



# كي أس أي المجموعة الدولية المحدودة

(الاستشاريين القوى العاملة الأجنبية و وكالة التوظيف)

رقم الرخصة حكومة النيال: ١٧٥٠٥٦/٥٧

*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

## 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.





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](mailto:ksamanpower@gmail.com)

Skype: [ksagroup11](#)

Facebook: [ksamanpower.nepal](#)

Twitter: [ksamanpower@magarks](mailto:ksamanpower@magarks)

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

## 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:-

- █ The Right Candidates for the Right Job, at the Right Place.
- █ The assurance that candidates are forwarded to you once they have passed through a selection process carried out by our selection experts.
- █ A service designed to save your time, efforts and money. However no compromises are made on the quality of our service.
- █ 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 moment us 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 INTL 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 an 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

- Our recruiters determine their background, skills and competence conduct preliminary interviews with candidates to verify past experience, certificates and testimonials.
- 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.
- 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.**
- In cases where media coverage is essential, at the client's approval we carefully draft the advertisement and publish in the most effective media and areas.
- 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 of the client.

- 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.
- 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.
- We have a network of associate offices in India, Bangladesh, Dubai , Qatar and Saudi almost all the major cities of country.
- We have very modern technologies including online recruiting, our business services are designed and formulated keeping in mind the clients, core 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.

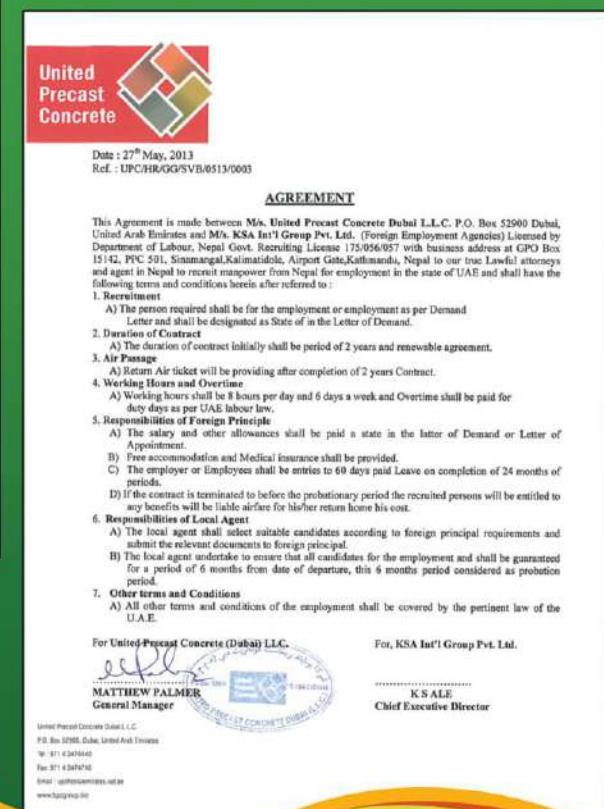
Source : Over the years we have developed a vast national wide infrastructure backed by massive data bank enabling us to select right candidates within a short notice. Interview can be conducted at different parts of the countries as per requirement. Time-to-time advertisement are released to cover requirements 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 requirement. 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



# SPECIMEN SAMPLE

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

**SAMYOUNG**

شركة سام يونج العربية السعودية المحدودة  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

Date: 01/07/2013

**DEMAND LETTER**

Visa No: 1309317555  
Date: 1434/08/09 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:**

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

**All other terms and conditions as per Saudi Labor Law.**

**JAENEON CHOI**  
General Manager  
SAMYOUNG SAUDI ARABIA Co.,Ltd

www.samyungco.com

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

**SAMYOUNG**

شركة سام يونج العربية السعودية المحدودة  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

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: 1309317555 dated: 1434/08/09H

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

**JAENEON CHOI**  
General Manager  
SAMYOUNG SAUDI ARABIA Co.,Ltd

www.samyungco.com

SAMYOUNG SAUDI ARABIA CO., LTD

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952, Saudi Arabia  
Telephone No: +966 3 899 4352 and Fax No: +966 3 899 4353  
C.R.: 2091043932

**SAMYOUNG**

شركة سام يونج العربية السعودية المحدودة  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

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:**

1. Employee's Position : \_\_\_\_\_/per month
2. Basic Monthly Salary : Company will Provide or SR. 200.00 per month
3. Food : One (01) Year
4. Contract Period : Free
5. Accommodation : Free
6. Medical, Transport : 08 hours per day 06 hour per week
7. Working Hours : Economy class air passage to Nepal after Completion of Contract
8. Air Passage End of Contract : 21 days per year with paid salary
9. Leave : Three (03) month
10. Probation Period : As per Saudi Labor Law
11. Overtime : \_\_\_\_\_

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

**Second Party:** Signature  
Date

**SAMYOUNG SAUDI ARABIA CO., LTD**

**SAM YOUNG SAUDI ARABIA CO., LTD**  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

**SAMYOUNG**

شركة سام يونج العربية السعودية المحدودة  
504 #, Al-Mohammed Building, Aziza St., Al-Khobar  
P.O. Box 2238, Al-Khobar 31952  
Tel: (03) 899 4352 Fax: (03) 899 4353  
C.R.: 2091043932

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:-

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

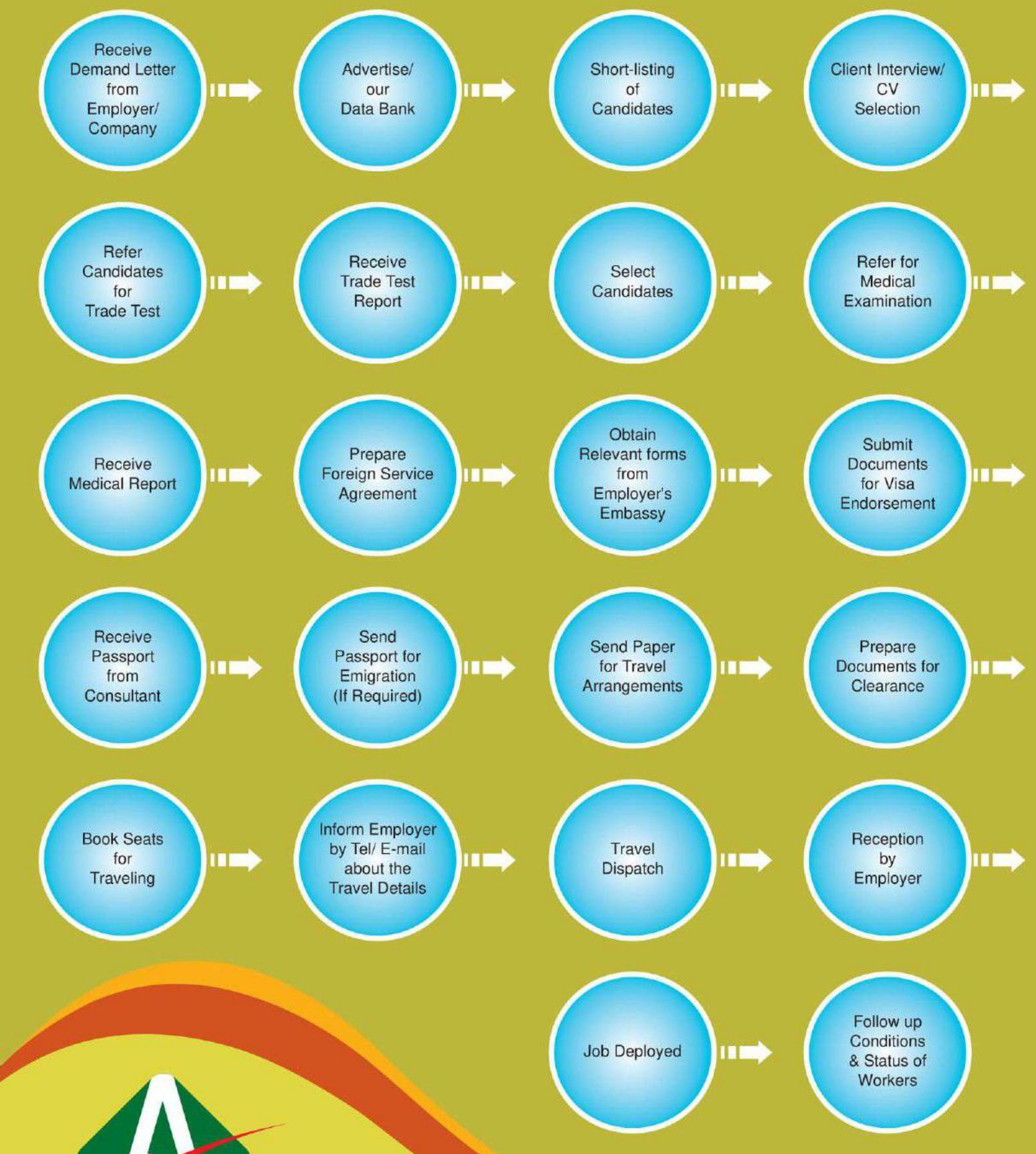
**First Party:** JAENEON CHOI  
General Manager  
Sam Young Saudi Arabia Co. Ltd.  
P.O Box 2238, Al Khobar 31952  
Kingdom of Saudi Arabia

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

www.samyungco.com

SAMYOUNG SAUDI ARABIA CO., LTD

## 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

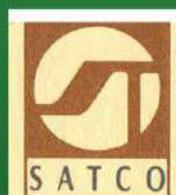
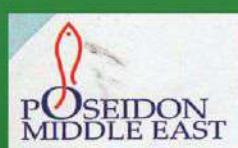
After interview we will get 3 category of the final selected applicant.

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](mailto:ksamanpower@gmail.com)  
Website: [www.ksamanpower.com.np](http://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](mailto:khimananda004@yahoo.com)  
Website: [www.blueskyqatar.com](http://www.blueskyqatar.com)

# كي أس أي المجموعة الدولية المحدودة

(الاستشاريين القوى العاملة الأجنبية و وكالة ا لتوظيف)

رقم الرخصة حكومة النيل: ١٧٥/٠٥٦/٠٥٢

## 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

