

Govt. Lic. No.: 944/067/68
(Foreign Employment Consultant)

Recruiting Nepal...



TMS

Times Management System Pvt. Ltd.

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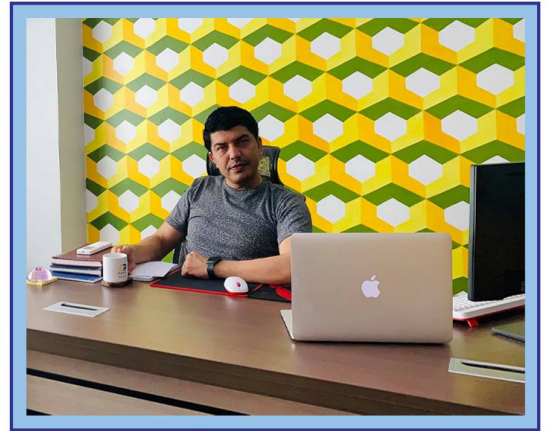
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Message from MD

Greetings from Times Management System Pvt. Ltd (TMS). This organization was established with a dream of exploring employment opportunities abroad for a huge number of unemployed youth in Nepal. The dream has connection with realisation that the unemployment was posing a serious threat for the country's future. Today, the dream has come true with a successful manpower company supported by a dedicated team, competent management, reputation and a success story.



We aim to provide a total solution to our clients and work to ensure a successful recruitment. As a professional manpower recruitment company, we give maximum importance to the value of trust and faith bestowed to us by both our clients and recruitment candidates. We are concerned about the quality of our principles & the professional eminence of our recruits. We are registered and approved as recruiting agents with the Government of Nepal, Ministry of Labour & Transport Management Department (Department of Foreign Employment).

We are expanding our network globally whereas seeking genuine individuals or institutional to be our associate partner. If necessary we can meet, discuss, and finalize other terms and conditions to our mutual business interests. We would appreciate your positive responses.

I hereby want to assure you the quality service and better cooperation.

Thanking with best regard,

A handwritten signature in black ink, appearing to read 'Bimal Bohara', with a long, sweeping underline.

Bimal Bohara
Managing Director
Times Management System Pvt. Ltd.

About company

Times Management System Pvt. Ltd (TMS), established in 2010, is an overseas employment consultant in Nepal. The company was established to meet the growing demand for Nepalese workforce abroad to alleviate growing unemployment in the country. The company exports a wide range of competent manpower from semi-skilled to highly skilled professionals based on the demands of our valued clients. Thus, the company functions as a bridge between Nepal and manpower importing nations around the globe.

Times Management System Pvt. Ltd (TMS), has been renowned for abroad recruitment over the years. The company believes in competency blended with quality. The company has a dedicated team of professionals excelled to provide high quality services to both employees and employers, striving to meet internationally accepted excellence benchmarks.

Working in foreign countries has emerged as an ultimate option among Nepalese youth seeking to enter better job market. Many people successfully recruited from our organization to various organizations in Middle East and Eastern Asia in various category till date, represents the difference we have made in quality service along with the contribution to minimize country's unemployment and strengthen the economic backbone of our country.

Operating from Samakhushi, Kathmandu, Nepal; Times Management System Pvt. Ltd (TMS), is fully equipped with state of art facilities that an international standard company requires. The company uses different types of processes for sourcing its manpower. The semi-skilled and unskilled manpower are recruited through advertisement in mass media. We headhunt to meet the level of highly technical and professional manpower. Today, a large number of such manpower throng to our company for quality and prompt service. Times Management System Pvt. Ltd (TMS), has an updated database of different types of manpower who seeks foreign employment. Any foreign recruitment firms planning to source manpower from Nepal can visit our online database of human resource. The company promptly responds to all enquiries made by employers and employees.

Our Experts

We have nurtured a team of hard-working professionals who strive to work as per the latest trends in the market to ensure a successful recruitment. It is because of their meticulous effort that we are able to offer the best quality service to our esteemed customers.



Vision, Mission and Objectives

Vision:

Times Management System Pvt. Ltd. (TMS), plans to expand the scope of the company by not limiting ourselves to Nepalese manpower. We will source professionals from other countries to supply the need of manpower importing nations. It is established with a view of contributing towards elimination of unemployment problem of the Nepal, as well as to direct the potential energy of the youth towards creative and productive learning to that it directs the potential energy of the youth towards creative and productive learning to that it could enhance their career. We believe that the key factor of organizational growth is ~~our customer satisfaction~~ Keeping this vision in mind, we continuously endeavor to offer the most potential candidates to our esteemed clients as well as better clients to our valuable customers



Mission:

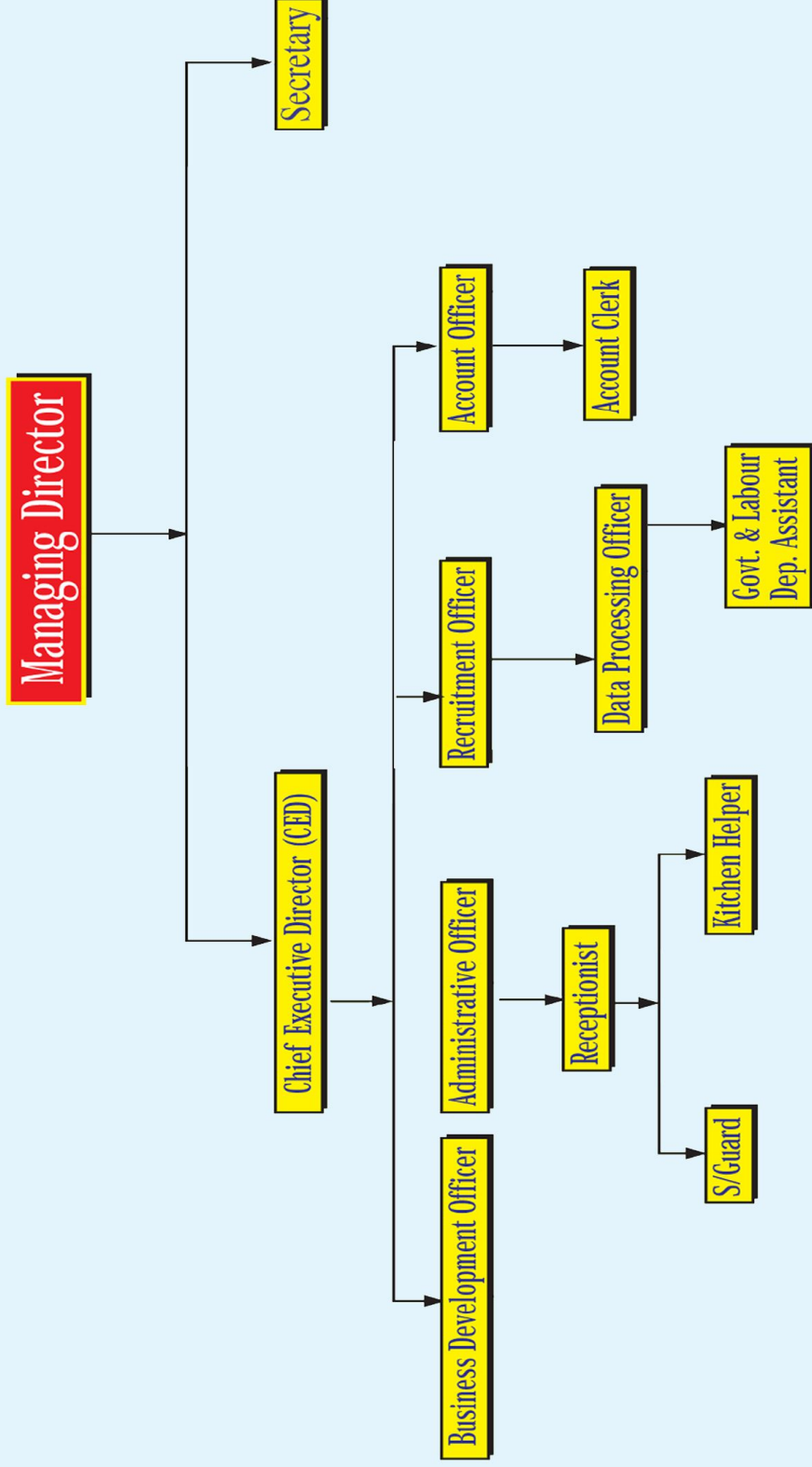


Times Management System Pvt. Ltd (TMS), was established with an aim to become a recruitment agency that provides the most reliable and competent human resource solutions for organizations who want to recruit the Nepalese people in various field and levels. The mission of our organization is to reduce the increased unemployment burden of the country. We aim to fulfill our mission by exploring new horizons of employment for the qualified and skilled individuals.

Objectives:

- To enhance manpower industry by exploring market potential for a huge number of unemployed Nepalese youth. To find better job opportunities for skilled, semi-skilled, trained and professional Nepalese manpower.
- To supply competent manpower of various skill levels (Unskilled, Semi-skilled, skilled, highly skilled and professional manpower) as per the company demand while fully compiling with the laws and acts of Ministry of Labour & Transport Management of Nepal.
- To enhance the quality of positions being provided to Nepalese manpower by negotiating for better positions with better pay and facilities.
- To reduce the country's unemployment burden by establishing Nepalese workers as the most competent and honest workforce which will create raise in demand of such individuals.
- Headhunting for professional manpower for outbound employment.

Organization Chart



Times Management System Pvt. Ltd.

Recruiting Nepalese Workers...

Required Documents:



This legally binding document is a written testimony issued by the recipient company (TMS) granting the authority to M/S Times Management System Pvt. Ltd (TMS) to carry out its all necessary formalities of the recruitment task.

Requirement of documents vary from country to country. Basically, we demand two types of documents before making a final deal for sending workers overseas. We follow the documentation procedure in details as on government provisions to avoid unnecessary hassles to the workers.

Documents required for all countries:

- Demand Letter
- Power of Attorney
- Employment Contract
- Service Agreement &
- Guarantee Letter



1. Demand Letter:

A demand letter should be addressed to M/S Times Management System Pvt. Ltd (TMS); Govt. license No: 944/067/068 in an official letterhead in English Language. A final Demand letter can be sent via International Courier Service to M/S Times Management System Pvt. Ltd (TMS), head office in Kathmandu, Nepal. A Demand Letter should contain all necessary stamps from state authorities of the recipient country to which the workers will be deployed.

Demand Letter must contain clear information outlined below:

- Number of workers required
- Categories/Trade
- Salary (Wages structure including overtime)
- Work hours and day
- Terms & Conditions
- All benefits and welfare



2. Power of Attorney:

This legally binding document is a written testimony issued by the recipient company M/S Times Management System Pvt. Ltd (TMS) granting the authority to TMS to carry out its all necessary formalities of the recruitment task.

3. Employment Contract:

The employing company provide the employee employment agreement as per demand letter.

4. Service Agreement:

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

5. Guarantee Letter:

The employing company should not transfer any workers to another country without approval of competent Nepal Government authorities.

In the case of United Kingdom of Saudi Arabia (KSA) following three more documents are required.

A. Electronic Authorization Letter:

The employing company has to write a letter according to visa approval slip to the Electronic Authorization Office or Embassy for visa endorsement of the workers.

B. Visa Slip (Copy):

The original visa slip is required in case of Block Visa. However, the photocopies of Block Visa are acceptable in case of multiple Block visa.

C. Company Registration (C. R.) /one photocopy only.

Note 1:

For all countries including KSA; above documents from 1 to 5 should be signed by company's authorized person, bear Company Seal and documents 1 and 2 must be duly sealed and attested by Chamber of Commerce or Nepalese Embassy or Ministry of Foreign Affairs from the respective country.

Note 2:

- In case of Block visa issued for Dhaka, Bangladesh the company should prepare all above principle documents authorize to M/S Times Management System Pvt. Ltd (TMS). Govt. License No: 944/067/068, which is recognized Nepalese agent by the Embassy of the Royal Kingdom of Saudi Arabia based in Dhaka, Bangladesh.
- In case of Block visa issued for nearest Embassies – Delhi and Mumbai India, the employing company should prepare following documents in the name of M/S Times Management System Pvt. Ltd (TMS)
 - ✦ Demand Letter
 - ✦ Power of Attorney
 - ✦ Employment Contract
 - ✦ Service Agreement &
 - ✦ Guarantee Letter

But following documents should be in the name of the associate office recommended by M/S Times Management System Pvt. Ltd (TMS)

- ✦ Demand Letter
- ✦ Electronic Authorization Letter
- ✦ CR Copy (Company Registration Copy) &
- ✦ Visa Approval Slip.



Selection Procedure:

We don't rely on third parties for supply of potential candidates. Each day many youth come to our company, while many send their bio-data and work experience through our website and e-mail for overseas employment, drawn by the reputation of the quality service we provide. Every information of these candidates are entered into our databank. Each potential candidate must face preliminary interview with our recruitment officers before the final selection.

The discipline level of each and every worker is tested so as to avoid possible risks from the workers abroad. We examine the workers' morality, attitude, behavior and personal history. Team of our experts including a psychiatrist carries out these tests. Candidates have to go through medical tests after final selection. Only medically fit candidates are eligible to sign an agreement or contract paper.

Recruitment Process	
Step 1: Demand from Employer	Step 2: Pre-Screening Candidates
Step 3: Final Interview (by employer)	Step 4: Medical Checkup
Step 5: Employment Visa	Step 6: Orientation
Step 7: Travelling Arrangement	Step 8: Deployment



1st Step: Demand from Employer (by fax or email)

We will require you to produce following documents concerning the requirement after agreement is reached regarding the terms and condition. After receiving the original below mentioned documents we will apply to Ministry of Labour, Nepal for the permission of recruitment.

- Demand Letter
- Power of Attorney
- Employment Contract
- Guarantee Letter &
- Agreement between Employer & M/S Times Management System Pvt. Ltd (TMS).

2nd Step: Pre-Screening Candidates

Upon receipt of the permission for recruitment form Ministry of Labour, we take out an advertisement in leading Daily Newspapers to collect for the potential candidates. The applicants are interviewed and prescreened by the recruitment officers of M/S Times Management System Pvt. Ltd (TMS). Then only the shortlisted candidates are called for

the final selection through interview with the representative of the employer or CVs of these candidates are sent for final evaluation to the employer.

3rd Step: Final Interview (by employer)

Many employers visit Nepal for final interview. We make all necessary preparations for interview. We call shortlisted candidates for the particular day. We have comfortable rooms and other modern facilities - computers, telephones, Internet, and all that an interviewer might need.

4th Step: Medical Checkup

When the final selected candidates are confirmed from the side of employee organization, the selected candidates are immediately send for their medical checkup. This medical examination is done only by the panels of doctors who are authorized by the Ministry of Labour to do so. Only the candidates who pass all the medical tests are then forwarded for the further process of recruitment.

5th Step: Employment Visa

The fifth step is the process for the employment visa of the candidates. The process of obtaining visas is different for different countries.

6th Step: Orientation

Before the travel date and after the receipt of visas, each of the candidates are required to take orientation classes to be eligible to get the final approval from Labour Department, Nepal. During the orientation classes, the candidates are informed of their job responsibilities, law, environment and culture of their future work country and place, work ethics, salary information, OT, food and accommodation facilities etc.

7th Step: Travelling Arrangement

After orientation given to the visa issued candidates, we arrange for the travel of the candidates. We have very good relationship with travel agency thus that will provide every assistance required during travelling in coordination with the government department of our company. The major assistance required being the final approval from the Labour Department of Nepal, ticket copy of visa, NOC, insurance and employment contract to deploy the candidates on time.



8th Step: Deployment

After clearance of all the above mentioned steps and clearance of service charges (if any involved) the candidates are finally ready to be deployed.



Terms and Condition of Recruitment

- ✕ The FIRST PARTY shall issue a Demand letter to the SECOND PARTY as per the Nepalese Government's directives mentioning the Terms & Condition including the power of attorneys (authorizing the Second Party) to recruit and expatriate the workers from Nepal on behalf of the First Party.
 - ✦ Salary per month.
 - ✦ Accommodation Facilities.
 - ✦ Food Facilities.
 - ✦ Transportation Facilities.
 - ✦ Medical Facilities.
 - ✦ Insurance policy.
 - ✦ Min. 15 days leave in a year.
 - ✦ Residence permit
 - ✦ Working Hours: 8 hours per day/6 days a week & 26 days in a month &
 - ✦ Over time (O.T.): If worked more than 8 hours a day.
- ✕ Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules of both countries in regard to the conditions necessary to import and supply. In case of any conflict between government rule and the conditions of this contract, this deed of agreement shall be deemed as null and void.
- ✕ The SECOND PARTY is the supplier of the workers and will bear the responsibility for recruitment of the workers from Nepal exactly as per trade or may invite the FIRST PARTY or his authorized representative for recruitment of the workers within the stipulated period and not exceeding 45 days from the receipt of visa advice and other allied required documents.
- ✕ The workers will interviewed, tested any selected by representative of the employer.
- ✕ The FIRST PARTY agrees to enter into agreement with the SECOND PARTY to supply Nepalese manpower different categories such as skilled, semi-skilled and unskilled workers, the numbers and qualification in respect thereof are to be specified by the FIRST PARTY through task order.



- ✕ The SECOND PARTY shall be responsible for short listing of qualified candidates in conformity with the FIRST PARTY as per requirement. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final interview and selection. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the

right to select, process and such qualified workers comes under the full guarantee of SECOND PARTY.

- ✕ The FIRST PARTY shall provide with visa/NOC work permits of the workers from the government authority, together with other necessary relevant documents. In case of not issue of visa due to any changes in government policies, the FIRST PARTY shall be responsible for the recruitment expenses.
- ✕ The SECOND PARTY shall assist the workers in matters relating to immigration formalities, medical test and visa stamping from the relevant Embassy and whatever other relevant matters.
- ✕ The SECOND PARTY shall make sure that all workers recommended for the FIRST PARTY is examined by an approved (GCC) Nepalese doctor to appoint them by the employer of the concerned government. The candidate must possess a valid certificate to the effect of their fitness such as aids, T.B. and infectious or any other diseases. The SECOND PARTY will submit original medical report along with passport copy.
- ✕ The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per validity of visa of the concerned country.
- ✕ The FIRST PARTY ensures to provide the agreed salary mention on Demand Letter to the workers with free bachelor sharing accommodation, free food and other necessary amenities, including medical and insurance coverage.
- ✕ There will three months of probationary period for all the workers, after completion this period, if any worker is found unfit for the job, the worker may be terminated and repatriated at his own cost and the cost will be borne by the candidates themselves or by the SECOND PARTY.
- ✕ The FIRST PARTY agrees to bear the compensation in case of death or injury of the workers and also agrees to bear the cost of transport of dead body to Nepal as per the labors law of the country concerned.



Available categories

Constructions:

- ♦ Engineers:
Civil/Electrical/Mechanical /Architecture
- ♦ Land Surveyor
- ♦ Mechanical Supervisor
- ♦ Civil Supervisor
- ♦ Surveyors (Land/ Quantity)
- ♦ Overseers / Supervisors / Foremen
- ♦ Accountants
- ♦ Time Keepers
- ♦ Steel Fixtures / Plumbers / Welders
- ♦ Carpenters (Finishing / Shuttering)
- ♦ Masons (Brick, Block, Marble, Chips, Ceramics)
- ♦ Labors:
(Skilled/ Semiskilled/Unskilled)
- ♦ Other administrative Staffs
- ♦ Welders
- ♦ Steel Fixer
- ♦ Machine Men
- ♦ Helpers

Hospital:

- ♦ Doctors
- ♦ Administrative Officer
- ♦ Warden
- ♦ Pharmacists
- ♦ Nurse
- ♦ Accountant
- ♦ Store Keeper
- ♦ Cashier

Electrical Work:

- ♦ Electrical Engineer
- ♦ Electrical Supervisor
- ♦ Electrician Industrial/ Building
- ♦ Electrical Motor Reminder
- ♦ Helper

Hotels / Resort /

Restaurants:

- ♦ Manager
- ♦ F & B Managers
- ♦ Chef / Sous Chef / Demi Chef (Indian, Chinese, Continental, Japanese, Italian etc.)
- ♦ Commis I, II, III
- ♦ Restaurant Captain
- ♦ Stewards
- ♦ Hostess
- ♦ Front Office Personnel
- ♦ House Keepers
- ♦ Gardeners
- ♦ Room Boys / Cleaners
- ♦ Cashier
- ♦ Storekeeper/Time Keeper
- ♦ Receptionist
- ♦ Accountant
- ♦ Other adm. Staffs

Security:

- ♦ Security Supervisor
- ♦ Commando
- ♦ Body Guard
- ♦ Security Personnel
- ♦ Watchman

School / College:

- ♦ Teacher / Lecturer
- ♦ Accountant
- ♦ Helpers
- ♦ Other adm. Staffs

Supermarket:

- ♦ Manager
- ♦ Accountant
- ♦ Supervisor
- ♦ Cashier
- ♦ Sales Executive
- ♦ Storekeeper
- ♦ Computer Operator
- ♦ Cleaner

Transportation:

- ♦ Heavy Equipment Operators
- ♦ Heavy Drivers
- ♦ Light Drivers
- ♦ Diesel / Petrol Mechanics

Laundry:

- ♦ Managers
- ♦ Front Office Staffs
- ♦ Washers
- ♦ Pressing Men
- ♦ Cleaners

Garments Factory:

- ♦ Managers
- ♦ Quality Checkers
- ♦ Tailoring Supervisors
- ♦ Tailors
- ♦ Helpers

Bank & Financial Institution:

- ♦ Managers
- ♦ Cashiers / Tellers
- ♦ Accountants

Computer Professionals:

- ♦ Computer Engineers
- ♦ Programmers
- ♦ Operators

Carpentry:

- ♦ Furniture Carpenter
- ♦ Shuttering Carpenters
- ♦ Helpers





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