



Since: 1999

# كي أس أي المجموعة الدولية المحدودة

(الاستشاريين القوى العاملة الأجنبية ووكالة التوظيف)

رقم الرخصة حكومية للتأجير: ١٧٥/٠٥٦/٠٥٧

*Successful Company are built by successful people ... And we help you to find those people*

## KSA International Group Pvt. Ltd.

Leading Manpower Experts



GPO 15142, PPC 501, Dhumbarahi-5,  
Kathmandu Nepal

Tel: +977 44 32 827 / +977 9808883072

Fax No.: +977 1444 3104

E-mail: ksamanpower@gmail.com

Website: [www.ksamanpower.com.np](http://www.ksamanpower.com.np)



## LICENCSE AND CREDENTIALS

We have been authorized by the Ministry of Labour and Employment (Department of Foreign Employment) Government of Nepal vide the License No. 175/056/057 for Recruiting Manpower from Nepal.

We can say with full confidence that we have done all recruitment related works abiding by the rules and regulations of the recruited countries as well as executing the entire agreement with our esteemed clients during this period. For this simple reason only, our age longed clients are still approaching us for their Manpower Requirements and introducing us to their dears and nears.

नेपाल सरकार  
श्रम तथा यातायात व्यवस्था मन्त्रालय  
वैदेशिक रोजगार विभाग  
इजाजतपत्र

इजाजत पत्र नं. १७५/०५६/५७

मिति: २०५६/१८/५

वैदेशिक रोजगार ऐन, २०५४ र वैदेशिक रोजगार नियमावली, २०५४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको  
दस्तखतः   
नामः प्रजवल शर्मा अर्याल  
द्वाराः का.स. महामहिदशुद्ध  
मितिः २०५६/१२/२८

Ref. No. 4-490826  
4-477672  
4-477671  
4-461295  
4-461299  
Fax: 4477673  
P.O. Box: 6515  
Kathmandu, Nepal  
Date: 20 Jan, 2019

Government of Nepal  
Ministry of Labour and Employment  
Department of Foreign Employment  
Kathmandu, Nepal

To Whom It May Concern

This is to certify that Mr. Khadak Singh Ale, holding Nepali Passport No. 06770990 (Photo Attached) is the Chief Executive Director of KSA International Group Pvt. Ltd. having License No. 175/056/057 located at Kathmandu. The agency is authorized to operate foreign employment services as per the Foreign Employment Act and regulations 2007 of Nepal.

In regard to the promotional activities of foreign employment assistance and help rendered to him would be highly appreciated.

Mr. Khadak Singh Ale  
Chief Executive Director  
KSA International Group Pvt. Ltd.  
License No. 175/056/057

1369  
THE ROYAL EMBASSY OF SAUDI ARABIA  
CONSULATE SECTION, DHAKA  
ENTRY CARD

الاسم:   
الرقم: 175/056/057  
الجنسية: नेपाल

Name: Prajwal Sharma Aryal  
Agent: KSA International Group Pvt. Ltd.  
No. 175/056/057

The bearer of this Card is allowed to communicate with this consulate only in respect of official work, provided there is nothing adverse against him.

14 MAY 2014

Government of Nepal  
Ministry of Labour and Transport Management  
Department of Labour & Employment Promotion  
(GON Seal)

License No.: 175/056/057

LICENCE

This License has been conferred to M/S K.S.A. International Group Pvt. Ltd. permitting it to carry out the business of foreign employment, subject to the Foreign Employment Act, 2042, Foreign Employment Regulation, 2056 and the terms and conditions mentioned in this License.

License Issuing Authority's:  
Name: Prajwal Sharma Aryal  
Designation: Acting Director General  
Signature: Sd.   
Date: June 11, 2005 A.D.

Translation Regd.  
No. 29953-9/10  
Date: 11 MAY 2014  
This document is attested for the exclusive purpose of submission to the Royal Embassy of Saudi Arabia in Dhaka.  
Third Secretary

Ref. No. 29953  
Seen at the Ministry of Foreign Affairs, Kathmandu, Nepal.  
Consular Officer  
Date: 22.08.14





K S Ale Magar  
Chairman

# M E S S A G E

Dear Sir/Mam,

It is indeed a great privilege for us to be presented with this opportunity for presenting our credentials to an esteemed organization such as yours.

It is not a coincidence that Human Resources are referred to more often than not as manpower. The power of any organization lies in the quality of its workforce.

And KSA Group prides itself in being a quality recruiter with over 15 years experience in selection and placement facilities for a host of corporations, including the small, medium and large.

A scientific approach to understanding client's need supported by a vast network of outreach across potential feed lines is the backbone of KSA's consistency in quality customer service. At KSA, human resource identification and recruitment acquires the hue of a passionate art form backed by clockwork professional efficiencies in deliverables.

Our placed employee are our best ambassadors worldwide and have enabled us receive the prestigious certification in the area of "Services for Selection and mobilization of manpower" from the prestigious association NAFEA.

Not one to rest on our laurels, we have a constant process of feedback and self-evaluation to improve on our services. No wonder that our clientele looks like list of the veritable Who's Who of the large Gulf Market, both commercial and Governmental.

Needless to add, the proof of the pudding is in the eating and we seek an opportunity to provide you with our services.

You will find our terms very attractive for the quality we deliver.

Give us an opportunity and we promise you, we will be not just your business partner, but a friend for life....

Your Sincerely





## COMPANY PROFILE

### NAME OF COMPANY

**KSA International Group Pvt. Ltd.**

### Location

Kathmandu – Nepal  
GPO 15142, PPC 501,  
Dhumbarahi-5, Kathmandu Nepal  
Tel: +977 44 32 827 / +977 9808883072  
Fax No. +977 1444 3104  
E-mail : ksamanpower@gmail.com  
Skype: ksagroup11  
Facebook: ksamanpower.nepal  
Twitter: ksamanpower@magarks  
Website: www.ksamanpower.com.np

### Statutory Approvals

### Nature of Business

**MANPOWER Supplier / Recruiting Agency**

Recruiting Licence No. 175/056/057  
Company Regd. No. 13087/055/56  
PAN Card: 500090099  
Saudi ID Card No. : Dhaka 1369/ Nepal 227  
Bankers . : PRIME BANK LTD / Bagbazar Branch  
A/C.NO . : 018 01800214 CA  
Key Contact : K. S. Ale

Nawaraj Basnet



Office Building Premises





## ABOUT US

We have the pleasure to introduce ourselves as one of the Leading Manpower Recruiting Agents in Nepal. We have a chain of contacts throughout Nepal with branches offices/associate companies to mobilize any required categories of (Skilled, semi-skilled and Unskilled) Manpower and that also within shortest period of time for the utmost satisfaction of our esteemed clients. We are known of our track record and one of the reputed recruitment houses approved by the Government of Nepal, Ministry of Labour and Employment.

KSA International Group Pvt. Ltd. has established itself as a quality conscious firm, sourcing **"The Right Candidates for the Right Job, at the Right Place"**. We maintain an Ever-increasing Computer Database with Names, Qualifications and Experience details of a large number of available personnel for our ready reference. Our aim is to extend the best of services possible and select for our esteemed clients the most suitable professionals for their Manpower Requirements.

We are professionally Managed Organization equipped with all modern infrastructures to enable us to anticipate understand comprehensively the needs of our clients. Our highly qualified professional staff makes the recruitment process easy for the employers as well as the job seekers in a timely and cost effective manner.

Being our client you fully avail all the facilities. As our client you benefit from us:-

- 1] The Right Candidates for the Right Job, at the Right Place.
- 1] The assurance that candidates are forwarded to you once they have passed through a selection process carried out by our selection experts.
- 1] A service designed to save your time, efforts and money. However no compromises are made on the quality of our service.
- 1] We would like to follow all the terms and conditions of recruitment as according your organization.

Today's Manpower Experts like to use the terms **"Human Potential"** instead of manpower business is all about interacting with people. Interdependences is an important factor that adds to the momentum of an organization. But this concept is possible with the right combination of people at different levels of our client is the ultimate secret of our success.

Whether, you are looking for skilled, semi-skilled or unskilled Labour (Fresher's Trainees or highly Experience). Our qualified and experienced staff combines their recruitment knowledge, search skills, proven headhunting and selection methodologies with knowledge and experience of your industry to deliver a truly value added service.

**"KSA INT'L GROUP** successfully serves as a bridge between Employers and Employees anywhere in the world especially MIDDLE EAST/G.C.C. Countries".





## SERVICES

We can take care of recruiting individuals or a whole team for your company right from scratch. This means you do not have to worry about anything. All you need is to give us your requirement and we will take care of the rest. If you are not sure of specific requirements we can define that for you as well.

### Screening and short-listing:

While some companies like to outsourcing recruitment, some prefer to make the final selection themselves. We are fine with that, what we would do would be to source people for you, screen them and short list the top candidates, making the selection on easy task for you. We have **Skype-Video** conferencing facility with us where it is required.

### Psycho Metric Testing:

If the client requires, we can conduct psychometric tests on the recruits to assess individual abilities, aptitude and personality.

## OUR RECRUITMENT SERVICES

- 1 Our recruiters to determine their background, skills and competence conduct preliminary interviews with candidates to verify past experience, certificates and testimonials.
- 1 Our all senior executives have experience in our office around 15-20 years in Manpower Recruiting Consulting. Strongest medical examinations including psychometric tests are done at approved medical centres. Candidates may be sent to Government recognized Technical Institutions for trade test.
- 1 After in-depth interviews, qualitative reports and background checked candidates short-listed and forward to the clients for their final approval. Often when clients wish to conduct the final interviews (We recommend you to do so), we will make all the necessary arrangements. Occasionally **we also undertake the responsibility to conduct the final interviews at the clients request.**
- 1 In cases whole media coverage is essential, at the client's approval we carefully draft the advertisement and publish in the most effective media and areas.
- 1 Medical tests, all Government formalities i.e. Immigration clearance, visa endorsement, Airline reservations and travel arrangements, including uniforms for large groups will be undertaken by us on behalf approval of the client.





- 1] Finally the selected candidates are required to attend a comprehensive orientation program and seminars on the local customs, culture and tradition of the host country and guidelines on the rules and regulations are delivered and discussed.
- 1] We will arrange entire CV's within 2 to 3 weeks after receipt of the demand letter. We will arrange the candidate for employment as per client's schedule. We can provide any kind of employees from any part of Nepal through our Associate offices.
- 1] We have a network of associate offices in India, Bangladesh, Dubai , Qatar and Saudi almost all the major cities of country.
- 1] We have very modern technologies including online recruiting, our business services are designed and formulated keeping in mind the clients, cored competence, business objective business focus, customary, vendors, constraints, expectations and growth.

**“QUALITY IS NEVER AN ACCIDENT IT IS THE RESULT OF PLANNING, TEAMWORK AND COMMITMENT OF EXCELLENCE”**

## Organization Chart





## MANPOWER PROVIDED

### HIGHLY Professional

- Civil/Mechanical Industrial/Electrical & Oil Fields
- Project Managers, Chief Engineers, Pipe Line Engineers
- Project Engineers, Site Engineers, QC/QA Engineers
- Architects, Consultants, Instrument Engineers
- Safety Engineers, Surveyors, Foremen
- Technician Drafts and other
- Chartered & Cost Accountants



### Skilled

- Computer Operator, Administration Male/Female, Nurses, Pharmacist
- Laboratory Technicians, Medical Assistants, Paramedics
- Photographer, Storekeeper, Tele-operator

### Construction, Maintenance, Industrial

- Supervisor, Overseers, Land Surveyor
- Foreman (Electrical, Mechanical, Civil, Timekeeper)
- Welder (Gas, Electric), Plant Operators (Electrical, Mechanical, Civil)
- Mechanist, Turner, Tool makers, ( L.T. & HT)
- Scaffolder, Steel Fixer, Mason (Tile Fixer, Plaster, Marble Fixture)
- Block and Bricks makers, Wall painter, Spray painter, Plumber, Pipe fitting fabricator
- Carpenters, Cabinet makers, Furnishing, Decorate Carpenters, Shuttering Carpenters
- Mechanics (Air Conditioning, Heavy, Light Equipment) Earth Moving Operators
- Concrete Mixer Operator, Pump Operator

### Heavy Duty Operator and Drivers

- Operators (Crane, Shovel, Grader Backhoe and Excavators)
- Heavy/Light Drivers G.C.C. License
- Mechanics (Diesel, Gasonline, Auto Electrician, seat maker) Dainter





### Hotel Personnel

- Manager, Sales & Marketing Manager, Front Office Personnel
- House keeping Supervisor, Receptionist,
- Chief, Cook-Commis 1-2-3/Bakeryman, Waiter, Waitress, Room Boy
- Bar Boy Bell Boy, Laundry Boy
- Kitchen Helpers, Assistant Cook, Butcher, Gardener and Cleaners

### Office Management

- Office Manager/Manager-Marketing, Sales, Administrative
- Assistant Manager, Accountant, Cashier, Secretary, Storekeeper, Computer Operator
- Computer Programmer Time keeper & Office Boy etc.

### Security Guards

- British Army, Indian Army, Nepal Army, Nepal Police Retd. & Civil Security
- Personal Body Guard, Watchman

### Supermarket

- Manager, Supervisor
- Cashier, Sales Girl/Boy, Trolley Boy Cleaner

### Un-Skilled

- Laborers, Industrial Laborers, Peons, Office Boys, Agriculture Labors Farmers
- Cleaners, Sweepers, Carwash
- Construction workers, etc.





## DOCUMENTS REQUIRED

We hold expertise in attaining documents required services to our clients. Our professionals conduct interviews and recruit candidates internationally from Nepal. After the selection of the qualified candidates, certain documents are required to be organized. Based on the country of the employment all the requisite documents are arranged for the candidates so that they do not face any trouble after their Emigration.

### DOCUMENTS REQUIRED FROM EMPLOYERS

1. Power of Attorney
2. Demand Letter
3. Service Agreement
4. Contract Agreement between Employers & Employee
5. (Job Description of each Categories Position) Written agreement showing salary working hours, Weekly holiday etc.
6. Visa / No Objection Certificates
7. Guarantee Letter
8. Consular Letter

### SELECTION PROCEDURE

Once we have all the necessary documents and required information from Principal company, we are all set for the interview.

Source : Over the years we have developed a vast national wide infrastructure backed by massive data bank enabling us to select right candidates within a short notice. Interview can be conducted at different parts of the countries as per requirement. Time-to-time advertisement are released to cover requirements demanding specific qualification. At all levels measurements are taken to ensure selection of right work force. Interview can be either conducted by us or company representatives:

#### A) Interview conducted by us:

- ❑ Interview are conducted by highly qualified and experienced professionals and if required personnel can be hired to conduct interviews for some specific requiredment. If nature of job requires, practicals tests are conducted for skilled/semi skilled/unskilled categories. Selection is based not only on qualification, experience but also psychological behavior's of candidates. We take full guarantee for all round performance of our selected candidates.
- ❑ **KSA INTL GROUP PVT. LTD.** Conducted interview through SKYPE to the clients. It will save clients time and money through video conference from anywhere in the world. The candidates get the opportunity to present themselves, face to face meeting with the minimum of inconvenience. Improve client service at a fraction of the cost.





# SPECIMEN SAMPLE



Date : 27<sup>th</sup> May, 2013  
Ref. : UPCR/HR/DL/GG/SVB/0513/0002

## DEMAND LETTER

M/s. KSA Int'l Group Pvt. Ltd.  
Nepal Govt. Recruiting License 175/056/057  
GPO Box 15142, PPC 501,  
Simamangal, Kalimati, Airport Gate, Nepal

Dear Sir,  
We are having the requirements of 155 nos. Nepalese workers for following category with below terms and conditions:

S.No.	Position	Salary (AED)	Overtime	Required No.
1	Mason	1,100/-	As per UAE labor law	25
2	Steel Fixer	1,100/-	"	25
3	Fabricator	1,100/-	"	25
4	Mechanic & Electrician	1500/- to 1800/-	"	5
5	Carpenter	1,100/-	"	25
6	Helper	900/-	"	50

## OTHER TERMS AND CONDITIONS

- Benefits:**
- Period of contract : Two Years (Renewable)
  - Accommodation : Free furnished bachelor accommodation
  - Local Transportation : Provided by employer
  - Medical : Provided by employer
  - Insurance : Provided as per UAE Laws
  - Employment Visa : Provided at company's expenses
  - Food allowance : AED 300/- Per Month
  - Air Ticket : Return Air Ticket will be providing after completion of 2 years Contract.
  - Working Hours : 8 Hours per day, 6 days a week
  - Working days : 6 days a Week (1 day holiday)
  - Other benefits : As per UAE Labour Law

Sincerely,  
For United Precast Concrete Dubai LLC

*Matthew Palmer*  
MATTHEW PALMER  
General Manager

United Precast Concrete Dubai LLC  
P.O. Box 52900, Dubai, United Arab Emirates  
Tel: 011 4 2476140  
Fax: 011 4 2476140  
Email: upc@ksamanpower.com  
www.ksamanpower.com



Date : 27<sup>th</sup> May, 2013

Ref. : UPCR/HR/DL/GG/SVB/0513/0004

## EMPLOYMENT AGREEMENT

First Party:- United Precast Concrete Company LLC, P.O. Box No- 52900 Dubai, United Arab Emirates.  
Second Party:- KSA Int'l Group Pvt. Ltd. Post Box No-GPO Box No-15142, PPC-501, Simamangal -  
Kalimati, Kathmandu Nepal.

Both parties have agreed on the following points and undertake to implement accordingly.

- The first party will pay for ..... Position as amount DHS ..... /- as basic salary and DHS 300/- for food allowance to the second party as his monthly salary.
- First party should provide the second party with free bachelor accommodation and free medical insurance.
- Working period will be 8 hours per day and 48 hours per week (Six days work and one day off in a week) and over time as per UAE labour law.
- If the second party refuse to work, he will not be allowed to work with source of the UAE party unless the first party allows him to do so, otherwise he will have to go back to his country at his own expenses.
- In case second party desires to go back to his country before the expiry of his agreement then he can do at his own expenses at the consent of the first party.
- First party shall have the right to terminate the services of the second party during probationary period of six month if found unsuitable and the second party shall go back home at his own cost.
- In case the second party becomes ill or is afflicted during the course of work, and the illness is due to his job then first party will bear all charges for his medical treatment so long as this agreement is valid or shall arrange to send him back to his country.
- If first party desires to close the work of the establishment then all relevant expenses pays to the second party shall be an account from the first party.
- If first party desires to close the work of his establishment then second party will be allowed an annual leave according to UAE labour law.
- Second party shall observe the local UAE laws and tradition.
- The period of this agreement is two (2) years starting from the first day of arrival in UAE.
- The first party will provide the second party necessary insurance cover for workman compensation benefit for work-related injuries or work related death as per UAE Laws.
- Each party should have one copy of this contract and if the two copies and found different the one that made the change should be punished according to the UAE Laws.
- Regarding all other matters not covered by the above provisions the UAE labour laws and standard rules of the country shall apply.

For United Precast Concrete (Dubai) LLC

*Matthew Palmer*  
MATTHEW PALMER  
General Manager

For, KSA Int'l Group Pvt. Ltd.

*K S ALE*  
K S ALE  
Chief Executive Director



Date : 27<sup>th</sup> May, 2013

Ref. : UPCR/PA/GG/SVB/0513/0005

To,  
M/s. KSA Int'l Group Pvt. Ltd.  
GPO Box 15142, PPC 501,  
Simamangal, Kalimati, Airport Gate, Kathmandu - Nepal  
Nepal Govt. Recruiting License 175/056/057

## Power of Attorney

We do hereby appoint M/s. KSA Int'l Group Pvt. Ltd. Nepal (Foreign Employment Agencies) Licensed by Department of Labour, Nepal Govt. Recruiting License 175/056/057 to be our true and lawful attorney and Recruiting agent in Nepal for the purpose of handling all the affairs associated with the recruiting of workers for the employment with our company to sign all necessary documents and employment contracts required by the laws and regulation of Nepal on behalf of our Company.

Sincerely,  
For United Precast Concrete Dubai LLC

*Matthew Palmer*  
MATTHEW PALMER  
General Manager



United Precast Concrete Dubai LLC  
P.O. Box 52900, Dubai, United Arab Emirates  
Tel: 011 4 2476140  
Fax: 011 4 2476140  
Email: upc@ksamanpower.com  
www.ksamanpower.com



Date : 27<sup>th</sup> May, 2013  
Ref. : UPCR/HR/GG/SVB/0513/0003

## AGREEMENT

This Agreement is made between M/s. United Precast Concrete Dubai LLC, P.O. Box 52900 Dubai, United Arab Emirates and M/s. KSA Int'l Group Pvt. Ltd. (Foreign Employment Agencies) Licensed by Department of Labour, Nepal Govt. Recruiting License 175/056/057 with business address at GPO Box 15142, PPC 501, Simamangal, Kalimati, Airport Gate, Kathmandu, Nepal to our true Lawful attorneys and agent in Nepal to recruit manpower from Nepal for employment in the state of UAE and shall have the following terms and conditions herein after referred to :

- Recruitment**  
A) The person required shall be for the employment or employment as per Demand Letter and shall be designated as State of in the Letter of Demand.
- Duration of Contract**  
A) The duration of contract initially shall be period of 2 years and renewable agreement.
- Air Passage**  
A) Return Air ticket will be providing after completion of 2 years Contract.
- Working Hours and Overtime**  
A) Working hours shall be 8 hours per day and 6 days a week and Overtime shall be paid for duty days as per UAE labour law.
- Responsibilities of Foreign Principle**  
A) The salary and other allowances shall be paid a state in the latter of Demand or Letter of Appointment.  
B) Free accommodation and Medical insurance shall be provided.  
C) The employer or Employees shall be entries to 60 days paid Leave on completion of 24 months of periods.  
D) If the contract is terminated to before the probationary period the recruited persons will be entitled to any benefits will be liable airfare for his/her return home his cost.
- Responsibilities of Local Agent**  
A) The local agent shall select suitable candidates according to foreign principal requirements and submit the relevant documents to foreign principal.  
B) The local agent undertake to ensure that all candidates for the employment and shall be guaranteed for a period of 6 months from date of departure, this 6 months period considered as probation period.
- Other terms and Conditions**  
A) All other terms and conditions of the employment shall be covered by the pertinent law of the U.A.E.

For United Precast Concrete (Dubai) LLC

*Matthew Palmer*  
MATTHEW PALMER  
General Manager

For, KSA Int'l Group Pvt. Ltd.

*K S ALE*  
K S ALE  
Chief Executive Director

United Precast Concrete Dubai LLC  
P.O. Box 52900, Dubai, United Arab Emirates  
Tel: 011 4 2476140  
Fax: 011 4 2476140  
Email: upc@ksamanpower.com  
www.ksamanpower.com



# SPECIMEN SAMPLE

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 # Al-Mohammadiyah Building, Adzra St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2051043622

**شركة سام يونج العربية السعودية المحدودة**  
504 # مبارة المحمدية شارع الجزيرة الخبر  
ص.ب. 2238 - الخبر 31952  
ت. (03) 899 4352 ف. (03) 899 4353  
ر.ج. 2051043622

Date: 01/07/2013

**DEMAND LETTER**

Visa No: 1360317555  
Date: 1434/06/09 H.

KSA International Group Pvt. Ltd.  
License No. 175/056/057  
P.O. Box No. 15142, P.P.C. 501  
Kathmandu Nepal

Dear Sir,

As per the Power Of Attorney in your name, we request you to select the following personnel, under the above reference visa no.

S.No.	Category	Total	Salary (per month)
01	Installation Worker	90	SAR 800.00

**Terms And Conditions:-**

- Medical, Accommodation : Company will Provide
- Food or Food Allowance : Company will Provide or S.R. 200.00 :- P.M
- Working Hour Per Day : 08 Hour per day | 08 Days per week
- Air Ticket End of Contract : Round Trip Ticket to be provided.
- Vacation Per Year : As per Saudi Labor Law
- Period of Contract : One (01) Year & (Renew mutually)

\*\* All other terms and condition as per Saudi Labor Laws.\*\*

JAEHEON CHOI  
General Manager  
SAMYOUNG SAUDI ARABIA Co.,Ltd

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 # Al-Mohammadiyah Building, Adzra St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2051043622

**شركة سام يونج العربية السعودية المحدودة**  
504 # مبارة المحمدية شارع الجزيرة الخبر  
ص.ب. 2238 - الخبر 31952  
ت. (03) 899 4352 ف. (03) 899 4353  
ر.ج. 2051043622

Date: 01/07/2013

**SPECIAL POWER OF ATTORNEY**

We the undersigned, Sam Young Saudi Arabia Co. Ltd. P.O. Box 2238, Al Khobar 31952, Saudi Arabia having Telephone No: +966 3 899 4352 and Fax No: +966 3 899 4353, hereby nominate M/S KSA International Group Pvt. Ltd. License No. 175/056/057, Telephone No. +977 1 446 5413, Fax +977 1 446 4889, Kathmandu Nepal, as our authorized recruiting agent in Nepal to recruit, sign and authorize the employment contracts for Ninety (90) workers from Nepal on our Visa No: 1360317555 dated: 1434/06/09H

We hereby certify and undertake that the employment contracts signed by M/S KSA International Group Pvt. Ltd., have the same validity and value as it signed by me/us or any other competent authority on my/our behalf

JAEHEON CHOI  
General Manager  
SAMYOUNG SAUDI ARABIA Co.,Ltd

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 # Al-Mohammadiyah Building, Adzra St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2051043622

**شركة سام يونج العربية السعودية المحدودة**  
504 # مبارة المحمدية شارع الجزيرة الخبر  
ص.ب. 2238 - الخبر 31952  
ت. (03) 899 4352 ف. (03) 899 4353  
ر.ج. 2051043622

Date: 01/07/2013

**EMPLOYMENT CONTRACT LETTER**

This Employment Agreement Contract is executed and entered into by and between:

Employer :- Sam Young Saudi Arabia Co. Ltd. P.O. Box 2238, Al Khobar 31952, Saudi Arabia  
Telephone No: +966 3 899 4352 and Fax No: +966 3 899 4353

AND

Name of Employee: \_\_\_\_\_  
Passport No: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Place of Issue: \_\_\_\_\_  
Nationality: Nepalese

**Terms and Conditions:-**

- Employee's Position : \_\_\_\_\_ per month
- Basic Monthly Salary : \_\_\_\_\_
- Food : Company will Provide or SR. 200.00 per month
- Contract Period : One (01) Year
- Accommodation : Free
- Medical, Transport : Free
- Working Hours : 08 hours per day | 08 hour per week
- Air Passage End of Contract : Economy class air passage to Nepal after Completion of Contract
- Leave : 21 days per year with paid salary
- Probation Period : Three (03) month
- Overtime : As per Saudi Labor Law

First Party: \_\_\_\_\_  
Second Party: \_\_\_\_\_

Sam Young Saudi Arabia Co. Ltd.  
P.O. Box 2238, Al Khobar 31952  
Kingdom of Saudi Arabia

Signature  
Date

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 # Al-Mohammadiyah Building, Adzra St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2051043622

**شركة سام يونج العربية السعودية المحدودة**  
504 # مبارة المحمدية شارع الجزيرة الخبر  
ص.ب. 2238 - الخبر 31952  
ت. (03) 899 4352 ف. (03) 899 4353  
ر.ج. 2051043622

Date: 01/07/2013

**AGENCY AGREEMENT**

This agreement is made on the 1<sup>st</sup> July 2013 between Sam Young Saudi Arabia Co. Ltd., P.O. Box 2238, Al Khobar 31952, Saudi Arabia having Telephone No: +966 3 899 4352 and Fax No: +966 3 899 4353 (hereinafter called First Party) and M/S KSA International Group Pvt. Ltd. License No. 175/056/057, Telephone No. +977 1 446 5413, Fax +977 1 446 4889, Kathmandu Nepal (hereinafter called Second Party) have agreed to work under the following Terms and Conditions:-

- This Agreement will be valid for 06 months from the date of agreement by two parties.
- This second party will arrange the candidates for interview and necessary arrangement for deployment of the visa received candidates.
- All other Terms and Conditions not covered by this agreement will be applicable as per the Law of Kingdom of Saudi Arabia.

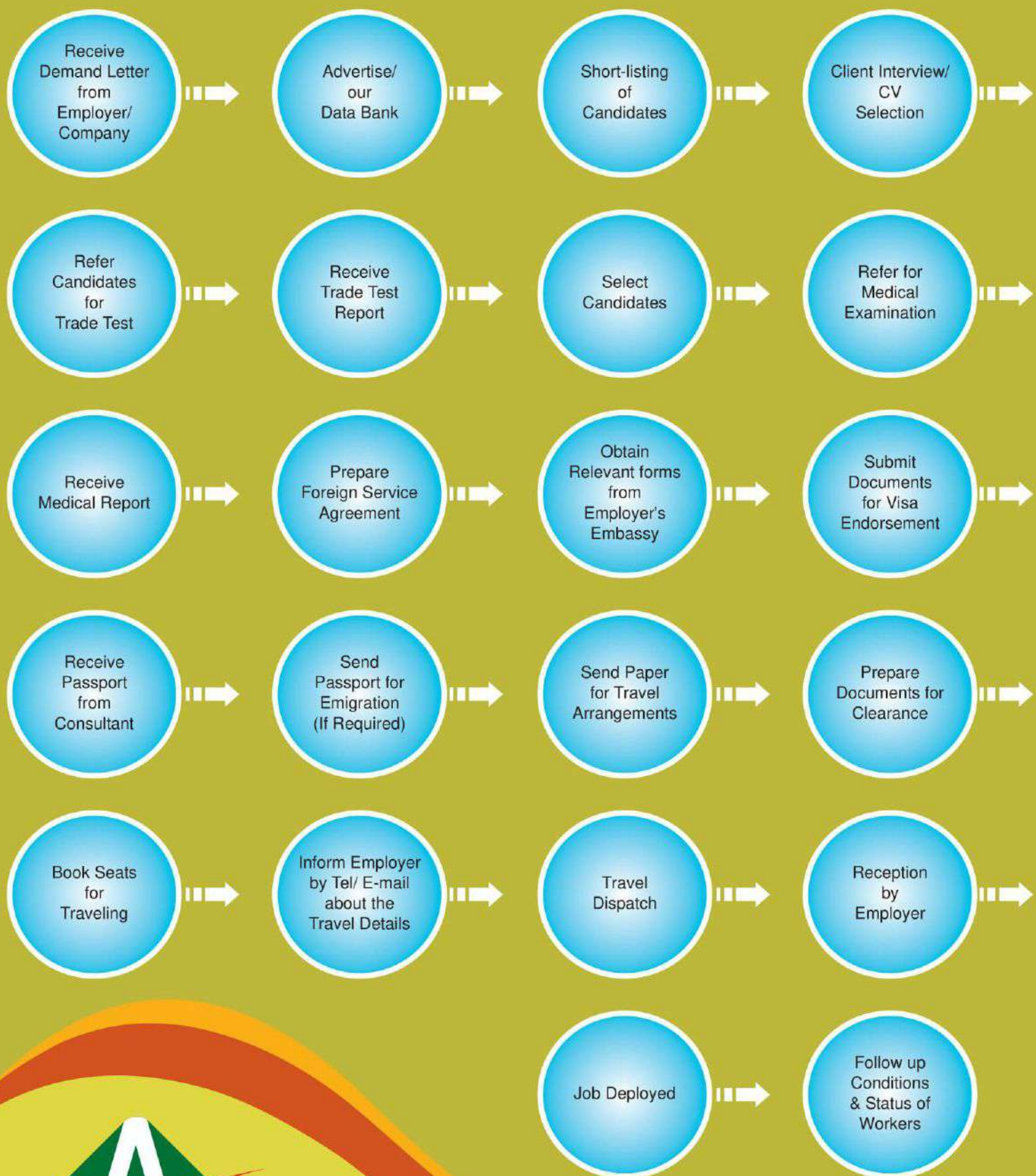
First Party: \_\_\_\_\_  
Second Party: \_\_\_\_\_

JAEHEON CHOI  
General Manager  
Sam Young Saudi Arabia Co. Ltd.  
P.O. Box 2238, Al Khobar 31952  
Kingdom of Saudi Arabia

KSA International Group Pvt. Ltd.  
P.O. Box No. 15142, P.P.C. 501  
Kathmandu, Nepal



## THE OVERSEAS RECRUITMENT FUNCTIONING PROCESS





## General Informations for Client

We have to receive the following information from employer concerning their requirement of worker: Exact Job Description, Required No of Candidates, Basic Salary, Food Allowance, Accommodation, Allowance, Air Ticket from Nepal to working Country, Job Starting Date and Other Terms and conditions if any.

**Documents:** If we can supply the workers as per employer details then we will take this job order if not then we will inform them immediately with reasons why we are unable to take this order with alternative suggestion. Once we confirm, the job order then Employer should send following documents.

**A. Demand Letter B. Power of Attorney C. Employment Contract  
D. Inter Party Agreement E. Guarantee Letter**

All these documents should be attested from Chamber of Commerce of Employer's Country and Foreign Ministry. (If there is Nepal Embassy then it should be attested from Embassy too)

**Pre – approval from the Government:** Once we received above attested original documents, we will submit the application attaching the original documents for pre-approval to Ministry Labour and Employment Department of Foreign Employment, Government of Nepal. They will verify the documents and will give us permission to advertise for particular requirement, arrange the interview and collect the passport of applicant. It will take 5-7 working days to get this pre-approvable.

**Advertisement:** We will publish the WANTED notice to Nationwide News Paper and Regional FM Radio Station, on the same notice we will inform when and where will be pre-selection interview for the post. After publishing the advertisement our branch office and sub agent will be actively involved for sourcing the applicant. Most of the interview will be arranged at our branch office.

**Pre-Selection Interview:** We will do the pre-selection interview at the given place & time which mentioned on advertisement. Our managerial level person will do the pre-interview. On the interview we will inform to the applicant each and every details which is mentioned on sample of Employment contract. Also we will inform about the training and cost, if applicable. Once we select, we will inform them that there will be final interview in Kathmandu so come within 7 days. **Arrival of pre- selected applicant in Kathmandu:** Once the applicant arrived in Kathmandu we will take the final interview and Trade Test at Concerning Training Institute, Final interview will be taken by:

**┌ Overseas Employer ┐ Rep. from Training Institute ┐ Rep. from Nepal Manpower**

After interview we will get 3 category of the final selected applicant.

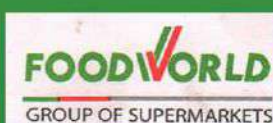
1. Who has working experience and just need to give them **short training**.
2. Who doesn't have working experience and need to give them **full training**.
3. Who doesn't need training because they have applied for **unskilled job**.

**Publishing the final selected list:** After giving the selected list by the interview team we will published the list and inform to selected candidates to do medical and submit the original passport picture and medical fit report and related documents to us within 3 working days. **Training:** We will start the training as per the categories. Training will be given as per the instruction given by the selection committee and training will follow accordingly. After 7 days we will see the progress of the trainee. Forwarding the final list for visa application: After seeing the progress of training we will send documents to employer for visa application who are showing their confidence to work as per job description will be informing to Nepal Government which list of candidates who has been selected will be forwarding for visa application.





## Some of our Valuable Clients







**Head Office:**

GPO 15142, PPC 501, Dhumbarahi-5  
Kathmandu Nepal  
Tel: +977 44 32 827 / +977 9808883072  
Fax No.: +977 1444 3104  
E-mail: ksamanpower@gmail.com  
Website: www.ksamanpower.com.np

**Associate Office  
Qatar**

Khimananda Panday  
Mob: +974 74079988  
Mubarak Building, 1st Floor  
Office No. 3 Muaither,  
P.O.Box: 45717, Doha-Qatar  
E-mail: khimananda004@yahoo.com  
Website: www.blueskyqatar.com

## كي أس أي المجموعة الدولية المحدودة

(الاستشاريين القوى العاملة الأجنبية و وكالة التوظيف)

رقم للرخصة حكومة النبال: ١٧٥/٥٦/٥٧

## KSA International Group Pvt. Ltd.

(Leading Manpower Experts)

Approved by Govt. of Nepal, Ministry of Labour & Employment  
Department of Foreign Employment, Rect. Lic. No. 175/056/057

