

Profile Book

GURKHA EMPLOYMENT

Services Pvt.Ltd



 contact@gurkhaes.com

 +977-1-4720883

 Maharajgunj-4, Kathmandu, Nepal

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About us

Gurkha Employment Pvt. Ltd is the provider of Workforce solutions and services to its valuable Employers and partner agencies over- seas- The company is committed to helping organizations to increase their productivity through better use of their human resources. Our skills and expertise over a wide range of HR activities and initiatives by developing long-term strategic partnerships with Private and Public sector organizations. we are well placed to offer the best solution to our clients while maintaining focus on the needs of our candidates. Our company adheres to and practices RBA (Responsible Business Alliance) as Company understands human resources are an asset to any organization and their safety and security are our top priority.

The company provides permanent, temporary, contract recruitment & outsourcing services. The company serves both large and small organizations across a diverse range of industries and sectors through highly experienced experts. With global insight and local expertise, we are always dedicated to our Foreign Employers and Agencies to accelerate their business by providing the people and services that raise the quality, productivity, and efficiency of their total workforce, including recruitment and assessment, training and development, workforce consulting, outsourcing and career management.



Overview

WHO

We are committed to improving the lives of Nepalese citizens going abroad by ensuring ethical recruitment.

WHY

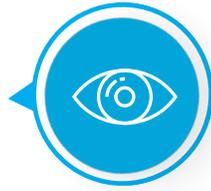
Improve workplace productivity and relationships among employees, employers, recruiters, civil society, and government.

WHAT

Employers in other countries can find the best candidates by following ethical and responsible business practices.



Mission Vision and Objectives



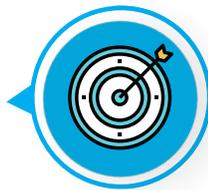
Vision

Implement safe, fair, and legal recruitment practices.



Mission

Providing clients and potential employees with exceptional and professional human resources management solutions.



Objectives

- Recruiting and deploying workers ethically and responsibly.
- Provide efficient candidate sourcing to meet customers' needs.
- Eliminate all recruitment intermediaries through direct recruitment.

Values



Integrity

We embrace and uphold the highest personal and professional ethics, honesty, and trustworthiness.

Collaboration

We prioritize knowledge sharing in order to achieve continuous improvement, learning, and innovation.

Responsibility

We are dedicated to our candidates and clients, with a clear sense of urgency and accountability.

Empowerment

We have the ability to deliver operational excellence through innovation and leadership.

Quality Policy

Gurkha Employment Services Pvt. Ltd. is dedicated to providing Overseas Employment Services to meet the needs and expectations of overseas clients, deployed candidates, their guardians, and other relevant interested parties by placing suitable candidates in the right jobs.

This will be achieved by continually improving the effectiveness of Quality Management System (QMS) applicable processes incorporating provisions for periodic review of issues, risks, opportunities, and quality objectives guided by our ethical codes of business & recruitment. Gurkha Employment Services Pvt. Ltd. will do so in accordance with all applicable statutory, regulatory, and other requirements.



Ethical Value



Ethical business practices are critical to our company's and organization's long-term success.



Compliance with rules and regulations by refusing to accept or give bribes, gifts, or favors in exchange for business initiatives, government approvals, or permits from customers, government officials, or other interested parties.

GES & Ethics

Code of Conduct

Gurkha Employment Services Pvt. Ltd is committed to delivering its highest standards of integrity in daily business operation management. Our Code of Conduct has value as both an internal guideline and an external statement of corporate culture, values, norms, and commitments.

At GES, we pledge.



Compliance with Nepal and International Legal Requirements.



Ethical, Free and Professional Recruitment Services.



Transparency of Engagement and Confidentiality Valued.



Respect for Intellectual Property Right.



Respect for Diversity with Humane Treatment and Non-Discrimination.



Equal and fair Competition with Respect to Worker's Right.



Healthy and Safe Working Environment.



Respect for Freedom of Movement and Freely Chosen Employment.



Strive to Protect the Environment.



Ethical Value



Ethical business practices will result in enhanced trust, more collaborative working relationships, and more efficient processes for carrying out our company's vision and missions.



No one should take unlawful and unfair advantage of our employees, customers, and suppliers through exploitation, manipulation, concealment, abuse of privileged information, misrepresentation of terms of contract or any unfair-dealing practices.

Controls

Controls and evaluation are regarded as critical components of the recruitment process. GES is aware of the hazards associated with some sectors of recruiting, which we have identified and implemented control measures to ensure excellent service and ethical recruitment ideals.

Written policies, procedures and guidelines that clarifies processes and tasks.



Staff Training and workshops are conducted at regular intervals for competency.



Clear communication on requirements, job description and other related issues on recruitment are communicated among all stakeholders in the process.



GES prioritizes the direct self-candidates for sourcing. Unlike other recruitment agencies, GES does not use sub-agents.



GES collaborates with third-party oversight to provide a 24-hour hotline and information line for candidates to report any recruitment process violations. A third party conducts both post-selection and pre-departure checks to ensure compliance with our ethical recruitment standards and to uncover potential abuses..



Our Strength



Capital

As an Approved and Recognized by the Government of Nepal, Holding Recruitment License NO. J43/056/057, is one of the most trusted and Reliable Nepalese Recruitment Agency which has deposits of 20 million Nepalese Rupees (approx. One SO.) as per the New Amendment of the Foreign Employment Act of Nepal



Team

Our team of Experts is committed to our client's projects and their growth. We also nurture the personal growth of our team by creating a challenging environment with opportunities that helps them to learn and develop to become leaders of tomorrow.



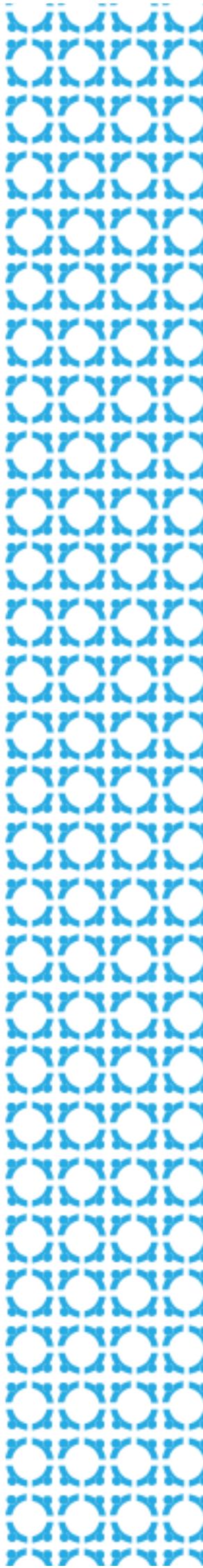
Experience

Our experience allows us to analyze your needs quickly and thus deliver on our promise faster than our competitors, We form long-lasting and solid relationships with our clients, which translates into their success.



Solutions

Our solutions are creative and affordable and we work closely with you every step of the way. Our team will be there to lend support as and when needed.



Documents Required to Hire Nepalese Workforce

According to the Foreign Employment Act amendment of 1998, the Ministry of the Labour has developed the procedure of recruiting manpower/ workers from Nepal is as follows:

Licensed Recruitment agencies are only authorized to recruit Nepalese workers for foreign employment. These foreign employment companies make direct contact and negotiate with the recruiting agencies for manpower. The licensed recruiting agent in Nepal applies to the Director General of Labour for recruitment permission with the following documents



1.

Demand Letter

An original copy of the Demand Letter from the foreign employer containing details of the required number, category, and salary offered accordingly

2.

Employment Contract

An original Master copy of the employment Letter from the foreign employer containing details of the salary, Job responsibilities, Working Conditions, Living Conditions, Working Hours, etc. accordingly.

3.

Guarantee Letter

An original copy of the Guarantee Letter accordingly signed by the employer

4.

Agency Agreement

An original master copy Agency Agreement from the foreign employer containing details of the required number, Inter Agency Terms of Recruitment, etc. accordingly.

5.

Power of Attorney

An original copy of the Power of Attorney from the foreign employer containing details of the required number, category, and salary offered accordingly.

All above-mentioned documents should be attested by the Chamber of commerce or Foreign Ministry (any of one) of the respective Country and should attest by the Nepal Embassy.

Please make a contact to us. Our team will be happy to provide you with a complete draft of the set of papers.

How It Works Recruitment Process



Requisitions

If you are looking workforce from Nepal Send us your Requisitions. we answer you about the availability and our terms and conditions and the legal procedures.



Demand

After Negotiation to start the recruitment process, we need a set of documents which should be attested by the chamber of commerce and the Embassy of Nepal.



Pre approval

After Receiving the original set of Demand papers we go the Pre-approval from the Department of Labour. which enables us to Publish advertisements direct interviews.



Selection of Workforce

we select and shortlist the applicants by primary interviews conducted by our experts. For final selection, we send the CVs of shortlisted applicants to the Employer or we schedule direct client Interviews with the Employers or agencies.



Work Permit/ vsia

As per the country, our counter Employers or Agencies apply for Work Permits for example in the EU and in the Middle East directly apply for Visa, and after getting work permits we apply and wait for Visa.



Final Approval

After getting Visa we do the final Medical Checkups, booking tickets, and get Final approval from the department of labour to deploy workers.



Deployment

After Finishing all the legal formalities we deploy workers as per our employer's decisions.



Feedback

After joining the company we would love to hear feedback from our Employers about our workers.

What you can **Expect from us ?**

1. Faster Hiring Process

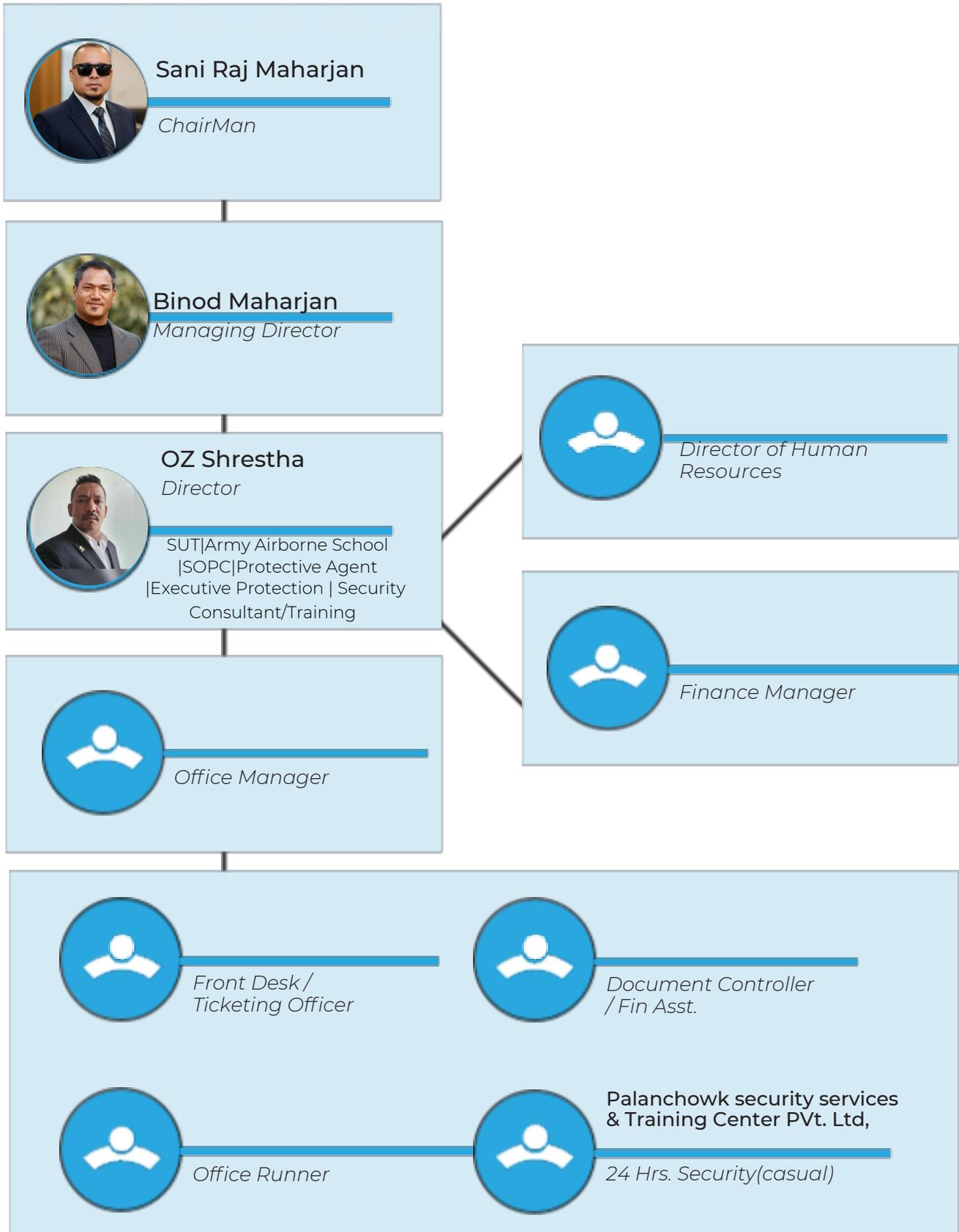
**2. Selection of
Perfect
Candidates**

**3. Proper
Recruitment Knowledge**

**4. Extensive
Knowledge of
The Market**

**5. Rapid Deployment of
The Work Force**

Organization Chart



Legal Documents

नेपाल सरकार
श्रम तथा रोजगार मन्त्रालय
वैदेशिक रोजगार विभाग
इजाजत पत्र

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सम्भालन गर्न पाउने गरी श्री गोर्खा इम्प्लोइमेन्ट प्रा. लि. माई यो इजाजत पत्र दिइएको छ।

कम्पनी रजिष्ट्रारको कार्यालयको पत्र संख्या ६०६२ मिति २०६१/०७/१६ हुनाका जारी गर्ने अधिकारीको उक्त पत्रबाट (हाकिम नम) श्री गोर्खा इम्प्लोइमेन्ट प्रा. लि. सञ्चालक प्रताप कुमार पाठक नाम- प्रताप कुमार पाठक पता- महालेखा मिति- २०६१/०७/१६

नविकरण गर्नुको मिति	नविकरण गराउन रद्दको मिति	नविकरण स्थान	नविकरण बन्नुको मिति	नविकरण अधिकारीको हतिलेख र मिति
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा
२०६१/०७/१६	२०६१/०७/१६	महालेखा	२०६१/०७/१६	गोर्खा

टिप्पणीः
१. नविकृत मितिमा साक्षात् कार्यालय फोटी कागज गर्न पाउने छैन।
२. नविकृत मितिमा साक्षात् कार्यालय फोटी कागज गर्न पाउने छैन।
३. इजाजत पत्र प्राप्तिका अघि नयाँ सम्झौताको कोष नभएकोमा कार्यालयबाट रद्द गर्न पाउने छैन।
४. प्रकृति र विधिसमा भएको अवस्थाको अतिरिक्त नेपाल सरकारको अन्य सम्बन्धी विधिसमा निर्दिष्टको कानून लागू गर्नेछ।

नेपाल सरकार
उद्योग मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ताको प्रमाण-पत्र

दर्ता नं: १०७०१/५५/०५६

श्री गोर्खा इम्प्लोइमेन्ट
नामको प्राइभेट लिमिटेड कम्पनी संस्वत् २०५६ साल आषाढ महिना ३२ गते रोज ६ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०७३-०९-२४

Government of Nepal
Ministry of Industry
Office of the Company Registrar

Registration No: 10701/55/056

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Gurkha Employment
Private Limited having incorporated it on the 16 day of July, 1999 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2017-01-08

शुर्त कम्पनी संस्थापकलाई मात्र कम्पनीको उद्देश्य कार्यालय गर्ने इजाजत प्रदान गरिएको समेतिले हुनाले कानून अनुसार सिनियर अहमति सम्बन्धित बिकारबाट रिफर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्न पाउनेछ।

कम्पनीको मिति २०५६/०७/१६ मा सम्पन्न विवेक सभामा सम्मो प्रिनिय बमोजिम कम्पनीको सारिक नाम (दि गोर्खा इम्प्लोइमेन्ट प्रा. लि.)/The Gurkha Manpower Services Pvt.Ltd.)को नाममा रहेको सम्पूर्ण पत्र अप्ठार सम्पत्ति तथा धितु व्यक्तित्व गर्ने कर दायित्व आदि परिवर्तित नामको कम्पनी (गोर्खा इम्प्लोइमेन्ट प्रा. लि.)/Gurkha Employment Pvt.Ltd.)को कम्पनीको सम्पूर्ण व्यक्तित्व र नामका सम्पत्ति तथा धितु सम्बन्धी उनी पेशमा संशोधन गर्ने हकमा यस कम्पनीको नाम परिवर्तन गरी मिति २०६१/०७/१६ मा सम्पन्न विवेक सभामा सम्मो प्रिनिय बमोजिम कम्पनीको उद्देश्य कार्यालय गर्ने इजाजत प्रदान गरिएको छ।

Distributed by:
Nepal Notary Public Council
S.N. 368514

Government of Nepal
Ministry of Labour and Transport Management
Department of Labour and Employment Promotion

Licence No.: 143/056/57 Date: - September 28, 2004

Licence

This licence has been given to Gurkha Employment Pvt. Ltd. hereby authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this licence.

According to the letter No. 71/72 of the Office of the Company Registrar dated November 03, 2014 the previous name as "The Gurkha Manpower Service Pvt Ltd." has been changed to "Gurkha Employment Pvt. Ltd."

Licence issuing authority:
Name: Pratap Kumar Pathak
Designation: Director General
Signature: Sd.
Date: Sep. 28, 2004

September 10, 2017
Section Officer

"The Translation Copy is True and Correct"
Signature:
Name: Ambika Pd. Menzabo
Date:
Certificate Number of the Notary Public: 123
Date of Expiry of Certificate: Nov 23, 2022 AD
Seal of the Notary Public

Distributed by:
Nepal Notary Public Council
S.N. 368515

Table of Renewal

Renewal date	Valid up to	Renewal fee	Additional renewal fee	Signature of renewing authority
August 03, 2021	July 15, 2024	30000/-		Sd. Section Officer

Terms:
1. No activity shall be done having opened a branch office without obtaining approval.
2. No activity shall be done through an agent.
3. No worker shall be sent in any manner to any country other than those countries for which the licence has been obtained.
4. In addition to the provisions laid down in the laws in force, the directives issued by the Government of Nepal from time to time shall be complied with.

"The Translation Copy is True and Correct"
Signature:
Name: Ambika Pd. Menzabo
Date:
Certificate Number of the Notary Public: 123
Date of Expiry of Certificate: Nov 23, 2022 AD
Seal of the Notary Public

CERTIFICATES

	Government of Nepal Ministry of Finance Inland Revenue Department																						
																							
PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE																							
Permanent Account No. <u>5 0 0 1 0 5 4 4 7</u>	Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px;">30</td><td style="width: 20px;">04</td><td style="width: 20px;">2057</td></tr> <tr><td>14</td><td>08</td><td>2000</td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td>Day</td><td>Month</td><td>Year</td></tr> </table>	30	04	2057	14	08	2000				Day	Month	Year	VAT Registration Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </table>									
30	04	2057																					
14	08	2000																					
Day	Month	Year																					
Inland Revenue Office: <u>Balaju</u>																							
Name of Tax Payer: <u>Gurkha Employment (P.) Ltd.</u>																							
Type of Taxpayer: <u>Private Limited</u>																							
Address: <u>Ward No. 5, Gongabu</u> <u>V.D.C.: Gongabu</u> <u>Kathmandu</u>																							
Businesses Activities: <u>Foreign Employment</u>																							
SD. _____ Signature of Tax Payer	SD. _____ November 09, 2014 A.D. Signature of Tax Officer																						

Terms and conditions to be followed by the Tax Payer.

- Bill shall be issued mandatory at the time of transaction.
- If incase registered in VAT shall have to submit the statement and vat amount (monthly or bi monthly or four monthly) in each tax period within 25 days from the expiry date of the tax period.
- Transaction which levied excise duty subject to no other provisions shall have to submit monthly report and excise amount within 25 days from the expiry of the each months.
- Income tax statement of each fiscal year shall have to submit within end of the aswin.
- Interest fee and penalty shall be imposed on if failed to submit the statement and tax amount.
- This certificate should be displayed for all at the business place of office.
- If in case any confusion contact to the office.




	His Majesty's Government Ministry of Industry Office of Company Registrar	
On November 03, 2014 A.D.		
As per the decision of Special General Meeting of this company, held on september 18, 2014 A.D., the prior name has been changed to Gurkha Employment Pvt. Ltd. and new named company accept all movable immovable property, rent tax and all the liabilities.		
Pvt. Ltd. No.: 10701/055/056	Sd. _____ Assistant Registrar	
CERTIFICATE		
This certificate has been issued to The Gurkha Manpower Services Pvt. Ltd. having incorporated it on Friday 32nd of Asar 2056 B.S. (July 16, 1999 A.D.), pursuant to Private Limited Company Act 2053 B.S. (1996 A.D.).		
Date: Friday, July 16, 1999 A.D.	Sd. _____ Acting Registrar	
1. Name of First Promoters: <u>Mr. Gam bahadur Gurung</u>	Address: <u>Pokhara Municipality-10, Kaski</u>	Telephone No.: _____
2. Authorized Capital: 2,500,000/- (Two Million Five Hundred Thousand). 3. Issued Capital: 2,000,000/- (Two Million). 4. Main Objective of Company: As mentioned on Memorandum of Association.		
Condition: <i>Whereas mere registration of company is not assumed license to execute the objective of company, the business shall be operated only after obtaining permission according to objective of company from concerned entity to be obtained pursuant to law.</i>		
 		

CONTACT US NOW

Chairman

Sani Raj Maharjan



+977 984-1392998



sani@gurkhaes.com

Managing Director

Binod Maharjan



+977 9841 304894



binod@gurkhaes.com