



Success forever

Company Profile

Amity Global Employment Services Pvt. Ltd.

An ISO 9001:2015 Certified Agency



“Legacy that promises to practice ethical recruitment.”





Certificate of Registration

This certificate has been awarded to

Amity Global Employment Services Pvt. Ltd.
Ranibari Marg, Samakhushi 26, Kathmandu, Nepal

in recognition of the organization's Quality Management System which complies with

ISO 9001:2015

The scope of activities covered by this certificate is defined below

Providing Overseas Employment Consultancy

Certificate Number 119592/A/0001/UK/En

Date of Issue of Certification Cycle	Issue Number	Certificate Expiry Date	Certification Cycle
12 November 2021	1	11 November 2024	1
Revision Date	Revision Number	Original Certificate Issue Date	Scheme Number
12 November 2021	0	12 November 2021	n/a

For detailed explanation for the data fields above, refer to <http://www.urs-holdings.com/logos-and-regulations>

Issued by

On behalf of the Schemes Manager



If there is any doubt as to the authenticity of this certificate, please do not hesitate to contact the Head Office of the Group on info@urs-certification.com. URS is a member of United Registrar of Systems (Holdings) Ltd, United House, 4 Hirston Road, Bournemouth, BH20 2PS, UK. Company Registration no. 11784848



About Nepal

Nepal is situated at the foothills of the Himalayas, where the Mountain like Mt. Everest, which is the highest mountain of the world lies. Our neighboring countries are China, India, Bhutan and Bangladesh. Nepal is the land of Lord Buddha, where peace and tranquility is as natural as the ice in the Himalayas. The Nepalese people are well known for their bravery, loyalty, peace keeping and well disciplined etiquette and nature. Nepal is also rich in lush green vegetation, thick rain forest and its wonderful art land-space. The overwhelmingly beautiful scenery has attracted flocks of tourists from all over the world.

So, never miss an opportunity to visit this beautiful Himalayan Country of the world fondly described as the Switzerland of Asia.

Size	885-km (553 mile) long, 145-241 km (31-151 mile) wide, 147, 181 sq km in area.
Position	26-300 north latitude, 80-880 east longitude; on the India subcontinent bounded on the north by Tibet Autonomous Region of the People's Republic of China & on the west, south and east by the Republic of India.
Terrain	Hilly and mountains 77%, Terai lowlands 23%, more than 25% above 3000m.
Latitude Range	From 70m above sea level (230ft) in the Terai, to 8848M (29,028ft) at Sagarmatha (Mt. Everest), Katmandu Valley: 853m (2,798).
Climate	Kathmandu-Summer 15-30°C, winter 0-16°C; Terei-Summer 21-39°C, Winter 9-30°C. Rainfall (Katmandu) Oct-May 300mm, June-Sept 1100mm.
Time	15 minutes ahead of Indian Standard Time, 5 hour 45 Minutes ahead of GMT
Population	3,00,00,000 Approx.
Language	Nepali is the national language, Devnagari is the script Altogether 26 languages are spoken.



About Amity Global Group

Amity Global Employment Services Pvt. Ltd., established in 2003, is a leading overseas employment consultant in Nepal as wings of Amity Global Group. The company was established to meet the growing demand for Nepalese workforce abroad to alleviate growing unemployment in the country. The company exports a wide range of competent manpower- from semiskilled to highly skilled professionals based on the demands of our valued clients. Thus, the company functions as a bridge between Nepal and manpower importing nations across the globe.

Amity Global Employment Services, has become a trusted name to reckon within outbound recruitment over the years. The company believes in competency blended with quality. The company has a dedicated team of professionals excelled to provide high quality services to both employees and employers, striving to meet internationally accepted excellence benchmarks. As a result, the company has become one of the very few outbound recruitment consultants to be certified with the International Organization for Standardization ISO 9001:2015 Certificate.

Amity Global Group has launched its multi training institute “**Amity Global Multi-Training Institute**” with the aim of contributing in poverty alleviation through imparting of market based short term skills to the unemployed youths and linking them to the foreign employment opportunities since the year 2004. Amity Global Multi-training Institute provides the courses based on demand and need of people especially in the field of Agriculture (animal and plant), Engineering & Construction (civil, electronics and computer).

Since technical education is taken as an integral part of the nation’s development, Amity Global Group has acquired Lord Buddha Academic Center (**Amity Global Education**) which provide diploma courses in the sector of paramedics and forestry affiliated with Council for Technical Education & Vocational Training (CTEVT) in 2010. Our programs are General Medicine (HA), Diploma in Pharmacy, PCL Nursing & Diploma in Forestry and Amity Global Education reaffirm its commitment to abide by the rules and regulations promoted by Nepal Pharmacy Council (NPC), Nepal Health Professional Council (NHPC), Nepal Nursing Council (NNC) and CTEVT.

With main objectives of reduce the cost and time in trade, **Amity Global Traders** was founded in 2015 under trade wings of Amity Global Group and registered by the Government of Nepal, Office of Company Registrar. It mainly exports wooden craft, garment product, Pashmina, handicraft goods etc and imports sport goods, motor parts, cool etc.



Amity Global Employment Services Pvt. Ltd.

Introduction

Amity Global Employment Services Pvt. Ltd. takes the pleasure to introduce itself as the leading employment agency in Nepal, since almost 2 decades engaged in the supply of workers to Middle East, Persian Gulf, Malaysian peninsula and other parts of the world. We are specialized on skilled, semiskilled, unskilled labors and trustworthy securityguards, who have proven themselves as ex-British, Indian and Nepal army. We are Nepal Government approved company with the License Number: 467/060/061.

Our expertise in the field of manpower management, particularly selection, recruitment, training and supervision, proves our services economical to our clients by the way of reduced cost, in term of selection and recruitment of workers. The valuable time spent by our clients in the affairs of recruitment, may be utilized back at home for the promotion of their business leaving this responsibility on us. Amity Global Employment Services Pvt. Ltd. is committed to excel as human resources suppliers in the job market and our excellent track record so far, is witness to it.

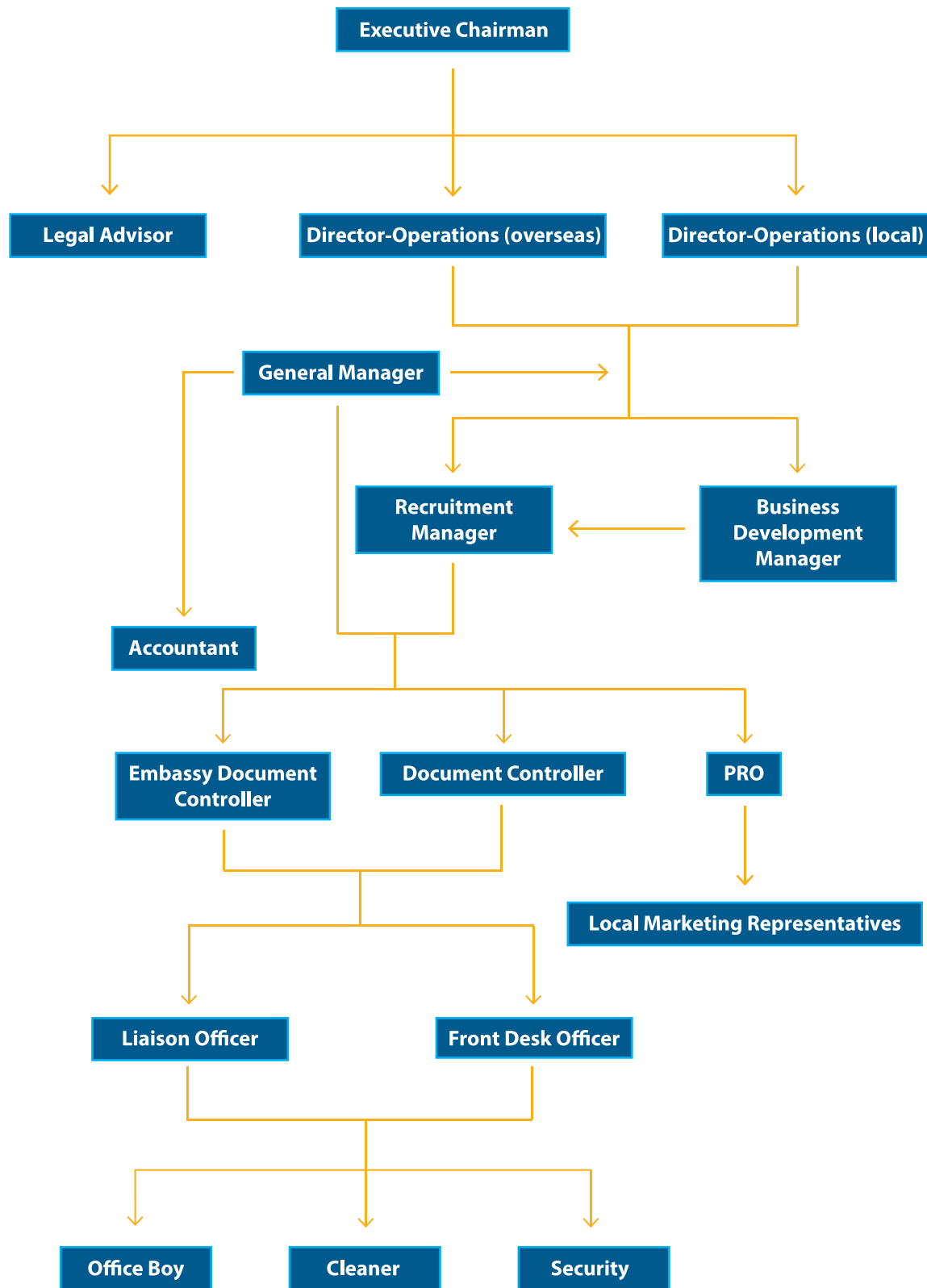
Our well maintained data bank of various categories of work force enables us to meet the requirements of our valued customers. In brief: "We deliver what we commit - that's why we are different from others". Now we look forward to getting the opportunity and honor of fulfilling your demand and recruiting the right workers for you at the right time with cent percent efficiency

Mission / Vision

As envisioned, Amity Global Employment Services Pvt. Ltd. remains an exemplary manpower company not only as profit making body, but also one of the dedicated manpower suppliers committed to the economic upliftment of the people of Nepal. We provide appropriate trainings, skill development programs for various level and categories of manpower as per the demand and requirement in International labor market.

We are committed to excel as human resource supplier in the job market and our excellent track record so far, is witness to it. Our well maintained data bank of various categories of candidates enables us to meet the requirement of valued customers."Our mission is to maintain and develop a recruitment service that is based upon unequalled excellence. We aim to establish equal partnerships with our customers, staff and colleagues to eliminate recruitment problems. Through commercial competitiveness, innovation and uncompromising quality we will guarantee our position as a market leader well into the future .Above all, our main objective is to be honest in every business relationship."

Organization Chart



Specimen Documents

Demands Agency's name, address and license number

DEMAND LETTER

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

Our Block visa Refer:
1. Visa No. Issue date: Expiry date:

S/N	Profession	Age	Number of workers		Salary (US\$)	Salary (in words)	Food Allowance
			Male	Female			
							Free or 200

The following Terms & conditions shall be included in the contract

- 1) Period of Employment: Two years(renewable)
- 2) Place of employment: (type name of the city/Country)
- 3) Air Ticket: Air ticket will be provided by company for joining the Company for the first time (KTM-Destination) and returning home after contract completion.
- 4) Visa charge is borne by Company itself and will not be deducted in workers' salary
- 5) Working Hours: 8 hrs per day, 4 days per week (48 hrs per week)
- 6) Over time: Minimum 1.5 times of the salary per hour
- 7) Probation Period: 90 days from date of entry into KSA
- 8) Resident Permit: Resident Permit will be provided by the company free of cost
- 9) Accommodation: Free bachelor accommodation should be provided by the company
- 10) Water, Electricity & gas should be provided by the company
- 11) Medical Insurance: provided by the company
- 12) Transportation: Provided by the company
- 13) Uniform, and Safety Materials: provided by the company
- 14) Annual paid Leave: minimum 21 days per year
- 15) Trip Allowance (for Heavy Driver)
- 16) Other Terms & Conditions: As per Country Labor Law

Name: _____
Designation: _____
Signature: _____

LETTER OF GUARANTEE

The Director General
Department of Foreign Employment
Kathmandu, Nepal

Dear Sir,
We, company name, Registration No., P.O.Box: (City), Kingdom of Saudi Arabia hereby guarantee that all (No. of workers) (Nationality) (License No.), Post-Box No., Kathmandu, Nepal will be working in our company in (Name of city) in the destination Country only throughout their contract period.

We further guarantee that these workers will not be sent to work in any other establishments of any third country during the period of contract.

Thank you for your kind co-operation.

Name: _____
General Manager: _____
Company: _____

UNDERTAKING LETTER

His Excellency Ambassador,
Embassy of Nepal
Riyadh, Saudi Arabia

I, (Name) (The sponsor/employer/owner/Director/General Manager/Personnel Manager of the Company name) authorized legally to decide and sign the undertaking hereby declare the following:

1. The attached Demand letter, Power of Attorney, Agency Agreement, Employment contract, Guarantee letter and all other documents submitted herewith are the part of this undertaking.
2. Embassy of Nepal shall be informed of the arrival of the employees within three months their profession, salary, Status of documents and Nepal shall be informed of the failure to provide them employment by the employer even for the residence permit.
3. Embassy of Nepal and its officials can have the access to the accommodation of the employees and office for the purpose of inspection.
4. The salary of the employees shall be given within two weeks of the completion of the every working month. The employees shall not be deprived of basic salary in case of failure to provide them employment by the employer even for a short period.
5. The (Number) workers mentioned in our demand letter dated reference no. will be deployed only in our company throughout their contract period.
6. All the employees shall be provided with time card for calculation of overtime allowance.
7. The employees once recruited directly by the company through its authorized recruiting agents will not be regraded or downgraded in terms of position, salary, benefits and work at any cost. The position and category of the employees shall be decided only prior to selection and recruitment.
8. The photocopy of the employment contract issued by the company and certified with original signature and stamp with authorized recruiting agent at the time of departure from Nepal will be contained in a sealed with contract for the purpose of case such as mentioned above and no contract shall be made with new salary and benefits after arrival.
9. Free/cost of residence permit, medical, electricity, water and accommodation shall be solely born by the employer. Employer shall also bear the fares, if any, because of the delay in the processing of above cases.
10. The employees shall be repatriated within one month after the completion of the contract with all his rights except in the cases mutually agreed to stay longer.
11. Employer shall be fully responsible for the salary and other facilities of employees even if they are supplied to other employer.
12. In case of any misunderstanding/dispute between employer and the employee, Embassy of Nepal shall be contacted first for the amicable settlement of the disputes.
13. All other terms and conditions not mention herein shall be subject to the legal provisions of the Kingdom of Saudi Arabia.

Signature of the sponsor/employer/owner/Director/General Manager/Personnel Manager

Full Name: _____
ID No: _____
Contact No: _____
Fax No: _____
Email: _____

INTER PARTY RECRUITMENT AGREEMENT

This agreement is made and entered into by and between M/s. Company name, Registration No. CR. duly registered under the laws of Nepal and represented by Mr. name, business address at Postal address, Name of the City, in his capacity as designation, M/s. Manpower office name, License No.: No. Kathmandu, Nepal. A company duly registered to deploy manpower from Nepal and existing under the laws of Nepal, represented by Mr. name, in his capacity as designation, herein after referred to as the **FIRST PARTY** and

TERMS & CONDITIONS

1. The **SECOND PARTY** will make all the arrangement to supply manpower from Nepal, as per the request and specifications of First Party.
2. The **FIRST PARTY** will agree to permit the **SECOND PARTY** as its legal representative in Nepal for the purpose of supplying manpower (Nepalese workers) for his company and will provide all the required documents such as Power of Attorney, Demand Letter and Employment Contract for the selected workers found in the media/online and will guarantee for three months. During this period if any one of the deployed workers requests the said workers back to his/her home country and make replacement free of charges.
3. The **FIRST PARTY** shall make arrangements to make visa for all the selected workers.
4. The **FIRST PARTY** shall provide free accommodation and make replacement free of charges for the workers as per the prevailing Labor Law of the Kingdom of Saudi Arabia & its emirates.
5. In case of death of the employees during the contract period, the **First Party** shall agree to repatriate the remains of the deceased at the expense of the company. If the remains are not repatriated, the **First Party** shall agree to pay according to the usual Law of the host country.

This Agreement takes effect upon signing thereof by the both parties concerned.

First Party
Name: _____
Designation: _____
Signature: _____

Second Party
Name: _____
Designation: _____
Signature: _____

ACTUAL EMPLOYMENT CONTRACT

Date: _____

This agreement is made and entered into (type date) by and between M/s. (type name of the company) and Mr. (type name of the company) through their mutual attorney present in Nepal and

Mr. (Name) (Nepal)
Nationality: Nepal
Passport No.: _____
Place of Issue: _____
Date of Issue: _____

In His Capacity as the Second Party, he/she agreed the following terms and conditions:

1. The **FIRST PARTY** is hereby agreed to work for the **First Party** for the period of two years (24 months) from the date of entry into the Kingdom of Saudi Arabia (KSA) and its emirates. The **First Party** shall be responsible for the cost of the contract and will provide all the required documents such as Power of Attorney, Demand Letter and Employment Contract for the selected workers found in the media/online and will guarantee for three months. During this period if any one of the deployed workers requests the said workers back to his/her home country and make replacement free of charges.
2. The **FIRST PARTY** shall make arrangements to make visa for all the selected workers.
3. The **FIRST PARTY** shall provide free accommodation and make replacement free of charges for the workers as per the prevailing Labor Law of the Kingdom of Saudi Arabia & its emirates.
4. In case of death of the employees during the contract period, the **First Party** shall agree to repatriate the remains of the deceased at the expense of the company. If the remains are not repatriated, the **First Party** shall agree to pay according to the usual Law of the host country.

This Agreement takes effect upon signing thereof by the both parties concerned.

First Party
Name: _____
Designation: _____
Signature: _____

Second Party
Name: _____
Designation: _____
Signature: _____

POWER OF ATTORNEY

Know all men by these presents, that we, (company name and city) a company duly organized and existing under and by virtue of the laws of Country with Registration No. (CR) Do hereby appointed and sign all required documents by the said officers in connection with the procurement of emigrants, Government of Nepal issue and/or certificate terminated by us.

This power of attorney is made in relation to our demand letter. It shall be valid up to two years from the date of issue unless earlier terminated by us.

Name: _____
MDC/EOIR

Job Categories

Categories of personnel available in Nepal for foreign employment are broadly classified into four group such as:

Unskilled

We have available unskilled worker categories of:

1. Labours
2. Cleaners
3. Sweepers
4. Watchmen/Guards
5. Agriculture Labors (Farmer)
6. Individual Labors
7. Peons
8. Office Boys



Semi-skilled

We have available semi-skilled worker categories of:

1. Mason
2. Plumbers
3. Painters
4. Pipe Fitters
5. Scaffolders
6. Steel Fixers
7. Carpenters
8. Cashier
9. Salesman
10. Assistant Cook
11. Waiter
12. Bakers
13. Receptionist
14. Housekeeping
15. Carving Manpower
16. Barbers
17. Welders
18. Cabinet Makers/Designers



Skilled

We have available skilled worker categories of:

- 1. Operators**
 - a. Shovel
 - b. Buldozer
 - c. Gardener
 - d. Dumper
 - e. Asphalt
 - f. Tractor Power Taylor
 - g. Crane
- 2. Braught Men**
 - a. Lect
 - b. Mechanical
 - c. Civil
- 3. Security Personnal**
 - a. Gurkha Guards (British Army / Indian Army)
 - b. Nepal Army / Police
 - c. Civil Guard
- 4. Drivers**
 - a. Light
 - b. Heavy
- 5. Beautician**
- 6. Junior Engineer / Technicians**
- 7. Female & Male Nurses**
- 8. Chefs**
- 9. Supervisors**
- 10. Engineers (Civil, Electrical, Mechanical, Chemical)**



Recruitment Procedures

As per our Ministry of Labour rules & regulations, the following documents duly attested by the concerned authorities are requested from the employers:



<p>Step 1</p> <p>The document of Demand Letter should be attested through Embassy of Nepal. The document is done online by the embassy representative. The hard copy of the document should be couriered to the recruitment agency in order to submit for pre approval.</p>	<p>Step 2</p> <p>The recruitment agency proceed to obtain pre approval from the Ministry of Labor Department, Kathmandu, Nepal.</p>	<p>Step 3</p> <p>The advertisement of the demand letter is published in the national daily newspaper.</p>	<p>Step 4</p> <p>The recruitment agency starts recruiting candidates with pre and final interview selection.</p>	<p>Step 5</p> <p>The interviewed selected candidates proceed for pre medical checkup.</p>
<p>Step 6</p> <p>The documents of medically fit candidates is forwarded to the company for visa processing and wait for the original visa.</p>	<p>Step 7</p> <p>The agency requests the applicants to undergo orientation, final medical which is required to obtain final approval from Ministry of Labor Department, Kathmandu, Nepal.</p>	<p>Step 8</p> <p>The necessary arrangement of documentation, ticketing and pre departure orientation is conducted to provide more information & facilitate workers with necessary documentations.</p>	<p>Step 9</p> <p>The worker is departure from the sending countries to the destination of</p>	<p>Step 10</p> <p>The worker arrives in the company and starts performing his duties & responsibility.</p>

Ages' Part:



Selection

We always prefer selection of applicant either by oral or practical test to be conducted by the employer or his authorized representative. We arrange his/their accommodation, transport and all other logistic support required for the purpose. In case we are entrusted with the selection & testing of worker, we normally do it with the help of a team of experts for technical & professional categories under direct supervision of our professional executives.



Medical Checkup

After final selection we send the workers/candidates for medical checkup by the authorized medical center of the respective Embassies of the country of employment.



Application for Visa

After medical checkup we forward medical documents with their passport copy and Bio-data to the related company for visa processing. After receiving paper visa, we submit their passport with paper visa to the concerns embassy for visa stamping.



Ticketing and Immigration

The employer may send remit necessary travelling expenses in favour of Amity Global Employment Service Pvt. Ltd. to facilitate travelling as scheduled. We obtain immigration clearance from the concerned Govt. Dept. for the candidates.



Orientation before Departure

Amity Global Employment Service Pvt. Ltd. provides basic orientation to workers before travelling abroad. The workers are informed about their duties and responsibilities while abroad and first-hand information of work environment there & salient features of labour laws of the country of employment.



Confirmation/feedback of Candidates

Make sure that whether the deployed candidates are placed in the right position or not & ask them to inform us if there'll be any matter which is beyond the agreement letter.

Our Valued Clients



Mainly the Countries We Serve



UAE



JAPAN



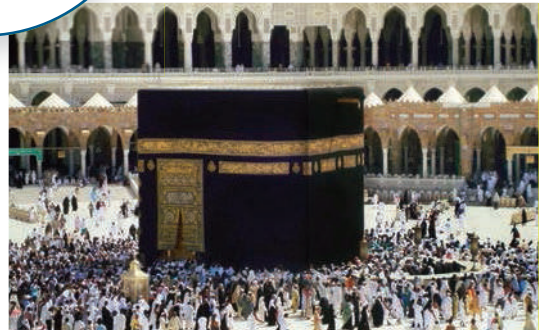
BAHRAIN



KUWAIT



OMAN



SAUDI ARAB



MALAYSIA



QATAR



Amity Global Group

Success forever

Amity Global Education

Reg. No. : 22567/059/060
Authorised Capital : Rs. Fifty million
Issued Capital : Rs. Twenty Five million
Five Hundred Thousand
Paid Up Capital: Rs. Three million
Bank A/c : GLBBNPKA
7501010000811
(Global IME Bank, Kamaladi)

Amity Global Employment Services

Gov. Licence No. : 467/060/061
Authorised Capital : Rs. Five million
Issued Capital : Rs. Four million
Paid Up Capital: Four million
Bank A/c : GLBBNPKA
75010100000704
(Global IME Bank, Kamaladi)

Amity Global Traders

Reg. No. : 143938/072/073
Authorised Capital :
Rs. One Hundred million
Issued Capital : Rs. Fifty million
Paid Up Capital: Rs. Ten million
Bank A/c : SRBLNPKA
00210305921011
(Sunrise Bank, Gairidhara)

Global Opportunities Nepal

Reg. No. : 216040/075/076
Authorised Capital : Rs. Five million
Issued Capital : Rs. Four million
Paid Up Capital: Three million
Bank A/c : SRBLNPKA
01010188905012
(Sunrise Bank, Gairidhara)



Education

Employment

Training

Trading

Message from the Team:

We believe in hardwork and adore the value of staying employed. Abiding by the standarization from RBA we aim to provide with the best suited employment opportunities and provide the right employees to our valued clients. We have been and will always carry the legacy ahead with the best recruitment service.



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www.amityglobalgroup.com



Proud Ethical Recruiter

