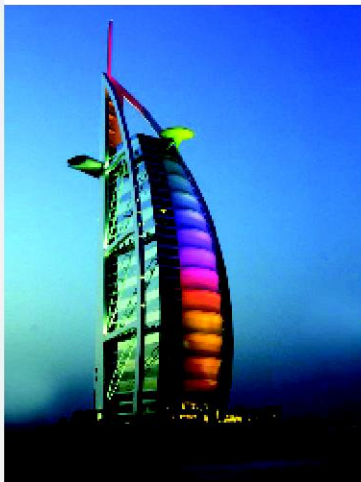


*"World class manpower
for your worldwide future..."*



**Sab International
Human Resources Pvt. Ltd.**

About Us

With a motto of "solving the national unemployment problem and uplifting the GDP of Nepal" The Sab International Human Resource Pvt. Ltd. was established in 2067 BS, registering under the ministry of labor with a license no 984/067/068 Being based on the core values and standard of foreign employment, this organization has always been fulfilling the needs of people.

A crucial element of our company philosophy has been to establish trust and authenticity amongst our clients and amongst the people that make up our database, thus our motto "solving the national unemployment". The Recruitment specialist, as we are known, is the result of our continued strives for excellence by providing the highest quality of service to our clients at the right time, with the right people and at comparative price, for which we are internationally renowned.

Our organization is always aware of the rules and regulations formulated by the Ministry of Labor and Department of Labor on both the countries; the abroad where the employees are to be sent and the country from where they originate.

Despite the numerous recruitment agencies in Nepal Sab International Human Resource Pvt. Ltd. realized that there was a need for a professionally managed recruitment agency and thus the company came into existence. The company's overall philosophy has been to strive for excellence and become the primary provider of competitive, efficient and reliable Manpower resource solutions. The high regard, in which Sab International Human Resource Pvt. Ltd. is held today, bears the testimony to the measure of success that the company has been able to achieve.

This company also provides professional counselling to help clients in choosing the best employment companies or employers. We are enjoying in the Nepalese market so as to fulfill the skilled, semi-skilled and un-skilled manpower in the countries of demand.

We would like to assure you that we always assist our clients in finding right employers and right work-place for the interested.



Message from Chairman



Dear all

A very nice and warm welcome to you all. Our organization is an assembly of hardworking, experience, dynamic and dedicated professional working as a team to create a quality and superior business junction for all who really aspire to excel, transfer and achieve their entire potentiality in their life professional. So our immense power stands to mediate between the job creators and the seekers on abroad. We are also deeply committed to promote close relationship with the business and the clients which has always geared up to making our organization one of the exciting company.

Thank you.

A handwritten signature in black ink, appearing to read 'Sanjeet Kumar Pateny'.

Sanjeet Kumar Pateny
Chairman



Message from General Manager



It gives us immense pleasure today to present some of my words through this profile about the introduction of this company: Sab International Human Resource Pvt. Ltd.

We have pleasure in introducing Sab International as one of the leading and professionally managed international manpower recruitment consultant. It has been established with the main objective of enhancing and boosting the economic condition of Nepalese people. The increase in unemployment figures and the inflow of people from rural areas to urban areas is creating opportunity to the nation economy. Thus, we have developed thousands of professional, skilled, semi-skilled and un-skilled workers in various countries as per the demand.

We believe that a quality service will ensure a lasting and mutually satisfactory relationship on behalf of all the employers at Sab International. I thank you for offering us the privilege at serving your company's manpower demands. We look forward to a successful partnership with your esteemed company in the field of manpower recruitment. Thank you!



Ganesh Pateny Bhat
General Manager

Our Special Security Guard Personals will have below criteria

Personality's Attitude.

- English Language (Read, Speak & Write)
- Good Knowledge about Security & Safety.
- Good Knowledge about Fire Fighting.
- Good Knowledge about First Aid.
- Knowledge about Customer Care.
- Minimum Height 5.5" and above (with Smart Looking)
- Knowledge about Electronic Security (CCTV, Fire Alarm, hose pipe, Smoke Detectors, water sprinkler, Traffic barrier, Operate of Fire agents.
- Good Knowledge about Security Duties (Control Room, Front Gate, Rear Gate, Parking Area, Patrolling duties, Lobby duties Etc.
- Good Training about Gate Control, Keys control, Employees control, visitors control, vehicles control, materials control,
- Knowledge about Emergency response for Emergency event.



Santa Bdr. Bhat (Executive Officer)



Bipana Shrestha (Documentation)

Selection Process

In our endeavor to find perfect candidates and officer candidates a good career opportunity based on past achievements and demonstrated potential we have a rigorous selection process which can be adapted to selection at various levels. Points mentioned below are general in nature and selection is normally customized for every position.

In-depth understanding of the client's business, culture and objectives is taken beforehand, the skills and interpersonal characteristics required in a position are defined and identified, and accordingly a comprehensive position specification and job description are prepared.

A. ADVERTISEMENTS

Following the authorization from our clients, we publish openings for a particular profession, with complete job description in the leading newspapers and other popular medias.

B. PRESCREENING

The applications we receive, undergo initial screening by our recruitment consultants.

C. INTERVIEW AND TRADE TEST

The short listed candidates are called for an interview. They are interviewed by our selection panel and the representatives of our clients. They subject the candidates to a trade test to check the authenticity of the trade of the candidates.

D. MEDICAL CHECKUP

The candidates that are selected are sent for medical check up in a medical center, which is authorized by the country where the candidates will be placed.

E. DOCUMENTATION HEAD

The individual files will be maintained for all selected candidates which will contain the following documents.

- Original passport
- Ten Photographs
- Trade test report of application
- Employment agreement
- Copy of Medical Test Report
- Educational certificate & CVs

After going through the rigorous selection procedure, the selected candidates will be trained and assisted in the following ways:

- Training : Every recruited candidates will undergo training as per the job description given by the client. SAB international Human Resources Pvt. Ltd. has its own motivational and skill development training center for person enlist with us. The orientation and practical operating help them to work with safety and efficiently.
- Departure Formalities
- Passport : We help in updating the passport of the recruited candidates.
- Visa : With the cooperation of the employer we arrange the stamping of the visa on the passport of the recruited candidates.
- Immigration Clearance: We also help the recruited candidates to obtain the immigration clearance from the Department of Labour and we also assist the candidates to be familiar with the necessary formalities to be performed while going abroad like Embarkation form, Departure Form, Security clearance, etc.



Accountant



Documentation

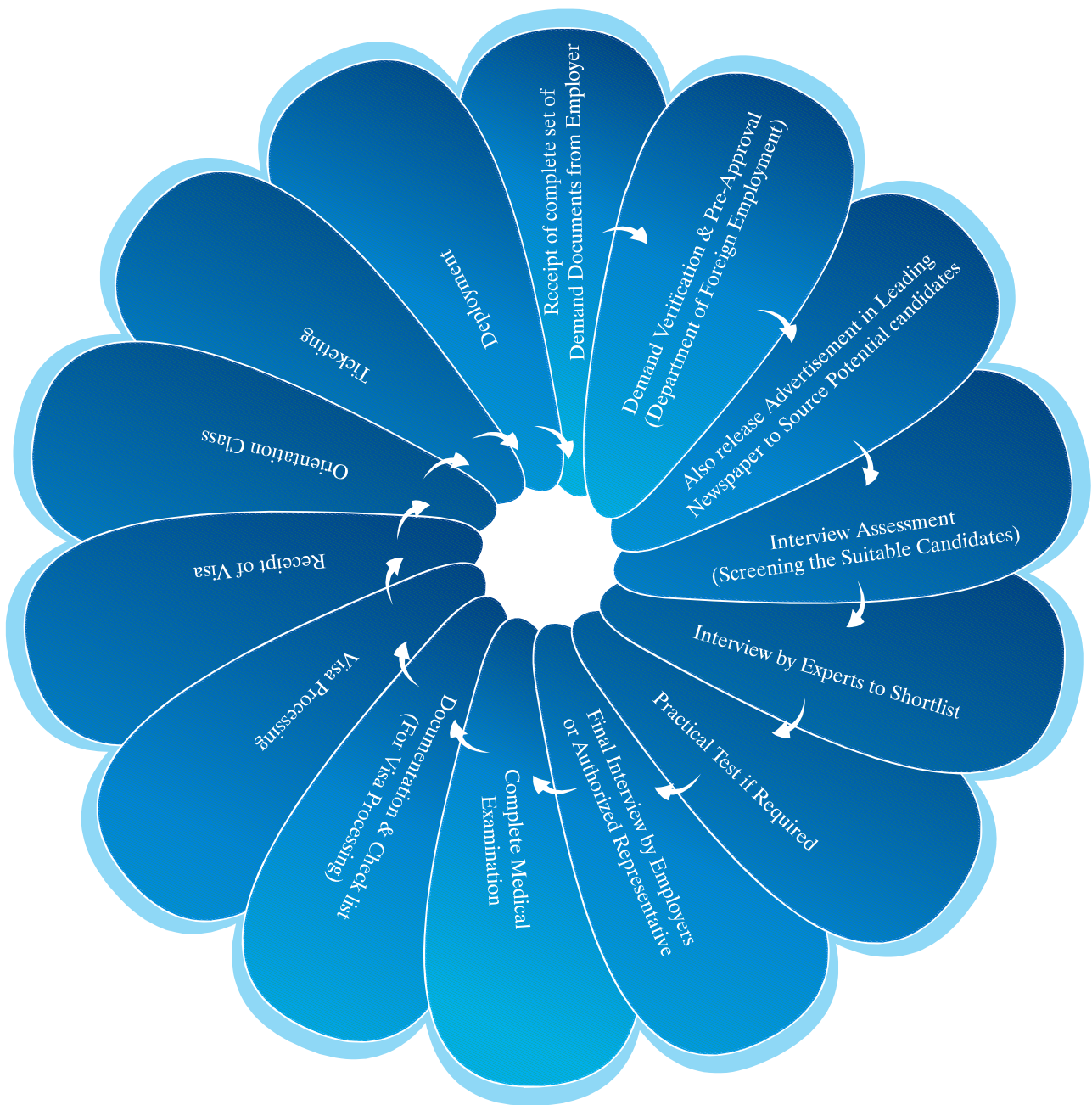


PRO



Receptionist

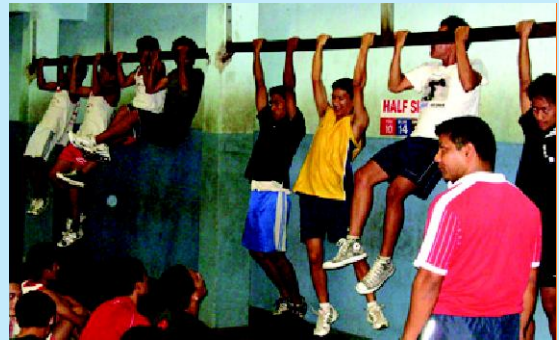
Work Flow Chart



Our Special Categories

Sab International Human Resource Pvt. Ltd. is one of the best manpower company for Security of Nepal. We can choose the professional and experience background security force. The company takes full responsibility to recruit category of employee from Nepal on behalf of any legally authorized and genuine overseas employment regulations of the government of both the concerning countries.

- Ex- British Army
- Ex-Indian Army
- Ex-Nepalese Army
- Ex- Nepalese Police
- Civil Security Guard



Service Offered from Nepal

Skilled Technicians

- Construction Equipments Operators
- Junior Engineer / Technician
- Male & Female Nurses
- Pharmacists
- Laboratory Technician
- Medical Assistant
- Plant Operators :
- Electrical/Mechanical
- Foreman : Electrical/Mechanical
- Supervisor/Oversears/Estimators
- Welder : Gas/Electric
- Carpenters/Cabinet/Makers
- Steel Fixers/ Riggers
- Mason/Tile Fixer/Plasterers
- Plumber/ Pipe Fixers
- Drivers : Heavy/Light
- Hotel Perssonal/Waiters/Bakers
- Textile/Jute/Garment/Carpet
- Computer Operators



Semi-skilled/Unskilled

- Labours
- Cleaners
- Sweepers
- Watchman/Guards
- Agriculture Labour/Farmers
- Industrial Labour
- Peons/Office Boys
- Loaders : Airport/Train Station

Service Offered from Nepal

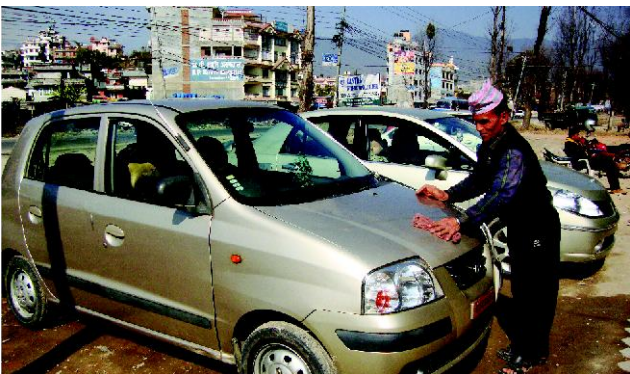


Categories of personnel available in Nepal for foreign employment are classified into four groups :

- A. Professional
- B. Skilled technician
- C. Semi-skilled/unskilled workers
- D. Security guards

Professional

- Engineers: Civil, Electrical, Mechanical, Chemical
- Architects/Planners
- Doctor : Specialists, General, Physicians,
- Dental Surgeon
- Professor/Teachers In Various Field
- Bankers



Skilled Technicians

- **International Experience Holder**
Those people who have work experience out of Nepal minimum 2 years as a technician.
- **Domestic Experience Holder**
Those people who have good quality experience inside Nepal as a technician.
- **Trade Training in Nepal**
Those people who has taken minimum 2 months technical training courses from Nepal Government reconize technical institute.
- **Trade Training by Employer**
Those people who has selected & trade trained by special representative of employer as per employer need & requirement.



Required Documents

The Following documents duly attested by the concerned authorities are requested from the employers:

Demand Letter

A formal letter issued by the employer addressing SAB International Human Resources Pvt. Ltd. With full detail of the job categories, number of workers, monthly salary, contract period, working hours and all other facilities like food, accommodation medical and air passage.

* To be attested by Chamber of Commerce & Nepalese Embassy.

Power of Attorney

A letter issued by the employer authorizing SAB International Human Resources Pvt. Ltd. to act on behalf of the employer in recruiting the required number of workers and to carry out all necessary formalities related with the respective Embassy and the related agencies of the government of Nepal.

*To be attested by Chamber of Commerce & Nepalese Embassy.

Employment Contract

This agreement is made between the company (Employer) and the Employee on the company's letterhead stating clearly and precisely all terms and conditions regarding manpower supply from Nepal.

Consular Letter

This letter is issued by the employer addressing the Consulate General of the respective Embassy intimating him of appointment of SAB International Human Resources Pvt. Ltd. as the lawful agent of the employers their authorization to act on behalf of the employers and to carry out all Visa formalities with the Embassy with particular Visa. The Consular letter is applicable in case of issue of original Visa by the employer and in most cases it is applicable for recruitment of Royal Kingdom of Saudi Arabia.

Guarantee Letter

A formal letter addressing to Director General, Ministry of Labour & Transport Management, Department of Labour, New Baneshwor, Kathmandu Nepal. Promising that the workers will work in the country which is mentioned in the Demand Letter, and they will not be sent to work in any other country.

Agency Contract Paper

This agreement is made between SAB International Human Resources Pvt. Ltd. and the Employer Company on the Employer Company's letterhead stating clearly and precisely all terms and conditions regarding recruitment of manpower from Nepal.

Note: - Demand letter and power of attorney should be attested by the chamber of commerce of Nepalese Embassy of the concerned country. For Oman, demand letter and power of attorney should be attested in ministry of foreign affairs of Oman.

Sample of Required Documents

Demand Letter

Date:.....

To,
M/s SAB International Human Resources Pvt. Ltd./Govt. Lic. No: 984/067/068
Kathmandu, Nepal

Sub: DEMAND LETTER

We require services of following personnel from Nepal as per the detailed terms and Conditions given below:

S.No.	Category	Quantity	Salary
1.		QR.	

- Place of Employment : Qatar
- Period of Contract : 2 (Two) years
- Probation Period : 3 (Three) months
- Working Hours : 8 hours per day, 6 days per week
- Accommodation : Provided by the company
- Transportation : Provided by the company
- Leave Benefit : As per Qatar Labour Law
- End of Service Benefits : As per Qatar Labour Law
- Medical : As per Qatar Labour Law
- Overtime : As per Qatar Labour Law
- Air Ticket : One Air Ticket every two years
- Resident Permit Cost : Provided by the company
- All other terms & conditions : As per Qatar Labour Law

The individual employment contracts will be signed after obtaining the employment visa only;

Yours Truly,
For
Managing Director
Date:

Guarantee Letter

To,
Ministry of Labour Department
Kathmandu, Nepal

Subject: Guarantee Letter

Dear Sir,

With due respect, we hereby guarantee that we will provide employment to all Nepalese workers being recruited for the position of as per demand letter by our local agent M/S SAB International Human Resources Pvt. Ltd./Govt. Lic. No: 984/067/068 in our company "Natural Stone & Marble Factory" in the territory of Qatar, during their Contract Period of 2 years.

For

Managing Director

POWER OF ATTORNEY

Do hereby appoint SAB International Human Resources Pvt. Ltd./Govt. Lic. No: 984/067/068, Kathmandu, Nepal of Nepal, to be true and lawful attorney and recruiting agent in Nepal for the purpose of handling all the affairs associates with recruiting of workers for employment with our company, to sign all necessary documents and employment contracts required by the laws and regulations of Nepal, to arrange for passport and for visa endorsement with the embassy concerned to make arrange for the workers passage to the job side.

The Power of Attorney shall remain valid till the workers arrive our Company in Qatar and this power of attorney is non-transferable and irrevocable.

For

Managing Director

Employment Contract

Ref. No.:

Mr.
Passport No.....
Nepal.

Dear Mr.....

Sub: Employment Contract

Further to your application, we are pleased to appoint you as "....." in our company as per terms and conditions given below.

Basic Salary : QR...../-
Place of employment : Qatar
Probation Period : 3 months
Contract Period : 2 Years
Working Hours : 8 Hours per day, 6 days per week
Overtime : As per Qatar Labour Law
Accommodation & Transportation: Provided by Company
Medical facilities : Provided by Company
Air Ticket : One Air Ticket every two years

For

Managing Director

Signature of Employee

Date:.....

Service Agreement

Date:.....

MANPOWER RECRUITMENT AGREEMENT

This agreement signed between M/s P.O. Box:, Tel No. (974) Fax No. (974), Sultanate of Qatar herein after referred to as first party M/s SAB International Human Resources Pvt. Ltd./Govt. Lic. No: 984/067/068, Kathmandu, Nepal herein after referred to as second party hereby agree the terms and conditions mentioned-below for the supply of Nepalese workers in Qatar.

Basic Salary : QR.....
Place of employment : Qatar
Category : As per demand letter
Probation Period : 3 months
Contract Period : 2 Years
Working Hours : 8 Hours per day, 6 days per week
Overtime : As per Qatar Labour Law
Accommodation & Transportation: Provided by Company
Medical facilities : Provided by Company
Air Ticket : One Air Ticket every two years

Yours Truly,
For

Managing Director

S AB International Human Resources Pvt. Ltd./Govt. Lic. No: 984/067/068

Terms & Conditions

1. The FIRST PARTY shall issue the Demand letter to the SECOND PARTY mentioning the number of workers required and their categories, rate of salary and other service conditions of workers, along with Power of Attorney, Guarantee Letter, Manpower Recruitment Agreement and Employment Contract (authorizing the SECOND PARTY) to recruit and expatriate the worker from Nepal on behalf of the FIRST PARTY. Demand Letter and Power of Attorney should be attested by the Chambers of Commerce of employing country, Foreign Ministry and Nepal Embassy.
2. Both parties herein shall obtain the approval of the respective government to import, recruit and supply the workers as per the rules and regulation of both countries in regard to the condition necessary to import and supply.
3. The SECOND PARTY shall be responsible for short-listing of qualified candidates according to their trade qualifications and experience in conformity with the FIRST PARTY'S requirements. The SECOND PARTY should notify the FIRST PARTY of such short listed qualified candidates who are ready for final Interview and selection.
4. The FIRST PARTY has the right to either send his representative or give the SECOND PARTY the right to select process and send such qualified workers at the SECOND PARTY's full guarantee.
5. The worker will be interviewed, tested and selected by representative of the employer or by SECOND PARTY on his behalf. The FIRST PARTY agrees to advise to the SECOND PARTY of its final list personnel selected through fax, email or letter and the desired mobilization date on the respective site.
6. The SECOND PARTY shall assist the workers in matters relating to Nepal immigration and government formalities, medical tests and Visa stamping from the relevant embassy where required and all other relevant approvals.
7. The SECOND PARTY shall at his own expenses provide airport assistance to the departing selected workers and inform the FIRST PARTY of their arrival detail by any means of communication (Fax, Email or Telephone) so as to receive them on arrival.
8. The FIRST PARTY will be responsible for receiving the workers at the airport in part and as whole as per requirement of the client and validity of Visa of the concerned country.
9. The earning of the worker per month and other service conditions shall be as per the attached demand letter and contract document against each category. The FIRST PARTY should clearly inform the SECOND PARTY about the salary and any other deduction as Tax etc being paid by the employer and SECOND PARTY in turn should clearly inform the candidate accordingly.
10. Within the three (3) month probation period from the commencement of employment, if the employer finds the selected worker to be unfit, unqualified to continue the employment, refuse to work, failed the medical tests upon arrival to Qatar or considered as a security threat, the EMPLOYER may replace the worker. The replacement of the unqualified worker shall be done by the SECOND PARTY at maximum of a month from the termination of the unqualified worker. All expenses incurred in relation there to shall be borne by the SECOND PARTY.
11. Arrival of the selected candidates will be within One Month upon issuing their visas. For any delay rather than this period, the visas will be cancelled and the SECOND PARTY will shoulder all the governmental expenses for replacement.
12. FIRST PARTY has to compensate the candidate on their own expenditure if the candidate will not get all facilities as per Employment Contract and the company will collapse before contract periods.
13. 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 labours law of country concerned.

Certificates

नेपाल सरकार
श्रम तथा यातायात व्यवस्था मन्त्रालय
वैदेशिक रोजगार विभाग

इजाजत पत्र नं. ८८४/०६७/०६८

मिति: २०६८/२/१५

इजाजतपत्र

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी... यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको
दस्तखत:-
नाम:- **नरेन्द्रराज शर्मा**
दर्जा:- **महासहायक सहायक**
मिति:- २०६८/२/१५

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

वर्तनं. ७४४२५/०६७/०६८

श्री **एस ए वि. इन्टरनेशनल ह्युमन रिसोर्स प्राइभेट लिमिटेड** कम्पनी संभवत् २० २०६९ साल श्रावण महिना ०९ गते रोजनमा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०६७/४/१९

Government of Nepal
Ministry of Industry
Office of the Company Registrar

Registration No. 74425/067/068

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to M/s. **S.A.B. International Human Resource Private Limited** having incorporated it on the **25** day of **July 2010** pursuant to sub-section (1) of section 5 of the Companies Act 2006.

Date: 2010/7/25

शर्त कम्पनी संस्थापनलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्ने इजाजत प्रदान गरिएको नभएता कानून अनुसार सिट्टपने अनुमति सम्बन्धित विकायबाट सिट्टर मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ।

Eng./Nep. Translation
Disputen no. 42233
D.O.L.

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

Licence No.: 984/067/068

Date:- June 23, 2011

Licence

This licence has been given to **SAB International Human Resource Pvt. Ltd., Basundhara, Kathmandu-3**, hereby authorizing to carry on foreign employment business, subject to the Foreign Employment Act, 2007, the Foreign Employment Regulation, 2007 and the terms and conditions specified in this licence.

Licence issuing authority:
Name: **Narendra Raj Sharma**
Designation: **Director General**
Signature: **Sd.**
Date: **June 23, 2011**

Bhish Bahadur Singh
Administrative Officer



Nepal at a Glance

Location:	Southern Asia, between China and India
Geographic coordinates:	28° N, 84° E
Map references:	Asia
Area:	total : 147,181 sq km land : 143,181 sq km water: 4,000 sq km
Area comparative:	slightly larger than Arkansas
Land boundaries:	total: 2,929 km border countries: China 1,236 km, India 1,690 km
Coastline:	0 km (landlocked)
Maritime claims:	none (landlocked)
Climate:	varies from cool summers and severe winters in north to subtropical summers and mild winters in south
Terrain:	Terai or flat river plain of the Ganges in south, central hill region, rugged Himalayas in north
Elevation extremes:	lowest point: Kechana Kalan 70 m highest point: Mount Everest 8,850 m
Natural resources:	quartz, water, timber, hydropower, scenic beauty, small deposits of lignite, copper, cobalt, iron ore
Land use:	arable land : 21.68%, permanent crops : 0.64%, other: 77.68% (2001)
Irrigated land:	11,350 sq km (1998 est.)
Natural hazards:	severe thunderstorms, flooding, landslides, drought, and famine depending on the timing, intensity, and duration of the summer monsoons
Environment:	deforestation (overuse of wood for fuel and lack of alternatives)
Current issues:	contaminated water (with human and animal wastes, agricultural runoff and industrial effluents); wildlife conservation; vehicular emissions.
Environment-party to:	Biodiversity, Climate Change, Desertification, Endangered Species, Hazardous Wastes, Law of the sea, Ozone Layer Protection.
International agreements:	Tropical Timber 83, Tropical Timber 94, Wetlands signed, but not ratified: Marine Life Conservation.
Geography Note:	Landlocked; strategic location between China and India; contains eight of world's 10 highest peaks, including Mount Everest-the world's tallest - on the border with China



Design @ Dynamic # 4487118, 98510527

Govt. Licence No.: 984/067/068



Sab International Human Resources Pvt. Ltd.

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Phone: +977-4381523, 4359739, Fax: +977-1-4359716
E-mail: sabhumanresource@gmail.com
URL: www.sabglobalrecruitment.com