

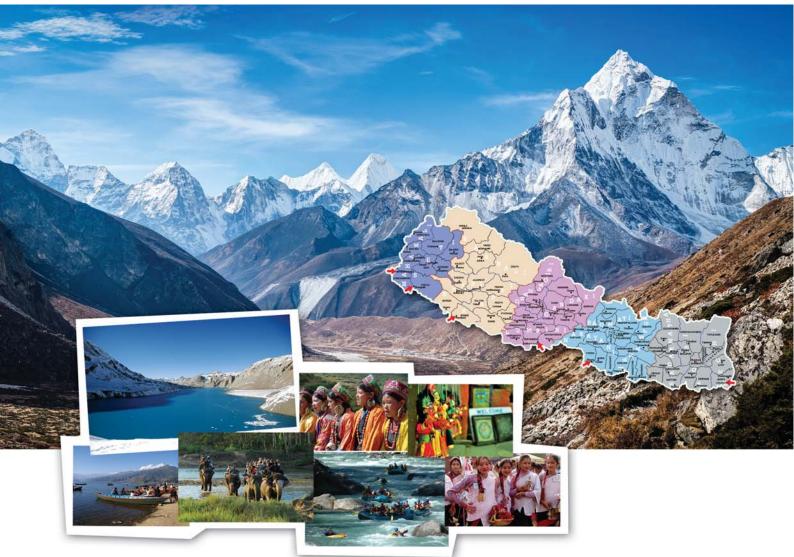




GORKHA NEPAL

PLACEMENT SERVICES PVT. LTD.

Govt. Lic. No: 925/067/068



NEPAL IN BRIEF

Nepal is Located in South Central Asia. Its Shape is roughly rectangular about 885km long East to West and about 200km wide North to South and Comprises a total of 147181 sq. km. of land area, occupies 0.3 and 0.03% of land area of Asia and the world respectively, Nepal is a landlocked country. It is bound by China to the North and India to the East, West and South. Nepal is Situated within latitude 26° 22' N to 30°27' N and longitude 80°4E to 88°12' E. Time -15 minutes ahead of Indian Standard time, 5:45 minutes ahead of GMT. The High Mountains of the Himalayan range which included Highest peak of the world called Mt. Everest (8848 meters.). Middle Hilly Mountains ranges and low land, the Terrain, which is narrow flat belt of alluvial land the extends along with Southern boarder with India.

The attitude ranges from a minimum of 70 meters from Sea Level to a maximum of 8848 meters

Whereas the Climate varies with topography the country has great variety of topography which is reflected in the diversity of weather and Climate simultaneously.

Nepal is rich in natural resources such as forest all seasons rivers, lakes and Bio- diversity. The Capital city Kathmandu is a Small Valley that lies Central hill of Nepal.

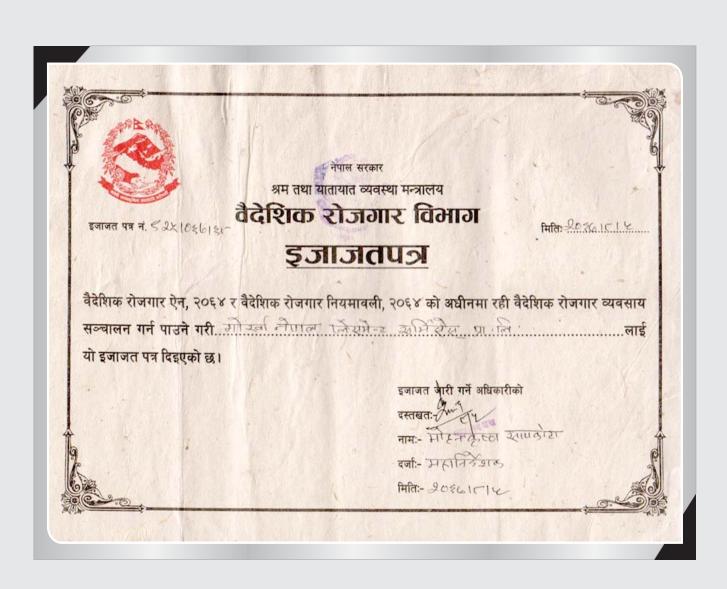
Climate of Kathmandu Summer $15 \circ -30 \circ C$, winter $0 \circ 16 \circ C$, rainfall Oct-may 300mm & June-sept 1100 mm Nepal is a multiethnic, multilingual multi-religious and multi cultural country. In Nepal major religious are Hinduism which account for 90% of the population while 5.3% are Buddhist and 2.7% Islam and others. Official language is Nepal although 123 being spoken in Nepal whereas 125 casts and ethnic group residing in a uniquely harmonized Nepalese society.

The total population is approximately 26.5 million with annual growth rate 1.35 per annum

The literacy rate on average of 65.9%. Nepal is a Unique destination for mountaineering, trekking, rafting, and jungle safari. It possess eight out of ten Highest mountains in the world. There are ten world heritage and unbeatable combination of natural beauty and cultural riches

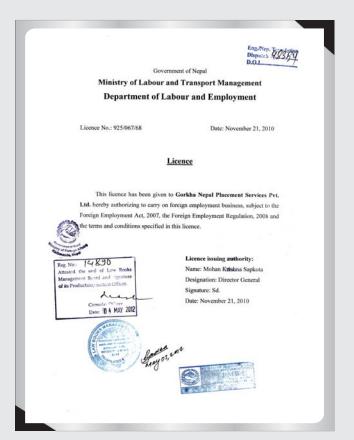
LICENSE





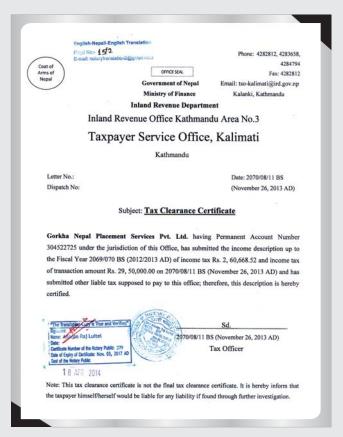


LICENSE/COMPANY REGISTRATION/PAN CERTIFICATES











Message from Chairman



GORKHA NEPAL PLACEMENT SERVICES PVT. LTD., was established with the primary objective of offering effective overseas recruitment services across the globe. Today, our operations have spread across Gulf and Asian regions with many prominent clients.

We have started with a humble beginning, down-to-earth approach and slowly garnered the trust and confidence of our clients. We firmly believe in hard work to gain success and provide customized recruitment services.

We continue to develop enduring relationships with valued clients by delivering professional service contracts on a preferred or exclusive basis with some of the world's prominent companies in many countries.

We focus on providing proactive support to solve all distinctive needs of clients for placing candidates with right skills, certifications, age, cultural background, experience and technical know-how.

Our service delivery approach is unique and emphasize on providing total support to enable clients to accomplish their business goals. We adhere to all international recruitment standards in offering our recruitment solutions.

We have accomplished growth and confidence of clients with our quality driven services by delivering excellence to our global clients. Our clients find agility in our services, sincerity in our support, clarity in our approach and integrity in the entire process of recruitment.

We look forward to spread our operations to more countries to serve extended clientele. We also strive to build enduring relationships with our valued stakeholders.

Chairman Dinesh Shrestha



Message from Managing Director



It is my privilege to introduce GORKHA NEPAL PLACEMENT SERVICES PVT. LTD., as a leading human resources recruiting company of Nepal with a faith in people's heart. Also, I am delighted to have a positive response from valuable clients and appreciation from the candidates. GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. works with the objective of providing quality human resources to the companies located abroad. At the same time, we are doing our best to minimize the unemployment crisis in the country and to add the foreign currency to the national treasury.

GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. is proficient and experienced in supplying enthusiastic, reliable and energetic workforce-professionals, skilled and semi skilled etc all around the world. Our vision is to be a quality conscious company assuring better performance of the workers having sincerity, honesty, loyalty and hardworking ability.

Last but not the least, I grab this opportunity to thank all those esteemed and prestigious clients who have trusted GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. to supply them with quality manpower. With all those well wishers, it has been able to hold a leading position today in Nepal and abroad.

Managing Director Anjana Shrestha

ABOUT US



GORKHA NEPAL PLACEMENT SERVICES PVT. LTD., is one of the top employment agencies in the NEPAL, duly accredited by Ministry of Industry & Commerce, Office of the Company Registrar with Company Registration No: 77100/067/068 and Ministry of Labour & Transport Management, Department of Foreign Employment with License No: 925/067/068. We are currently engaged and committed in supplying competent and qualified skilled, semi-skilled and un-skilled manpower in Asia and in the Gulf Region.

As we say it, DEMAND IT, and WE WILL SUPPLY IT! We could absolutely provide workers based on the clients' qualifications and standards. Along with, our clients will also be assured of services and processing at par with world-class standards. Our company is managed by professionals who are highly-experienced in Human Resource Management & Development, International Recruitment, and Labour Relations, so we know exactly how to address the needs, wants, demands, and problems of our overseas clients.

And most definitely, all the company's great amenities and services are carried on and propelled by young, enthusiastic, and highly competitive workforce who are always available to attend efficiently to all your requests and needs. GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. will completely guarantee to totally eradicate all the mediocrities and woes you have dealt with before on this kind of business. We are undoubtedly one of the best manpower connections in the Nepal!

CONFIDENCE

Candidates undergo rigid and strict screening. We make sure they have the right knowledge, skills, and attitudes that would fit the employers' criteria. We also guarantee the candidates would be prepared earlier, so that they would be deployed on time or as scheduled.

CONVENIENCE

We reply to all the fax/e-mail inquiries within 30 minutes. Our staff can be reached thru different medium of communication---thru fax, thru landline phones, thru email, thru skype, thru SMS (Short Message Service), thru mobile phones.

COMFORT

We firmly believe in the philosophy that all our customers are our most valuable assets. Attending to the needs and requests of our customers is our utmost concern.

WIN-WIN & LONG-TERM BUSINESS

Our company strongly believes in long-term business relations. A relationship that is mutual wherein all parties would WIN!

INTEGRATION

Computerization, proper and complete documentation, effective system, and smart workforce are integrated into one to produce the best service that at par with Nepal's best!

COMPANY CULTURE

The company believes that in order to have a consistent and unprecedented growth, it needs:

- 1. continuous improvement of its system, policies, and structure;
- 2. passion for excellence;
- 3. honesty, transparency, and putting heart to work.

MISSION & VISION STATEMENT

GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. aims to provide the most efficient and quality services to its clients and professionals by creating an organized and systematic procedure that will promote speedy processing of documents and smooth deployment of its qualified workers, that is, in accordance with the Government rules and regulations.

GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. strengthens more its objectives by giving thorough and comprehensive trainings to its workers, so that they will be prepared physically, psychologically, socially, and spiritually in facing the challenges of their work, and so that they will be able to meet the demands and needs of their employers.

Moreover, GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. is devoted in helping the nation and the world by being a model agency that will uplift the standards of living of the people.







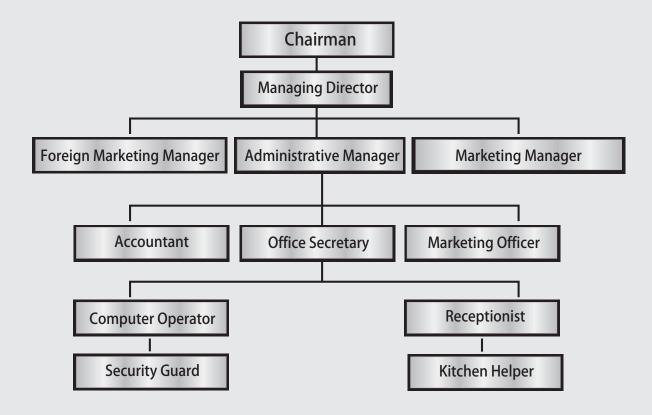
COMPANY PROFILE

Name of the Company	Gorkha Nepal Placement Services Pvt. Ltd.
Registration Authority	Ministry of Industry & Commerce Office of the Company Registrar Company Registration No: 77100/067/068
	Ministry of Labour & Transport Management Department of Foreign Employment License No: 925/067/068
	Ministry of Finance Department of Internal Revenue
Member	Nepal Association of Foreign Employment Agencies
Chairman	Mr. Dinesh Shrestha Mob: +977 - 9851072354, E-mail: dinesh_rose123@yahoo.com
Managing Director	Ms. Anjana Shrestha Mob: +977 - 9841498109
Capital Structures	Authorized - 5 Million Nepalese Rupees Paid-Up - 3 Million Nepalese Rupees Issued - 3 Million Nepalese Rupees
Official Bank	Prime Commercial Bank, Nepal Investment Bank Ltd.
Legal Advisor	Kiran Dawadi
Mailing Address	Basundhara-9, Kathmandu, Nepal Tel No.: +977-1-4380778, 4380879, Fax: +977-1-4366358 E-mail: gorkhanepalservices925@gmail.com URL: www.gorkhanepalplacement.com





Organization Chart











Building Structure Maintenance & Construction Group

- Electricians
- Plumbers, Welders, Steel Fixers & Pipe Fitters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians
- Painters(Spray Wall)
- Mason- Construction Helpers
- Mason- Brick Layers
- Mason Tile/ Marble Fitters

Vehicle/Heavy Equipments Operator/ Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/ Van/Mini-bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Drivers
- Motor/Grader/Dozer/Backhoe/Roller Operators
- Bulldozer/Scrapper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders

Air Conditioning (Window Type, Split Level & Central Unit)

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











We Supply

GORKHA NEPAL

Doctor / Nurse

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & UD) MD
- Doctor (Nepharthology) MD
- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynecology) Diploma
- Nurses (ICU) Diploma
- Nurses (Surgery Operation Theatre)Diploma
- Asst. Nurses (Cleaners) Male -Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma

Official Personnel Management Group

- Officer Manager
- Assist Manager
- Manager-Marketing, Sales, Administration
- Accountants, Cashiers
- Secretaries, Storekeepers, Purchasers
- Clerks, Typists, Data Entry Operators
- Office Boys
- Tea Boys
- Bell Boys















Information Technology

- Computer Engineer
- System Administrator
- Software Engineer
- Programmers
- System Analysts
- Network Administrators
- Data Entry Operators
- Computer Operators
- Computer Technicians
- Database Operators
- Data Entry Clerks

Garments And Textile

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers

Security Sector

- Ex-British Army
- Ex-Indian Army
- Ex-Nepalese Army
- Ex-Nepal Police
- Watch Man
- Security Officer
- Security Supervisor
- Civil Security Guard
- Body Guard& many more.













We Supply

Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian & Arabic)
- Asst. Cooks
- Waiters
- Stewards
- Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- **Bakers**
- Barmen
- Kitchen Helpers
- Dishwasher men
- Laundry Men
- Pressmen
- **Janitors**
- House Keepers, Room Makers

Supermarket

- Salesman
- **Check out Cashiers**
- **Trolley Boys**
- **Shelves Rack Organizers**
- Cleaners













Required Documents

Requirement of documents vary from country to country. Documents requirements also depend on whether the embassy of manpower importing has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the in-detail government provisions to avoid unnecessary hassles to the workers.

1. For Kingdom of Saudi Arabia:

A. In case of Block Visa issued for Dhaka, Bangladesh, the company should prepare all below mentioned principle documents authorized to GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. License No: 925/067/068, which is recognized Nepalese agent by the embassy of the Royal Kingdom of Saudi Arabia, located in Dhaka, Bangladesh.

Important:

We prefer Dhaka, Bangladesh for visa endorsement because we have our own ID Card through which we can endorse the visa on time.

Principle Documents:

- 1. Demand Letter: Demand letter should be addressed to GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. License No: 925/067/068, The letter should have details of the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers, residence permit and other benefits.
- 2. Power of Attorney: Power of Attorney is a legal confirmation, on behalf of employer, for selection of manpower. This authorizes GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. License No: 925/067/068 for sending workers legally.
- **3. Employment Contract:** The employing company should provide the employee with an employment agreement as per demand letter.
- **4. Service Agreement:** Employing Company should provide us service agreement between company and recruitment agency in Nepal.
- **5. Guarantee Letter:** The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.

- **6. Electronic Authorization Letter:** The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.
- 7. Visa Slip (Copy): The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block Visa.

8. Company Registration (C. R.) /one photocopy only.

Above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 & 2 should be attested from Chamber of Commerce or Ministry of Foreign Affairs from the respective country.

- B. In case of Block Visa issued for nearest embassies-Delhi and Mumbai, India, the employing company should prepare all following documents in the name of GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. License No: 925/067/068
- 1. Electronic Authorization Letter
- 2. CR Copy (Company Registration Copy)
- 3. Visa Approval Slip

Important:

We do not prefer these places for visa endorsement because we have to rely on Indian agencies. Documents from A.1 to A.5 should be same as above. But the following documents should be in the name of associate office recommended by GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. License No: 925/067/068

2. For Other Countries:

The documents mentioned above A.1 to A.5 should be signed by company authorized person and bear company seal. The documents 1 and 2 must be duly sealed and attested by Chamber of Commerce and Ministry of Foreign Affairs from the respective country.



Sample Of Required Documents

	Demand L	etter			Guara	antee Letter			
	To, M/s GORKHA NEPAL PLACEMENT SERVICE Govt. Licence No.: 925/067/068 Kathmandu			To, Ministry of Kathmandu	_abour Departi . Nepal	ment_			
	Sub: DEMAND LETTER			Subject: Gu	arantee Letter				
	We require services of following			Dear Sir,					
	detailed terms and Conditions given below S.No. Category	Quantity Salary QR.		With due re	spect, we here	by guarantee that we will provide			
	2. Period of Contract : 3. Probation Period : 4. Working Hours : 5. Accommodation : 6. Transportation : 7. Leave Benefit : 8. End of Service Benefits : 9. Medical : 10. Overtime : 11. Air Ticket : 11. Resident Permit Cost :	U.A.E 2 (Two) years 3 (Three) months 8 hours per day, 6 days per week Provided by the company As per Qatar Labour Law As per Qatar Labour Law As per Qatar Labour Law One Air Ticket every two years Provided by the company As per Qatar Labour Law		employmen position of GORKHA NE No.: 925/06' Factory" in t of 2 years.	t to all Nepale: as per demar PAL PLACEMEN 7/068, in our c	se workers being recruited for the high letter by our local agent M/s T SERVICES PVT. LTD., Govt. Licence ompany "Natural Stone & Marble U.A.E, during their Contract Period			
	The individual employment contracts will be employment visa only;	e signed after obtaining the		Mar	aging Direc	tor			
	Yours Truly, For	POWER Do hereby appoint M/s SERVICES PVT. LTD., Go	GORK	HA NEPAL P					
		Kathmandu, Nepal of Nepand recruiting agent in Nethe affairs associates wemployment with our of documents and employment and regulations of Nepal, tendorsement with the emfor the workers passage to The Power of Attorney slarrive our Company in Qanon-transferable and irrev	pal for the with recompanient control arrang abassy control the job	the purpose of cruiting of very, to sign all racts required to more read to mostly and the control of the contr	handling all vorkers for necessary by the laws and for visa ake arrange				
Ref.	Employment Contract No.:	For		Date:	Sei	vice Agreement			
	sport No					R RECRUITMENT AGREEMENT			
Nepal.		Managing Direct	or	This agreement signed between M/s					
	r Mr				, Su	Itanate of Qatar herein after referred	to		
Fur	ther to your application, we are pleased" in our company as per terr			LTD., G after re	ovt. Licence No eferred to as se ons mentioned-	 25/067/068, Kathmandu, Nepal here cond party hereby agree the terms a below for the supply of Nepalese work 	ein nd		
Basic Salary : AED/- Place of employment : U.A.E Probation Period : 3 months Contract Period : 2 Years Working Hours : 8 Hours per day, 6 days per week Overtime : As per Qatar Labour Law Accommodation & Transportation: Provided by Company Medical facilities : Provided by Company Air Ticket : One Air Ticket every two years For				Catego Probat Contra Workir Overtir Accomm	f employment ry ion Period ct Period ig Hours ne odation & Transpo il facilities	: AED	!k		
_	Managing Director	gnature of Employee		Yours T For	ruly,				
Date:						ng Director EMENT SERVICES PVT. LTD., Govt. Licer	ice		



Selection & Deployment

Pre Labor Approval

After receiving the authorized demand letter from the company, the document are presented for pre-labor approval. The department of Labor in Nepal analyzes the document and approve for further processing.

Advertisement

The approved demand letter which is received from Labor Department of Nepal is published in National daily/weekly newspaper for collecting document. GORKHA NEPAL PLACEMENT SERVICES PVT. LTD., also uses different tools like internet, SMS, telephone etc. in order to inform and collect documents. The documents are either collected through direct candidate or through sub agents/marketing executives.

Candidate Screening/Interview

We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. will the short list the candidate for pre-interview. During pre interview the short listed candidate are given priority on merit basis giving opportunity to all. The final interview for the short listed candidate will be conducted by the employer himself or his representative by taking an oral, written and practical test. If the employer or his representative is not available than we arrange for telephone or skype interview.

Communications

Departments of GORKHA NEPAL PLACEMENT SERVICES PVT. LTD. is fully computerized and networked in order to provide our clients and the candidates the best and prompt service. Our staff members are always committed and ready to help its clients providing quality manpower service.



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Selection & Deployment













Medical Checkup

Only selected candidate will send for full medical examination to the medical centre authorized by government of Nepal. The candidates who are physical and mentally fit are eligible to sign the employment contract and he/she should be entitled to proceed for visa.

Visa Processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical report, experience certificate etc. to the employer.

Final Labor approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in Labor Department of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.

Orientation

After receiving the job offer or employment visa, the orientation classes are compulsory organized by government registered technical institute of Nepal which provide full information about law and orders, immigration policy and religion of respective country. It helps to create awareness and make cordial relation between employer and employee. Besides this we give full information about the company, work place, job description etc before flight.

Travel Arrangement

As soon as visa endorse passport or paper visa are received we give the booking to our travel agent or directly to concern airline to conform seats to the nearest airport of origin country. After the flight is confirmed we send flight details to our employer requesting them for airport pick-up and hostel arrangement.

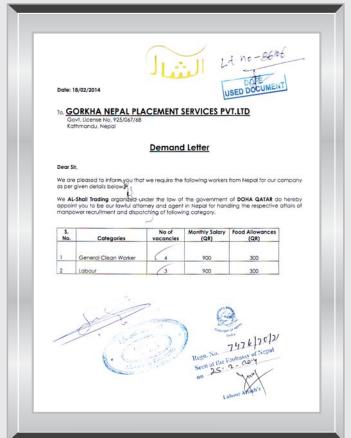


Terms & Conditions

- 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, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit
 and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should
 be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
- 2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
- 3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience 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 quarantee.
- 5. The worker 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 detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
- 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 worker 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 candidate accordingly.
- 10. Within the three (3) month 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 to Qatar 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 of the unqualified worker. All expenses incurred in relation there to shall be borne by the SECOND PARTY.
- 11. Arrival of the selected candidates 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 candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will 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 labours law of country concerned.















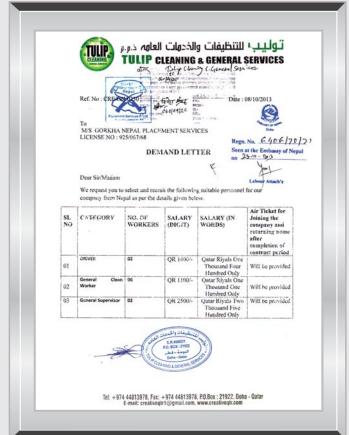


























Clients Logos





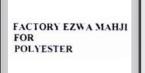


























































PLACEMENT SERVICES PVT. LTD.

Basundhara-9, Kathmandu, Nepal

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E-mail: gorkhanepalservices925@gmail.com

URL: www.gorkhanepalplacement.com