



# ASLIYA

## MANPOWER SUPPLY PVT. LTD.

RECRUITMENT FROM ASIA EUROPE AND AFRICA



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Sinamangal-9, Kathmandu Nepal, Tel.: +977-1-5901512  
E-mail: [info@asliyahr.com](mailto:info@asliyahr.com)  
Website: [www.asliyarecruitmentnepal.com](http://www.asliyarecruitmentnepal.com)

# Welcome to Asliya Recruitment Nepal

Your Gateway to Opportunities!

We are thrilled to have you join our community

Get ready to embark on a journey where talent meets the perfect match.

Let's build a future of success together!

Your Complete Human Resources Solutions Provider!

## About Us.

Asliya Manpower Supply Pvt. Ltd. is Committed to provide professional recruitment service which is committed to the satisfaction of clients by taking each and every step in a way so that it stands out from other agencies in Nepal. Every day is a learning process and through this process we have invested considerable effort in training our team to achieve the best results. We combine experience and technology to create outstanding results for our customers. We are a recruitment agency backed by one of the widest data banks in the country. Our commitment goes beyond just manpower sourcing. We work with our clients hand in hand to make available to them people with different skills, talents and experience to achieve the best results for the organisation. With our clients we look towards a long-term relationship. We are looking forward to be meeting with you and discuss more about the details and service our company offer. Asliya Manpower Supply Pvt. Ltd. Was established with an aim of providing good quality of workers to be employed abroad. We were successful in our mission and we look forward for getting new clients and servicing our old clients with the same dedication. To keep par with our competitors we are always introducing new strategies whereby our clients are satisfied and happy by getting good quality candidates. We work as a team and the management is competent enough to meet and work on any requirements and match the job description set by the candidate. We provide both skilled and unskilled manpower and we have our service providers covering whole of Nepal.





## Message From Managing Director

In an industry that is as critical as recruitment, trust and transparency are non-negotiable. It is our promise to our clients and candidates that they can rely on Asliya Manpower Supply Pvt. Ltd. to uphold the highest standards of ethical recruitment. We have always believed in practicing ethical recruitment not as a mere industry standard but as a way of life within our organization. Our ethical recruitment practices go beyond the legal obligations; they are the very essence of who we are. As a government-registered manpower agency, we have consistently followed transparent, proven, and legal procedures for recruiting Nepalese manpower in overseas companies. This commitment ensures that candidates and employers alike can feel absolutely safe when they choose to work with us. The foundation of our journey rests on a proven track record of success and a long list of satisfied clients and candidates. Over the years, we have partnered with a multitude of organizations around the world, connecting skilled Nepalese workers with international opportunities. We take pride in each life that we have touched and every dream that we have helped come true. Our success is not just measured by the numbers but by the positive impact we have made in the lives of countless individuals and the reputation we have built in the industry. When you choose Asliya Manpower Supply Pvt. Ltd., you are not just selecting a recruitment agency; you are selecting a trusted partner who is dedicated to your success and well being. The world of work is constantly changing. As Managing Director, I assure you that we are acutely aware of this fact. It is our commitment to respond to your ever-changing needs with agility and precision. In this pursuit, we have established a team of highly trained career counselors who are well-equipped to provide career-related advice and information to all interested candidates. We view our role not just as recruiters but as facilitators of your career aspirations. Our systematic and highly detailed database is a valuable asset that benefits both job seekers and employers. It allows us to connect candidates with employers who share their vision and values, creating not just employment opportunities but career journeys that are meaningful and fulfilling. In conclusion, let me reiterate our commitment to ethical recruitment. It is not just a practice or a procedure; it is our moral obligation. As Managing Director, I pledge to uphold these principles with unwavering dedication. We will continue to expand our efforts to raise industry standards, advocate for ethical conduct, and ensure that the rights and dreams of every candidate we send abroad are protected and valued. Thank you for being a part of our journey.

Warm regards,

Damber Pradhan

Managing Director





## ***WHY Choose US?***

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In the dynamic landscape of human resources, Asliya Recruitment Nepal stands as a beacon of excellence, offering unparalleled services tailored to elevate your success. Why choose us? Here's the essence in a nutshell. At Asliya Recruitment, we redefine recruitment standards, providing a harmonious blend of precision and empathy. Our seasoned professionals navigate the intricacies of human resources with finesse, ensuring a seamless journey for both employers and candidates. In conclusion, choosing Asliya Recruitment Nepal is choosing a transformative HR journey. Elevate your success with our unwavering commitment to excellence, efficiency, and client satisfaction. Your triumph starts here.

## ***Portfolio***

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A well-crafted recruitment portfolio is the HR professional's dynamic canvas, showcasing expertise in talent acquisition, strategic workforce planning, innovative hiring strategies, and the ability to align organizational goals with a resilient, skilled, and inclusive workforce.

## ***Our Believers***

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Human resources professionals, considered the believers in an organization's potential, strategically navigate the recruitment journey, crafting compelling narratives, understanding the human element, and fostering the continuum of talent to contribute to long-term organizational success.

Let's build a future of success together!  
Your Complete Human Resources Solutions Provider!





# Mission

## Our Mission

To empower individuals & organizations through ethical and professional recruitment solutions. We are committed to fostering meaningful connections between talent and opportunity, contributing to personal growth and organizational success.

## Our Vision

Our vision is to be the forefront of ethical recruitment, setting industry standards and redefining success. We aim to create a future where every individual's potential is recognized and harnessed, propelling them towards fulfilling careers..



## Our Value

Our values are ingrained in our core. Integrity ensures transparency and fairness. Professionalism drives exceptional service. Innovation adapts us to change. Collaboration fuels teamwork. Dedication propels us for lasting impact





## AVAILABLE CATEGORIES

### Security

Security Supervisor, Security Foreman  
Personal Bodyguard, Security Guard

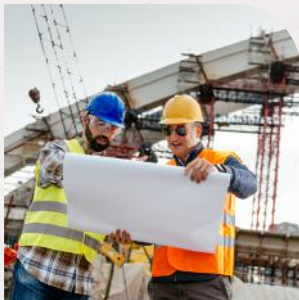
### AVAILABLE SECURITY GUARD

Ex- Indian Army  
Ex- Nepalese Army  
Ex- Nepalese Police  
Ex- Singapore Police Guards



### Construction ENGINEER

Civil /Electric /Mechanical / Surveyor  
(Land and Quantity), Overseer  
Supervisor , Drafts man Foremen  
Accountant, Time Keeper, Steel Fixer  
Plumber , Welder , Rigger, Scaffolder



### Carpenter

Finishing /Shuttering

### Mason

Brick /Block / Marble /Chips /Plaster / Ceramics  
Labor /Gypsum Mason Drafting Technician and Others  
administration Staff



### Operators

Excavator / Shovel /Dozer /Forklift

### Hotel/Resort/Restaurant

Manager / Front Officer /Receptionist /House Keeping  
Cook :Comi-IAI/III/ Sous-Chef, Chef / Food and Beverage  
Controller / Waiter / Steward /Gardener /Room -boy  
Cleaner /Accountant / Other Administration Staff



### Hospital /Health and Hygiene

Manager , Doctor, (Practitioner and Consultant )  
/Ophthalmic Assistant /Eye  
Health Worker /Community Health Worker  
Accountant / Dental Surgeon /Lab Technical /CMA/ANM  
Nurse/ Cleaner







## AVAILABLE CATEGORIES



### School/College

Lecturer, Teacher, Accounting , Other Administrative Staff



### Manufacturing/Distributors/Suppliers

Factory Workers /General workers/General Labor/Machine Operators/Manufacturing Engineer  
Cleaner/Helper/Sweeper/ Office Boy/ Watchman etc.  
Manager /Supervisor /Sales Executive/Store Keeper Sales  
Supervisor /Sales man /Marketing Executive  
Accountant / DRIVER: Heavy / Light



### Supermarkets

Cashier male/ Cashier female /Check out cashiers  
Trolley boys & stocker's/ Store manager  
Warehouse manager/Warehouse helper /Cleaners  
Store keeper etc.



### Dairy and Agriculture

Farm worker, Grower/ Nursery workers/ Grain elevator operator/  
Agricultural equipment technician  
Agricultural specialist & technicians /Sales representative  
Veterinary Doctors & Technicians  
Manager / Supervisor /Sales Man /Dairy farmer /Common Labor



### Bank and Financial Institute

Manager /Cashier /Tellerer /Accountant  
Receptionist

### Computer Professionals

Computer Engineer /Programmer /Designer  
Operator

# REQUIRED DOCUMENTS

The requirement of document usually varies country to country but principally these types of documents are essential such as

Demand Letter  
Power of Attorney  
Service Agreement  
Employment Contract

To be able to obtain the approval letter from the Government of Nepal. The following are., in principle, required for the Government formalities and procedures;



## ***DEMAND LETTER***

Addressed to authorizing Asliya Manpower Supply Pvt. Ltd., Kathmandu, Nepal Mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & benefits to workers.

## ***POWER OF ATTORNEY***

Addressed to authorizing Asliya Manpower Supply Pvt. Ltd., Kathmandu, Nepal to be true and lawful attorney and agent of Nepal.

## ***SERVICE AGREEMENT***

Employing Company should provide us service agreement between company and recruitment agency in Nepal.

## ***EMPLOYMENT CONTRACT***

One copy each signed and sealed by the employer & employee

## ***GUARANTEE LETTER***

Signed and stamped copy by the employer company should be mention that not to be deploy to other countries for work purpose.

For the Kingdom of Saudi Arab  
Following additional Documents are essential for KSA only

**Authorization Letter/Counselor Letter, Company Registration (CR) Copy, Visa Slip (Bank Slip)**

Note Documents should be duly sealed by the Ministry of Foreign Affairs, Chamber of Commerce or concerned Government Authority & Nepalese Embassy of the respective country.



# COMPANY DETAILS

Company Name	Asliya Manpower Supply Pvt. Ltd.
Company Registration No.	175205/074/075
Government License No.	1669/080/081
Type of Service	Human Resource Recruitment
Chairman	Mr. Dambar Pradhan
Int.l' Recruitment Consultant	Ms. Jyoti Regmi
Email	info@asliyahr.com
Website	www.asliyarecruitmentnepal.com
Company Capital :	20 Million Nepalese Rupees
Official Bank:	Global IME Bank Limited
Company Regd. at Govt.of Nepal:	1) Office of Company Register, 2) Department of Foreign Employment 3) Department of Internal Revenue

# ORGANIZATION STRUCTURE





## OUR VALUABLE CLIENTS



شركة الخليج للمقاولات

GULF



BOOMCONSTRUCTION  
COMPANY



UrbaCon Trading and Contracting  
أورباكون للتجارة والمقاولات



contracting company w.l.l.



AL HUDA  
ENGINEERING WORKS



arabtec





# Legal Documents

Distributed by:  
Nepal Notary Public Council  
S.N. 3685809

Cost of Arms  
of Nepal

Government of Nepal  
Ministry of Industry, Commerce & Supplies  
Office of the Company Registrar

Seal of the  
Office

Registration No.: 325400/080/081

### CERTIFICATE OF INCORPORATION OF COMPANY

This certificate of Incorporation has been issued to M/s. Asliya Manpower Supply Private Limited having incorporated it on the 17 day of December, 2023 pursuant to Sub-Section (1) of Section 5 of the Companies Act 2006.

Date: 2023-12-17

Sd.  
Assistant Registrar

*Condition: 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.*

"The True Copy, True and Verified"

Signature:

Name: Madhusudan Tamang

Date: Jan 24, 2024

Certificate Number of the Notary Public: 2024

Date of Expiry of Certificate: Feb 18, 2025 A.D.

Seal of the Notary Public

Distributed by:  
Nepal Notary Public Council  
S.N. 3685805

Cost of Arms  
of Nepal

Government of Nepal  
Ministry of Finance  
Inland Revenue Department

Seal of the  
Office

PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE

Permanent Account No. 619828925

Inland Revenue Office Inland Revenue Office Bhatiskuti

Registration Date: 02 09 2080  
Income Tax: 18 12 2023  
Day Month Year

Business Name : Asliya Manpower Supply Pvt. Ltd.  
Type of Taxpayer: Private Limited  
Address: Ward No. 9, Sinamangal  
Metropolitan City: Kathmandu  
Businesses Activities: Employment providing agency's activities

SD. SD.  
Signature of Tax Payer 2080/09/02 B.S. (December 18, 2023 A.D.)  
Signature of Tax Officer

**Terms and conditions to be followed by the Tax Payer.**

- BRI shall be issued mandatory at the time of transaction.
- If income 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 month.
- Income tax statement of each fiscal year shall have to submit within end of the Aashwin.
- 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.

"The True Copy, True and Verified"

Signature:

Name: Madhusudan Tamang

Date: Jan 24, 2024

Certificate Number of the Notary Public: 2024

Date of Expiry of Certificate: Feb 18, 2025 A.D.

Seal of the Notary Public

Distributed by:  
Nepal Notary Public Council  
S.N. 3685804

Cost of Arms  
of Nepal

Government of Nepal  
Ministry of Labor, Employment and Social Security  
Department of Foreign Employment

Seal of the  
Office

Licence No.: 1669/080/081

Date: 2080/10/09 B.S.  
(January 23, 2024 A.D.)

### LICENCE

This Licence has been issued to the Asliya Manpower Supply Pvt. Ltd., authorizing to operate Foreign Employment Services subject to the terms and condition mentioned in this Licence, Foreign Employment Act, 2064 (2007 A.D.) and Regulation 2064 (2007 A.D.).

Issuing Authority  
Name: Danduraj Ghimire  
Designation: Director General  
Signature: Sd.  
Date:

"The True Copy, True and Verified"

Signature:

Name: Madhusudan Tamang

Date: Jan 24, 2024

Certificate Number of the Notary Public: 2024

Date of Expiry of Certificate: Feb 18, 2025 A.D.

Seal of the Notary Public

Distributed by:  
Nepal Notary Public Council  
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Cost of Arms  
of Nepal

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Ministry of Labor, Employment and Social Security  
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Name: Danduraj Ghimire  
Designation: Director General  
Signature: Sd.  
Date:

"The True Copy, True and Verified"

Signature:

Name: Madhusudan Tamang

Date: Jan 24, 2024

Certificate Number of the Notary Public: 2024

Date of Expiry of Certificate: Feb 18, 2025 A.D.

Seal of the Notary Public



Date of renewal	Expiry date of renewal	Renewal Fee	Additional Renewal Fee	Signature of renewing authority
2081-05-14 B.S. (August 30, 2024 A.D.)	Last Ashad, 2082 B.S. (July 15, 2025 A.D.)	20,000/-		Sd. 2081-05-14 B.S. (August 30, 2024 A.D.) Section Officer

#### TERMS

- No work shall be carried out by opening branch office without obtaining approval.
- No work shall be done through agent without taking approval.
- No worker shall be sent to other country on any conditions except to the country where the permission is granted.
- Directors issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in the prevailing Act and Rules.



S.N. 5150297  
Distributed by:  
Nepal Notary Public Council



# **ASLIYA**

## **MANPOWER SUPPLY PVT. LTD.**

Govt. Lic. No.: 1669/080/081

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