our clients of getting Right People for the Right Job. Keeping this vision in mind, we continuously endeavor to offer candidates with high potential to our esteemed clients. Our goal is to further enhance our global presence and to build on our existing strength as a leading overseas recruitment services. We are devoted in building mutually rewarding, long-term relationship with our clients, candidates, associates, suppliers and communities with whom we work.



Mission

Our team of professionals entirely devoted in the mission to provide globally competitive manpower resources to the clients so that they can acquire gifted work force that will benefit their organization in every way possible. We work in synergy with the clients to understand manpower requirements and procure best candidates with desired profiles. Leveraging on the vast industry experience and network, we are well positioned to meet the staffing needs within the shortest time frame.



Objectives

Manpower companies are bridge connecting employees and employers. The main objective of the bridge is to make that connection trustworthy so that employees reach their employer.

1. Providing Quality Human resources to abroad Organization exploring potential market
2. Creating Mass and full Employment Opportunities to the public of Nepal
3. Decrease the percentage of unemployment situation of the country.
4. Providing the quality service to the Client.
5. Managing and developing the maximum of employment opportunities to the opportunity seekers
6. To find better job opportunities for skilled, semi-skilled, trained, professional and unskilled Nepalese manpower.
7. To enhance manpower industry for better opportunity for Nepalese workers.
8. Negotiate for better positions for Nepalese workers in the country importing Nepalese workforce.
9. To establish Nepalese workers as the most competent and honest workforce.



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. Mobhira Recruitment Consultancy Services (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. Mobhira Recruitment Consultancy Services (P.) Ltd. Expresses our intense desire to assist you to find the most competent manpower from Nepal and tailor your requirements to perfection.





Categories We Provide

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

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



Categories We Provide



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



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.





Categories We Provide

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

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



Categories We Provide



MANUFACTURING

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



GARMENTS AND TEXTILE

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

SUPERMARKET

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





Categories We Provide

OIL AND GAS

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



ENGINEERING

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



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

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



Terms & Conditions



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.



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 Mobhira Recruitment Consultancy Services (P.) Ltd. (Lic. No. 1469/074/075) 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 Mobhira Recruitment Consultancy Services (P.) Ltd. (1469/074/075) Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

Service Agreement

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

Employment Contract

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

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

Ref. No:

Date:

M/s: Mobhira Recruitment Consultancy Services (P) Ltd.
Lic. No: 1469/074/075
Regd No: 184519/074/075
Kathmandu, Nepal

Dear Sir/Madam
We request you to recruit the following suitable personnel for our company from Nepal as per details given below.

S.N	CATEGORY	NO.OF WORKERS	SALARY /DIGIT	SALARY/WORDS	AIR TICKET (join and return)
1	DRY CLEAN WORK	50	1200/-	One Thousand and two hundred only.	FREE TICKET

Total Number of Workers – 50/- (Fifty only).

Terms and Conditions:

- Period of Employment : Two years (Renewable)
- Place of Employment : [Name of Country]
- Air Ticket : Joining the Company for first time (Nepal -) and then up and down Air ticket will be provided after completion of two year's contract.
- Working Hours : 8 hrs per day, 6 days per week (48 hrs per week)
- Over Time : As per [Name of Country] Labour Law
- Probation Period : 90 days from the entry in [Name of Country]
- Resident Permit : Provided free by Company
- Accommodation : Free bachelor accommodation provided by company
- Water, electricity & gas : Provided free by Company
- Food : Food provided by company.
- Medical / Insurance : Provided by Company
- Transportation : Provided by Company
- Uniform and Safety Materials : Provided by Company
- Service Gratuity and Leave Pay : Provided by Company as per Labour Law
- Other term & Conditions : As per [Name of Country] Labour Law

[COMPANY NAME]

POWER OF ATTORNEY

Date:

KNOW ALL MEN BY THESE PRESENTS:

That We [COMPANY NAME] With postal address at Post Box no: [Name of Country] a Company duly organized and existing under and by virtue of the Laws of [Name of Country] with License No. and M/s: Mobhira Recruitment Consultancy Services (P) Ltd., Lic. No: 1469/074/075, Regd No: 184519/074/075 Kathmandu, Nepal a recruitment agency approved by the Government of Nepal Ministry of Labour and Transport Management, to be our true lawful attorney and agent in Nepal respect of handling all the affairs with the protector of Emigrants, Government of Nepal and sign all required documents by the said officers in connection with the recruitment of persons against visas as per attached list for employment with us and to arrange all matters relating to emigration, etc.

This power of attorney is made in relation to our Demand Letter dated
Reference No: and expires on

In witness whereof, we have executed this power of attorney on this day,
In the presence of the subscribing witnesses.

For and behalf of:

[COMPANY NAME]
Authority Person Name
Designation

INTER PARTY RECRUITMENT AGREEMENT

Date: 16/12/2014

This agreement made and entered into by and between [COMPANY NAME] duly registered under the laws of with License No. [Name of Country], with business address at Post Box No: [Name of Country] and represented by [Authority Person Name] in his capacity as General Manager herein after referred to as the FIRST PARTY.

AND

M/s: Mobhira Recruitment Consultancy Services (P) Ltd., Lic. No: 1469/074/075, Regd No: 184519/074/075 Kathmandu, Nepal duly registered to deploy Manpower from Nepal and existing under the laws of Nepal, with business address at Kathmandu, Nepal, and represented by Mr. B. B. Bhojn in his capacity as Chairman after referred as the SECOND PARTY.

TERMS & CONDITIONS

- That the SECOND PARTY will make all the arrangement to supply Manpower of workers 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 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, Job Order and Contract Agreement for the selected workers.
- SECOND PARTY will be completely responsible to bring selected manpower from Nepal to [Name of 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.
- FIRST PARTY shall make arrangement to make visa for all the selected workers.
- The FIRST PARTY will provide all the facilities incorporated in demand letter to all the selected workers as per the prevailing Labour Law.
- FIRST PARTY will provide Medical facilities for the selected workers as per [Name of Country] Law.
- SECOND PARTY will make all the arrangements to receive all the selected workers within 35 days of issuing them the entry visa to [Name of Country].
- This agreement takes effect upon signing thereof by both the parties concerned.

FIRST PARTY
[COMPANY NAME]
(P) Ltd.

SECOND PARTY
Mobhira Recruitment Consultancy Services

EMPLOYMENT CONTRACT

Date:

This agreement is made on at P.O. Box No: [Name of Country] First Party on the behalf of our clients.

AND
Mr. with Passport No. herein after called the employee, second party.
Second Party agreed to work for the first party as Basic salary of Qrs. per month

Other terms and conditions as follows:

- Contract Period : 2 Years (Renewable)
- Overtime : As per [Name of Country] Labor Law
- Working Hours : Eight Hours daily (forty-eight hours per week)
- Probationary Period : Ninety days from the date of arrival in [Name of Country]
- Accommodation : Furnished bachelor accommodation
- Food : Free Food or Food Allowance
- Transportation : Free of charge between Quarters and place of Work
- Air Passage : Joining ticket for first time from Nepal to and then two way ticket after completion of two years by company
- Service Gratuity and Leave Pay : Provided by Company as per [Name of Country] Labor Law
- Medical/ Insurance : Provided by Company
- Resident Permit Cost : Paid by the Company

First Party: Employer
Name:
Signature:

SECOND Party: Employee
Name:
Signature:

GUARANTEE LETTER

Date: 16/12/2014

The Director General
Department of Foreign Employment
Kathmandu, Nepal

Subject: Letter of Guarantee

Dear Sir / Madam,

We [COMPANY NAME] Post Box No: hereby guarantees that all Nepalese workers recruited through our agent M/s: Mobhira Recruitment Consultancy Services (P) Ltd., Lic. No: 1469/074/075 Regd No: 184519/074/075, Kathmandu, Nepal under the current demand will be working in our company in [Name of Country] only throughout their contract period.

We further guarantee that these workers will not transferred to work in any other establishment or any third country during the paid of contract.

Thank you for your kind co-operation.

[COMPANY NAME]
Authority Person Name
Designation



Recruitment Process

Information Desk

Mobhira Recruitment Consultancy Services (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 Mobhira Recruitment Consultancy Services (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. Mobhira Recruitment Consultancy Services (P.) Ltd. Screens the short-listed candidates by pre-interview.



कतारमा रोजगार		कम्पनी AL-HATTAB HOLDING, DOHA, Qatar	
सुविधाहरू	संख्या	आवेदनको मिति	LT. No.: 212192
1. Heavy Driver	13 0	2200 ६६,९९०	
2. Painter	3 0	1100 ३३,०९९	
3. Carpenter	4 0	1100 ३३,०९९	
4. Electrician	1 0	1100 ३३,०९९	
5. Gypsum Technician	13 0	1500 ४५,०९९	
6. Labourer	1 0	९०० २७,०९९	
7. Mason	8 0	1100 ३३,०९९	
8. Plumber	2 0	1100 ३३,०९९	
9. Auto Electrician	1 0	1500 ४५,०९९	
10. Gen Clean Worker Female	0 15	1000 ३०,०९०	
11. Security Guard (Female)	0 5	1500 ४५,०९९	
12. Security Guard Male	25 0	1500 ४५,०९९	

फाइनल अन्तर्वार्ता २०७५ साउन ७, ८ र ९ गते (23, 24 & 25 July 2018) मा हुनेछ ।

Mobhira Recruitment Consultancy services (P.) Ltd.
 काठमाडौं, नेपाल
 फोन: ०१-४३७८८२, ४३७८८३, मो: ९७७९६०५०८, ९७७९६०५०९
 Email: nepal@mobhiraservices.com, promobhira@gmail.com, Web: www.mobhiraservices.com

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.

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, labour 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.



Our Valued Clients

QATAR CONTRACTING & TRADING

1. Q.B.C
2. U.C.C
3. TADMUR HOLDING
4. RAMACO TRADING & CONTRACTING CO. W.L.L
5. SAK TRADING & CONTRACTING
6. QBEC Co.
7. METITO OVERSEAS QATAR
8. AMIANTIT QATAR PIPES CO.
9. AL-HATTAB HOLDING GROUP
10. SPECIALITIES CONSTRUCTION CHEMICAL FACTORY
11. BRONZE QATAR CONTRACTING W.L.L.
12. CCL QATAR WLL
13. AL BIN ALI SONS TRADING CO. W.L.L
14. KALON CONTRACTING COMPANY W.L.L
15. NATIONAL ALUMINIUM
16. SAN AL HAJAR REAL ESTATE & CONT CO.
17. SHINY CARWASH,CLEANING & CONTRACTING
18. LAUSANNE TRADING & CONTRACTING
19. SHELTER QATAR W.L.L
20. NAHARIYA TRADING & CONT.
21. AL FAISHAL GROUP
22. BLACK PEARL CO.
23. BRITISH INTERNATIONAL CO.
24. COMRADS TRADING & CONT.
25. ELITE GLOBAL TRADING & SERVICES
26. ENGINEERING BUILDING
27. FLORANCE SERVICES & CONTRACTING
28. GREAT WALL CO.
29. HAMMER & HAND CONTRACTING CO.
30. HARD STONE CO.
31. HASSON MOSTAFA CONTRACTING
32. JASSIA ENGINEERING
33. KUMBER CO.
34. LEMAS TRADING & CONTRACTING
35. AL FATTAH ENGINEERING TRADING
36. AL AHAMADANI ROCKS
37. QOTUB CO.
38. SAD CONTRACTING
39. SALEH ABDULLA TAMIMI TRADING AND CONTRACTING
40. AL MESHAR CO.
41. TOP LAND PROJECT.
42. B.R.M. CONTRACTOR
43. WHITE STONE TRADE MARBLE AND STONE W.L.L
44. GULF BOTANIC GARDEN CO.

45. AL-TADAREES CONTRACTING CO.
46. FRIGURE CONTRACTING
47. CORNER CONSTRUCTION SERVICES
48. CONTRAST GENERAL CONT.
49. AIMS TRADING & CONSTRUCTING
50. MARK WAY SERVCES TRADING CO.
51. DAYTONA TRADING & CONT.
52. ELECTRA TRADING CONSTRUCTING
53. GREEN AROMA TRADING CO.
54. KONZEET CONTRACTING & TRA
55. CHINNAKKAL TRADING & CONT.
56. AL NAQAB ENGINEERING & CONT.
57. CUT TECH FOR TRADING & CONT.
58. HASSAN MOSTAFA CONTRACTING
59. EXCELLENT TRADING SERVICES

QATAR TRANSPORT & READYMIX

1. S.B.H TRANSPORT
2. HASSANES CO.
3. ARAYAN TRANSPORT & CREARS
4. AVERDA
5. BAYADER AL KHER
6. COUNTRY RENTAL CAR
7. K.S.K TRANSPORT
8. TRUCKS & CREAMS
9. AL GHATTAS TRASPORT
10. LEMAS TRANSPORT
11. AL MODA TRANSPORT
12. CUT.TECK.COMPANY
13. KHONAYSSER MOTORS GARAGE
14. MIDDLE EAST INDUSTRIAL SERVICES
15. NORMANDY GARAGE
16. TRANSPORT & GARAGE SAAD HILAL
17. ACTIVE CONTRACTING & IMPORT
18. Q.B.C READYMIX
19. RABBAN READY MIX
20. BARZAN READY MIX

Our Valued Clients



QATAR

HOSPITALITY, BEAUTY & SALON

1. TANZIFCO COMPANY WLL QATAR
2. AL RAYES LAUNDRY & DRY CLEANING W.L.L
3. PROFESSIONAL CLEANING COMPANY
4. TOUCH FOR CLEANING-HOSPITALITY & TRADING
5. LAMAISON PROPRES CLEANING & HOSPITALITY
6. CONEX LAUNDRY
7. LAUNDRY WORLD
8. STRAND LAUNDRY
9. NASCO LAUNDRY
10. AL GHARRIYA CLEANING
11. AL HRAM SERVICES
12. AL LUGATH CLEANING
13. AL NAURAN CLEANING
14. FAISAL CLEANING
15. COMFORT GROUP
16. BANGLE CO.
17. AL ALAM CLEANING SERVICES
18. MISK FLOWERS FOR CLEANING
19. AL SHOMOA SERVICE
20. AL FAIROUZ CLEANING
21. WINNER CONTRACTING & CLEANING
22. DOHA BEAUTY SALON
23. MARVEL BEAUTY SALOON
24. GOLDEN LADIES & BEAUTY & SERVICES
25. GOLBAL MANNAI BEAUTY SERVICES
26. EXCELLENT CLEANING SERVICES

QATAR

HOTEL RESTAURANT & CATERING

1. NEWREST GULF QATAR
2. STRUND BAKERY AND CATERING
3. EUROPEAN RESTAURANT
4. EXCELLENT RESTAURANT
5. GREEN RESTAURANT
6. HADAN RESTAURANT
7. AIMS RESTAURANT
8. YOUTH CAFÉ
9. EUROPEAN FRIED CHICKEN
10. AL WASMY RESTAURANT

QATAR

MISCELLANEOUS

1. JAIDAH ENERGY GROUP
2. HADDADCO CO.
3. COLOSSEUM DOHA LLC
4. ALPHA FIRE SERVICES
5. ARVIS INTERNATIONAL
6. AL BARA
7. CITY TRADE AND SERVICES
8. PRINCE PLASTIC FACTORY
9. ASCO ARTS
10. INTERNATIONAL DRABZIN
11. JAID MINERAL WATER COMPANY
12. HADDADCO IRON STEEL
13. MOBILE DÉCOR
14. MUNA CO SERVICES
15. BIN MUFTAH ALUMINIUM
16. BARZAN EQUIPMENT RENTAL CO
17. REAL GROUP
18. JABRCO RENT A CAR CO.
19. GLOBAL AL MANNAI SERVICES
20. BRITISH INTERNATIONAL CO.
21. DEFINE SYSTEMS CO.
22. QOTOB STONE AND MARBLE CO.
23. INTEGRITY & RELIABILITY ENGINEERING SERVICES
24. AL-EBDA PLASTIC INDUSTRIES
25. AL JASIYA ENGINEERING
26. WORLD BUSINESS GROUP
27. AL-GHARIYYA REAL ESTATE EST.
28. SALEM AL HAJRI MAINTENANCE

DUBAI

- ABU DHABI NATIONAL HOTELS
ALFHA FLIGHT CATERING
AVERDA ENVIRONMENTAL
IMDAAD LLC
EMIRATES WORLD CLEANING SERVICES CO.
FAYZA BUILDING CLEANING WORKS
SHH HOTELS LLC

OMAN

HOTEL RESTAURANT, CATERING

- NEWREST GULF OMAN



MOBHIRA RECRUITMENT **CONSULTANCY SERVICES (P.) LTD.**

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