

COMPANY **PROFILE**



PANDA HUMAN RESOURCE
PVT. LTD.



Our UAE Office Contact



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🌐 www.sriuae.com

PANDA **HUMAN RESOURCE PVT. LTD.**

📍 Sokedhara-4, Kathmandu, Nepal
☎ +977-1-4370541
✉ info@pandahr.com.np, pandahrnepal@gmail.com
🌐 www.pandahr.com.np



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TYPES OF SERVICE

Complete HR Solution Provider
Overseas Recruitment Agency

MEMBER

Nepal Association of Foreign
Employment Agencies

OFFICIAL BANK

- Siddhartha Bank Limited
- Nabil Bank Limited

LEGAL ADVISOR

Mr. Bam Bahadur Khatti
(Member of Supreme Court)

AUDITOR

Mr. Sagar Man Rajbanshi

CONTACT PERSON

- Mr. Pream Bahadur Giri**
Chairman
- +977-9851179577, 9801013640
- chairman@pandahr.com.np

REGISTRATION AUTHORITY

Ministry of Industry & Commerce
Office of the Company Registrar
Company Registration No: 177385/074/075
Ministry of Labour, Employment and Social Security
Govt. License No: 1389/074/075
Ministry of Finance Department of Internal Revenue
Pan No.: 606861278
Saudi ID No. 328

OPERATED / MANAGED BY

Business Finance and Administrative Management
Experts Advisors Professional from Nation Lead
Organizations of Nepal.

WORKING EXPERIENCES

Comprehensive background in Implementing and
accomplishing company's mission by working at
extensive level in senior management capacity for
years in the national and international organizations
& overseas employment business fields.

AUTHORIZED CAPITAL

- Authorized - 20 Million Nepalese Rupees
(USD 175,000)
- Issued - 10 Million Nepalese Rupees (USD 87,500)



ABOUT US



Established in 26th December, 2017, Panda Human Resource Pvt. Ltd. is a renowned recruitment agency duly licensed by Minister of Labor, Government of Nepal with License No. 1389/074/075. Panda Human Resource Pvt. Ltd. has brought employers and job seekers together with a result that speak for themselves. We are renowned for our finest combination of commitment, quality service, professional ethics, dedication and integrity. Our experience, powerful insights, proven delivery and attention to a detail enable us to be identified as one of the top manpower companies in Nepal.

Panda Human Resource Pvt. Ltd. takes pride of its extensive and diverse experience in supplying Nepalese Manpower for different fields like Construction, Engineering, Oil and Gas, Manufacturing, Agriculture, Information Technology, Mining, Retail, Hospitality, Healthcare Industries and many other sectors. We have been making mutual beneficial matches between job seekers and our corporate clients, and go to great lengths to ensure that each satisfies the needs and expectations of the other.

Complete Recruitment Solution

Recruitment is a core function of human resource management. It is the first step of appointment. We have been providing quality level with local and international recruitment services.

Stable & Long-term Relationship with clients

Panda Human Resource is focused on strong business relationship with our major customers who are fully satisfied and play major role in required field.

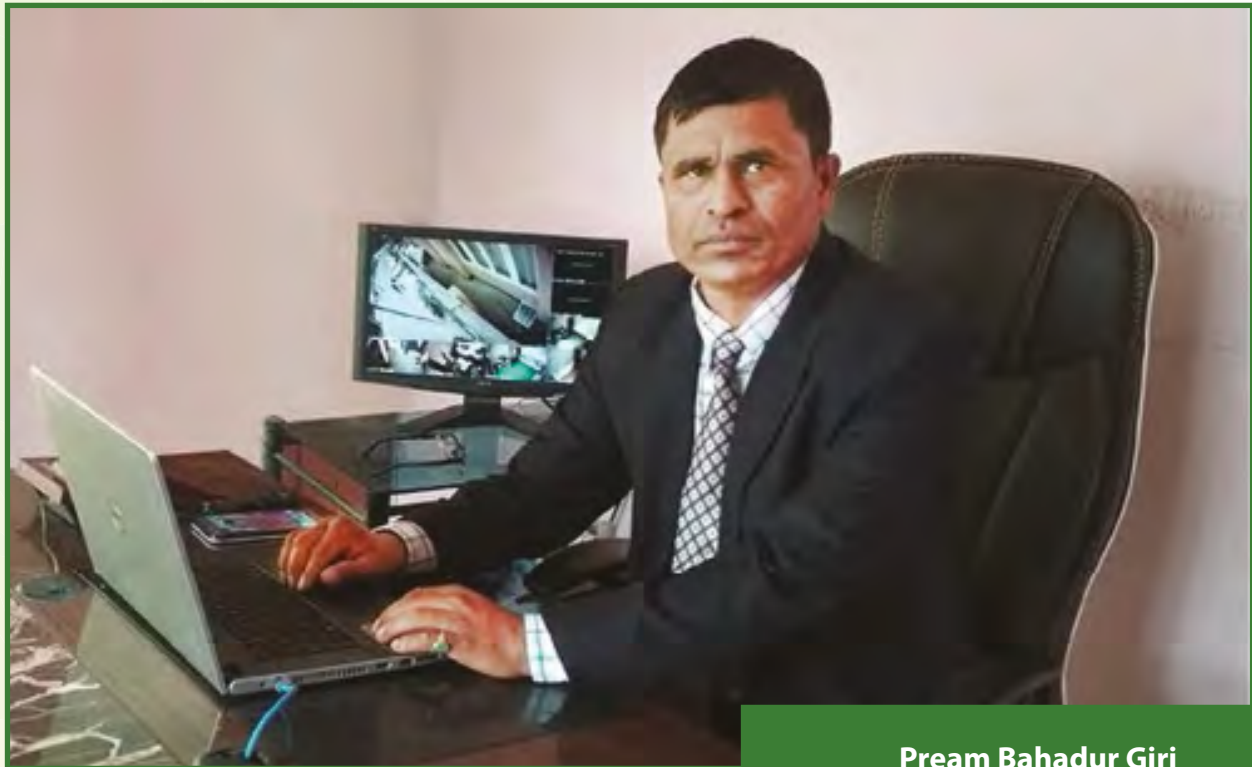
Committed to health and safety

Our personnel are trained and certificated to the industry standard, ensuring we contribute to a zero harm work place.





MESSAGE FROM CHAIRMAN



Pream Bahadur Giri
Chairman

It's our great pleasure to introduce ourselves as a fast growing professional manpower company in Kathmandu, Nepal. We are dedicated team of professional consultants offering top level and best recruitment services to our valid clients. We supply various categories of human resources including professional, technical, skilled and semi-skilled to different countries around the globe. We have hundreds of satisfied clients within short-span of company establishment. We always consider the fact that the human potential extends for the betterment of the world. Hence, our priority is always to bridge up the better opportunities and human resources. In nutshell, we undertake the responsibilities to provide the right person for the right job at right time. On behalf of the entire Panda Human Resource Pvt. Ltd. family, I look forward for giving of further assistance to you at this exciting and important time in your life. We assure you to the quality service and better co-operation in future. Once again, I would like to thank you for choosing the Panda Human Resource as your business partner. We assure you to provide the best service at your satisfaction and for the straight business relationship. Thank you.

OUR TEAM



We take this privilege to introduce our organization Panda Human Resource Pvt. Ltd., one of the highly trusted employment solution providers located in Nepal's capital city, Kathmandu. We are successfully turning the dreams of employment seekers wanting to work overseas into reality.

Panda Human Resource Pvt. Ltd. offers comprehensive recruitment services for both employers and employees. We have expertise in several skilled, semi-skilled, and unskilled recruitment options. In our business, sincerity and honesty counts. Considering this sincerity, honesty, and fulfillment of our commitment have been our topmost priority. Our future employees are encouraged to adopt our solid and ethical values: tolerance, equality, responsibility, solidarity, and expertise. We have always accentuated more on giving our utmost respect to our clients, business partners, and the employing companies besides picking hard-working, sincere, energetic, experienced workers.

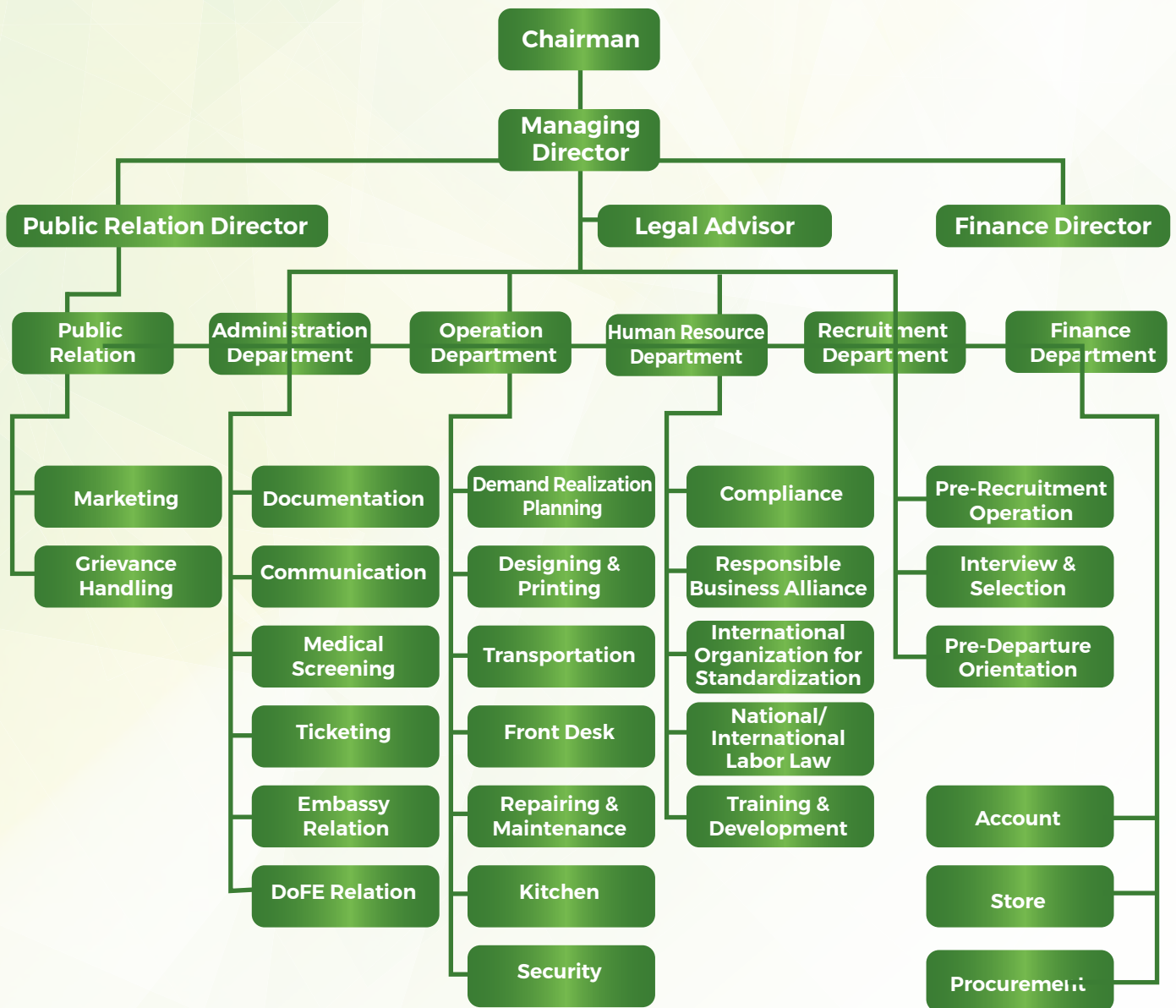
Let us associate and work together for fair and sound business norms.

Warm regards
Panda Human Resource Family





ORGANIZATION STRUCTURE



VISION & MISSION



OUR VISION

Our vision is to shape the recruitment & visa processing services, by following a streamlined work flow approach that will boost our growth in the industry and add value to our client's requirements.



COMMITMENT



EXCELLENCE



QUALITY

OUR MISSION

Our mission is to develop and deliver international standards in recruitment & processing services to organizations across the GCC and European, Middle East countries.



PEOPLE



PROCESS



TECHNOLOGY



WHY CHOOSE PANDA HR ?

Panda Human Resource is fully committed to the complete satisfaction of both, our prestigious clients as well as Job seekers who are desirous for oversea employment with a right & a better secure future. We provide Overseas Placement for those looking forward to broadening their horizons and head for better career opportunities in the Middle East.

As a professionally domestic and oversea recruiting organization, Panda Human Resource provides customers with unparalleled reach across industry sectors. We always understand the needs of your business are complex and evolving, and we focus on developing and nurturing long-term, results-oriented partnerships. We provide trusted, consultative services by truly listening and responding to the needs of our customers, candidates and associates.

Some of our key features:

1. Understand the recruitment goal with consultation with HR of the company/agency. Your focus is our focus.
2. Share the plan of actions with the HR of the company/agency to ensure the plan-of-action is appropriate.
3. Listen feedback from the HR of the company /agency and accommodate the feedback into plan-of-actions to meet the goal
4. Provides timely and appropriate communication on work progress.
5. Available 24/7 to perform duty (sounds not practical. but this is what it is).
6. We learn from you to help you. Feedback is very necessary to us to evaluate ourselves and grow.
7. We believe on "WALK TO WALK THAN TALK TO TALK". We concentrate on issues and services than to empty promises.
8. Always available when there is any problem. Physically present at the site to resolve the problem. when it is necessary.
9. We serve a role of a MENTOR and we expect you as our MENTOR .
10. WE ARE NOT PERFECT. We believe that there is no perfection at all. It is always a learning. We learn to give our best .

How We Work?

Panda Human Resource is supported by exalted clients across Middle East and East Asia to whom we provide expert manpower solutions throughout the year.

Our specialized recruitment teams are well versed with each industry we cater to and efficiently source best talent in the industry. We maintain a high quality talent pool in form of digitally maintained resume database and gather additional candidates through job posting and advertisements on popular job portals. Client satisfaction is our top most priority and we make sure the employer and the employee are in proper harmony before appointment. We arrange for face-to-face interviews or internet video conferencing between clients and candidates to facilitate a better understanding

OUR CODE OF ETHICS



Panda Human Resource Pvt. Ltd. is an organization committed to providing recruitment service of the highest quality. To do this we recognize the need to operate in a highly ethical framework with a commitment to both corporate and individual responsibility and accountability. The purpose of the Code of Ethics is to instill confidence in the recruitment profession and to help an organization become a better recruiter. We truly believe that we can advance our profession by embracing this Code of Ethics.

- 01 No Conflict of Interest
- 02 Confidentiality & Privacy
- 03 Non-Discrimination
- 04 Protection of Intellectual Property
- 05 Anti - Bribery & Corruption
- 06 Fair Business & Promotion Practices
- 07 Freely Chosen Employment
- 08 Anti-human trafficking & slavery
- 09 No Child Labor
- 10 Accuracy, Retention of Business Records & Documents
- 11 Compliance with Laws & Regulations



OUR GUIDING PRINCIPLES



INTEGRITY

We adopt the highest ethical standard of our industry and operate with transparency and trust Integrity.



COMPASSION

We love and care for everyone and tread them as equals. It has a very significant value on how we work.



REALIZATION

We are guided by fact base reality. Hence, realization makes us aware and get experience from the failure.



EXCELLENCE

We always deliver what we promised. We shall never compromise to provide quality service to our client. Through our company commitment to excellence, we strive to meet our customer needs.



COLLABORATION

We believe in team work. We encourage our member to share their knowledge, skill & experience among other staffs



OUR CORE VALUE

We Strongly believe and Practise



Integrity

We will deliver what we promise



Dignity

We will always maintain the highest RESPECT and COMPASSION for all



Transparency

We are always be OPEN both in our attitude towards our mode of functioning and in our relations with all our Clients



Professionalism

We LISTEN, DISCUSS, PLAN and ACT



Excellence

We welcome FEEDBACK to strength and upgrade our management services



Empowerment

We will always strive to enable all our stakeholders to achieve the best

OUR CODE OF CONDUCT

Panda Human Resource Pvt. Ltd. is dedicated to delivering the best recruitment services with the utmost quality. In order to achieve this, we operate within a strong ethical framework, holding ourselves accountable at both individual and corporate levels. Our Code of Conduct serves the purpose of building trust and confidence in the recruitment profession while striving to enhance our exceptional service to our clients and candidates.

1. Compliance of Labor Act 2074 of Nepal Government
2. Equal Opportunities of Employment and freely chosen employment
3. Zero tolerance on harassment, all forms of bribery, corruption, extortion and embezzlement, Misconduct, unhuman activities.
4. Increasing Environmental Safety Performance.
5. Ensuring Occupational Health and Safety.
6. Zero cost, Fair, transparent and ethical recruitment.
7. Non-Discrimination/ Non-Harassment.
8. Freedom of association.
9. No Improper Advantage.
10. Protection of Identity and Non-Retaliation.
11. Protecting the reasonable privacy expectations of personal information.
12. Continual Improvement of Management System.
13. Achieving Higher Customer Satisfaction.
14. Intellectual property rights are to be respected.

Recruitment Policy



ZERO COST RECRUITMENT POLICY



Panda Human Resource Pvt. Ltd. recruitment payments do not amount to modern labor, it has been evident to other authorities that it can coach to debt bondage and the condition of freedom. The law is explicit on what a recruitment agency can and cannot assess a potential worker. An employment agency must not assess a charge on potential workers a fee for finding you work or attempting to find that person work. Nevertheless, the agency may levy for other services including, but not confined to, provision training, preparation of an appropriate CV, accommodation, conveyance, and uniform.



ETHICAL RECRUITMENT

Our team of consulting connoisseurs in equilibrium, engagement, leadership evolution, govt search, and surveys, use industry-leading information and analytics to empower shoppers. Panda Human Resource Pvt. Ltd. manage to strength expertise and command to tailor universal consulting solutions. At Panda Human Resource Pvt. Ltd. Human Resources and Compensation, Consulting applies, we supervise to organizations to attract talent, have interaction workers, facilitate develop leaders, and reward success to optimize structure well-being.

FAIR SOURCING



Recruiting in this day and age could be a challenge. It's obtaining a lot of this with throw companies and throw appropriations – however with identical common results. Panda Human Resource Pvt. Ltd. operates to grant a number of the greatest common enlisting challenges that you merely can be encountering in your career and information concerning how you'll be able to overwhelm them.

RESPONSIBLE PLACEMENT



Employment businesses like Panda Human Resource Pvt. Ltd. also typically referred to as agencies interact with a work-seeker. Employment agencies realize work with work-seekers UN agency fair measure used and produced by employers. This often known as 'permanent employment as a result of once the employee has been taken on, they're a worker of the corporate they're operating for. Nevertheless, completely different rules apply to recreation and modeling.





CATEGORIES WE SUPPLY



Engineering

- ◆ Electrical Engineer
- ◆ Mechanical Engineer
- ◆ Electronic Engineer
- ◆ Civil Engineer



Office Personnel Management

- ◆ Office Manager/Asst. Manager
- ◆ Manager - Marketing, Sales, Admin.
- ◆ Accountants, Cashiers
- ◆ Secretaries, Storekeeper, Purchasers
- ◆ Clerks, Typists, Data Entry Operators
- ◆ Office Boys/Tea Boys/Bell Boys



Supermarket

- ◆ Salesman
- ◆ Check out Cashier
- ◆ Trolley Boys
- ◆ Shelves/ Rack Organizers
- ◆ Cleaners/Stockers/Merchandiser



Manufacturing

- ◆ Automotive
- ◆ Petrochemical & Associated Products
- ◆ Building Products
- ◆ Consumer Products
- ◆ Forestry Pulp & Paper
- ◆ Machinery & Equipment
- ◆ Pharmaceuticals
- ◆ Industrial Products
- ◆ Defense



CATEGORIES WE SUPPLY



Vehicle/Heavy Equipment Operator Auto Mechanic And Maintenance

- ◆ Light Vehicle Drivers
- ◆ Car/Van/Minibus Drivers
- ◆ Heavy Equipment Operators
- ◆ Truck/Lorry/Trailer/Forklift/Crane Operator
- ◆ Motor/ Grader/Dozer/Backhoe Operator
- ◆ Roller Operators/Bulldozer Operator
- ◆ Scraper Operator
- ◆ Auto Mechanic/ Diesel Mechanics
- ◆ Heavy Duty Mechanic
- ◆ Wireless Technician/Denter/Painter



Hotel And Catering Staff

- ◆ Manager and Asst. Manager
- ◆ Public Relation Officer
- ◆ Restaurant Captain
- ◆ Cook (Continental, Chinese, Indian and Arabic)
- ◆ Asst. Cooks
- ◆ Waiters/Stewards
- ◆ Fast Food Crew
- ◆ Food and Beverage Controller
- ◆ Food and Beverage Manager
- ◆ Bakers/Barman
- ◆ Kitchen Helpers/ Dishwasher men
- ◆ Laundrymen
- ◆ Pressmen/Janitors
- ◆ Housekeepers/Room makers



Garments And Textile

- ◆ Production Managers
- ◆ Supervisors
- ◆ Pattern Makers
- ◆ Cutting Masters
- ◆ Tailors/Checkers/Helpers





CATEGORIES WE SUPPLY

Air Conditioning (Window Type, Split Level & Central Unit)

- ◆ HVAC Engineers
- ◆ HVAC Foreman
- ◆ HVAC Supervisors
- ◆ HVAC Technicians



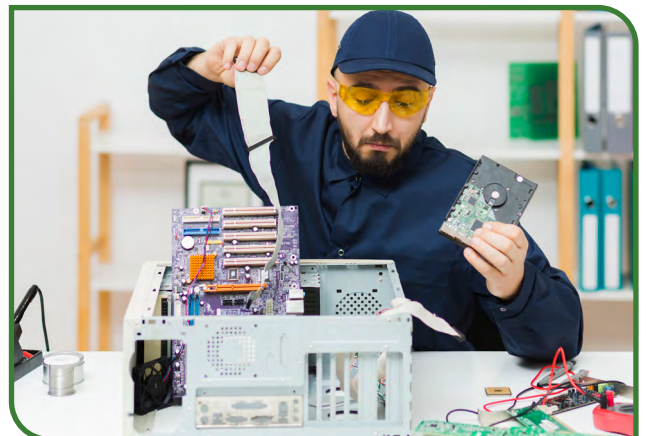
Hospital Staff Group

- ◆ Doctor: Gynecology (Surgeon); MRCOG
- ◆ Doctor: Physician (General); MD
- ◆ Doctor: Surgeon; MD
- ◆ Doctor: Gynecology; MS
- ◆ Doctor: Urology; MS
- ◆ Doctor: Skin (Skin & UD); MD
- ◆ Doctor: Nephrology; MD
- ◆ Nurses (General Ward) - Diploma
- ◆ Nurses (Midwifery Gynecology) - Diploma
- ◆ Nurses (ICU) - Diploma
- ◆ Nurses (Surgery/ Operation Theatre) - Diploma
- ◆ Asst. Nurses (Cleaners) Male - Diploma
- ◆ Asst. Nurses (Cleaners) Female - Diploma
- ◆ Technician Lab - Diploma
- ◆ X-ray Technician - Diploma



Information Technology

- ◆ Computer Engineer
- ◆ System Administrator
- ◆ Software Engineers
- ◆ Programmers
- ◆ System Analysts
- ◆ Network Administrators
- ◆ Data Entry Operators
- ◆ Computer Operators
- ◆ Computer Technicians
- ◆ Database Operators/ Data Entry Clerks



CATEGORIES WE SUPPLY



Building Maintenance & Construction

- ◆ Electricians/Helper
- ◆ Plumbers/Helper
- ◆ Welder- Electric & Gas
- ◆ Steel Fixers/Foremen
- ◆ Pipe Fitters/Helper
- ◆ Carpenters (Finishing and Shuttering)
- ◆ Electronic Technicians/Helper
- ◆ Painters (Spray Wall)/Helper
- ◆ Scaffolder/Helper
- ◆ Mason - Foremen
- ◆ Mason - Construction Helpers
- ◆ Mason - Brick Layers
- ◆ Mason - Tile/Marble Fitters



Security Guards

- ◆ Security Officer
- ◆ Security Supervisor
- ◆ Ex-British Gurkha Army
- ◆ Ex-Indian Gurkha Army
- ◆ Ex-Nepalese Army
- ◆ Ex-Nepal Police
- ◆ Civil Security Guard
- ◆ Body Guard
- ◆ Watch Man & many more.



Agricultural & Farming Group

- ◆ Engineer Landscaping
- ◆ Engineer Irrigation
- ◆ Supervisors
- ◆ Foremen
- ◆ Gardeners/Farmers





REQUIRED DOCUMENTS

Requirements of documents from workers seeking employment vary from one country to another. Requirement of documents also depend on whether the embassy of the manpower importing country has a diplomatic mission in Nepal or not. Basically, we demand two types of documents before making a final decision for sending workers overseas. We follow the standard government provisions to avoid unnecessary hassles to the workers.

Principle Documents:

1. Demand Letter
2. Power of Attorney
3. Employment Contract
4. Service Agreement between Company & our Company
5. Guarantee Letter

Demand Letter

Addressed to authorizing Panda Human Resource Pvt. Ltd. (Lic. No. 1389/074/075) Kathmandu, Nepal mentioning the number of workers required in each categories with salary, duty hour, food, accommodation & other benefits to workers.

Power of Attorney

Addressed to authorizing Panda Human Resource Pvt. Ltd. (Lic. No. 1389/074/075) 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 APPROVAL SLIP (BANK SLIP)

DEMAND LETTER

To: _____ (PJ) Ltd. Date: _____
Licence No: _____ VISA NO: _____
Kathmandu, Nepal VISA DATE: _____

Demand Letter

This is in regard to select and recruit the below mentioned categories of workers on behalf of M/S COMPANY NAME, as per terms and conditions.

Sr	Category	Qty	Salary
1			

Terms & Conditions

(1) Period of Employment: 2 years, renewable
(2) Place of Employment: (Name of the Country)
(3) Air Passage: By airway for the first time and up to the second time after the commencement of the period.
(4) Service Charge: Not provided by the company.
(5) Working hours: 8 hours per day, 48 hours per week.
(6) Duty Time: Not provided by the company as per demand of the employer.
(7) Probation Period: 90 days from the date of entry into the country.
(8) Resident Permit: Provided by the company as per demand of the employer.
(9) Accommodation: Provided by the company as per demand of the employer.
(10) Food: Provided by the company as per demand of the employer.
(11) Medical Insurance: Provided by the company as per demand of the employer.
(12) Transport (Bus): Provided by the company as per demand of the employer.
(13) Uniform, Personal and Shoes: Provided by the company as per demand of the employer.
(14) Service (Salary & Leave Pay): Provided by the company as per demand of the employer.
(15) Other Terms & Conditions: (Name of the Country) Labor Law.

Yours truly,
For M/S COMPANY NAME

POWER OF ATTORNEY

VISA NO: _____
Date: _____
VISA DATE: _____

Power of Attorney

We, M/S COMPANY NAME a company organized under the laws of State of (Name of the Country), do hereby nominate, constitute and appoint:

To: _____ (PJ) Ltd.
Licence No: _____
Kathmandu, Nepal

to be our true and lawful attorney and agent in Nepal in respect of handling all the affairs concerning recruitment, sending into contracts with selected employers, completion of immigration formalities etc. with the Minister of Employment, Government of Nepal and to sign all necessary documents required by the said office in connection with the recruitment of persons for service with said company.

We also authorize our agents to negotiate with the Ministry of Labour in cases where the Ministry considers the cases offered to be more than the maximum permitted.

This Authorization is valid for two (2) year from date of issue.

For M/S COMPANY NAME

EMPLOYMENT CONTRACT

Date: _____

Employment Contract

This contract is made and entered into this _____ day of _____, M/S COMPANY NAME (hereinafter referred to as the FIRST PARTY) and _____ (hereinafter referred to as the SECOND PARTY).

The Second Party agreed to work with the First Party as _____ with the gross salary of _____ per month. The terms and conditions of the contract are as follows:

(1) Period of Employment: 2 years, renewable.
(2) Place of Employment: (Name of the Country)
(3) Air Passage: By airway for the first time and up to the second time after the commencement of the period.
(4) Service Charge: Not provided by the company.
(5) Working hours: 8 hours per day, 48 hours per week.
(6) Duty Time: Not provided by the company as per demand of the employer.
(7) Probation Period: 90 days from the date of entry into the country.
(8) Resident Permit: Provided by the company as per demand of the employer.
(9) Accommodation: Provided by the company as per demand of the employer.
(10) Food: Provided by the company as per demand of the employer.
(11) Medical Insurance: Provided by the company as per demand of the employer.
(12) Transport (Bus): Provided by the company as per demand of the employer.
(13) Uniform, Personal and Shoes: Provided by the company as per demand of the employer.
(14) Service (Salary & Leave Pay): Provided by the company as per demand of the employer.
(15) Other Terms & Conditions: (Name of the Country) Labor Law.

First Party (Second Party)
For M/S COMPANY NAME

SERVICE AGREEMENT

Date: _____

Service Agreement

This agreement has been made between M/S COMPANY NAME (hereinafter called the FIRST PARTY) and _____ (hereinafter called the SECOND PARTY).

and entering under the name of _____ (PJ) Ltd. Company duly registered to deploy manpower from Nepal and entering under the name of _____ (PJ) Ltd. Company duly registered to deploy manpower from Nepal.

Whereas the Second Party agrees to provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

1. That the SECOND PARTY will make all the arrangements to supply manpower from Nepal as per the demand and specification of the FIRST PARTY.
2. That the FIRST PARTY will recruit workers from Nepal through SECOND PARTY for its COMPANY.
3. That the FIRST PARTY will agree to provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
4. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
5. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
6. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
7. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
8. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
9. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:
10. That the FIRST PARTY will provide the recruitment of the Government's rules and regulations and submit workers from Nepal to the First Party's work site, (Name of the Country) under the following terms and conditions:

The First Party and the Second Party agree that they have read the agreement and that they both understand the terms and conditions thereof and they both agree to abide by the terms and conditions thereof.

Yours truly,
For M/S COMPANY NAME

GUARANTEE LETTER

Date: _____

Guarantee Letter

Dear Sir,

We hereby confirm to recruit Nepal workers (as per demand letter) through:

To: _____ (PJ) Ltd.
Licence No: _____
Kathmandu, Nepal

We shall guarantee you for these recruited workers who will not be transferred to any other company (beside our company as they will be working with us according to company's agreement at all).

Yours truly,
For M/S COMPANY NAME

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.

TERMS & CONDITIONS



1. The First Party shall issue the Demand letter to the Second Party mentioning the number of workers required, their categories, rate of salary, additional facilities and other conditions for the workers, along with the belonging documents of Power of Attorney, Guarantee letter, Manpower Recruitment Agreement and Employment Contract as a Demand Set. This set should be attested by the Chamber of Commerce of the Employing Country, Foreign Ministry and Nepal Embassy depending upon the laws of the individual Country.
2. The First Party appoints the Second Party to recruit and expatriate desired workers from Nepal.
3. The monthly payroll of the worker 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 in hand salary, inclusive or exclusive of any deductions like TAX, or Levy and make it transparent to the employee from the beginning in order to avoid any conflicts in the future.
4. Both Parties herein shall obtain the approval of the respective government to screen, recruit and place the workers as per the rules and regulation of respective countries.
5. The Second Party shall be responsible for the shortlisting 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 the final interview and selection.
6. The First Party has the leverage to send the company's representative or authorise the Second Party to select the final potential candidates as per the stages of recruitment without any restraints.
7. The First Party when approves the selection via any means of communication will advise the desired mobilization date on the respective site.
8. The Second Party shall assist the workers with all the matters relating to Nepal Immigration, labour clearance and other Government formalities, Medical tests and Visa stamping from the respective embassy including all other relevant approvals required.
9. The Second Party shall provide Airport assistance to the departing selected workers and inform the First Party on their arrival to the Employer's country.
10. Within the first three months of the probationary period from the commencement of the job, if the employer finds the deployed worker to be unfit, ineligible to continue the employment, or refuse to the assigned duty, failed the medical tests in that time period, or considered as security threat, the employer may replace the worker. The replacement of the ineligible worker shall be done by the Second Party at the given time and will be responsible to bear the related expenses as in form of the compensation.
11. Departure of the selected candidates will be within one month of the visa issued date. For any further delay, the visas will be cancelled and the Second Party will endure all the Governmental expenses.
12. First Party has to compensate the candidate on their own expenses if the candidate will not get all facilities proclaimed as per the Employment contract leading to the contract of the contract.
13. The First Party will provide free residence permit, bachelor accommodation, life Insurance, and Transportation facility for the deployed workers and other facilities as per the running labor laws of particular country.
14. 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 the dead body to Nepal as per the labor law of the respective country.





RECRUITMENT PROCESS

Review

Our deep understanding of the enterprise psyche, coupled with multi-dimensional analytical techniques enables us to assess issues and suggest solution approaches in alignment with a global vision.

Our experience of more than two decades in the human talent sourcing business has helped us to create a powerful tool for assessing the organizational climate, employee attitude, employee morale, motivation and commitment to the organizational goals and advising the corporate world about remedial solutions.

Initial Documentation Process

On receipt of a job order request, a consultant is assigned to the portfolio. A set of documents is usually required for overseas recruitment from most countries and in most cases these need to be legalised in the respective embassies. Our consultant will provide the draft set of these documents.

Advertisement

Advertisements are placed in local and regional media, in order to attract the best available candidate. We also place a huge emphasis on online job boards and forums and actively promote all vacancies.

Trade Test

For skilled categories, trade tests are conducted at approved centre.

Prescreening And Forwarding

Our consultant screens them before forwarding it to the client for consideration.

Interview

We will arrange for the candidates to be interviewed as agreed and conveniently. Video conferencing, skype and/or telephonic interviews may be arranged as required.

Medical Fitness

Once the candidates are shortlisted and selected, a reference check may be conducted based on the position recruited for. All selected candidates have to undergo a compulsory medical fitness test.

Employment Agreement

On receipt of appointment letters, required documents for visa application are processed and dispatched to the client. Constant co-ordination is maintained between the client's office and our associates all over our country to ensure that the candidates are mobilised in the shortest possible time. (Screens the short-listed candidates by pre-interview.)

Orientation

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, the country's laws and orders, labor laws immigration policy and maintain understanding and cordiality them self and aim of the particular activity of the individual. The orientation takes special care in briefing them to strictly abide by the guide lines in the field of their employment and direct them to maintain good circumstance and motivate them to their duties/responsibilities.

Travelling Arrangement

In all case, we send all the visa endorsement, passport to the concerned airlines, to confirm the scheduled flight from Nepal to destination country. PTA to any airlines operating from Kathmandu shall be sent after our final confirmation.

Termination Of Employment

In case of any termination of any employee under non performance or disciplinary action Client should provide concrete evidence and termination letter along with exit interview details addressing Panda Human Resource Pvt. Ltd. and a CC to the Ministry of Labor Nepal.

RECRUITMENT PROCESS






OUR VALUABLE CLIENTS LIST

OUR VALUABLE CLIENTS LIST





प्रतिलिपि

नेपाल सरकार
श्रम रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
वैदेशिक रोजगार विभाग

मिति: २०६४/०९/१३

इजाजत पत्र नं. १३८९/०७४/०७५ **इजाजत पत्र**

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४ को अधीनमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी... पाण्डा ह्यूमन रिसोर्स प्रा.लि. लाई यो इजाजत पत्र दिइएको छ।

इजाजत जारी गर्ने अधिकारीको
दस्तखतः- दे
नामः- राजकुमार श्रेष्ठ
द्वाराः- महानिर्देशक
मितिः- २०६४/०९/१३



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


दर्ता नं: १७७३८५/०७४/०७५

श्री पाण्डा ह्यूमन रिसोर्स
नामको प्राइभेट लिमिटेड कम्पनी संख्या २०७४ साल कार्तिक महिना १६ गते रोज ५ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ।

मिति: २०७४-१०-२१
Government of Nepal
Ministry of Industry
Office of the Company Registrar
Registration No: 177385/074/075
CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Panda Human Resource
Private Limited having incorporated it on the 2 day of November, 2017 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2018-02-04
Asst. Registrar



नेपाल सरकार
अर्थ मन्त्रालय
आन्तरिक राजस्व विभाग

स्थायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्थायी लेखा नम्बर : ६०६८६१२७८
आन्तरिक राजस्व कार्यालय : आन्तरिक राजस्व कार्यालय टंगाल

दर्ता मिति : १९/०९/२०७४

कारोबारको नाम : पाण्डा ह्यूमन रिसोर्स प्रा. लि.
कारदाताको प्रकार : प्राइभेट लिमिटेड
ठेगाना : वार्ड नं. ४, सुकेश्वर
महानगरपालिका: काठमाडौं, काठमाडौं

पञ्चराशिक कारोबारहरू : रोजगारी उपलब्ध गराउने परोपकारी क्रियाकलापहरू,

कारदाताको दस्तखत :
परमेश्वर
२०६४/०६/१८
कर अधिकारी

OUR LEGAL DOCUMENTS



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Government of Nepal
Ministry of Labor and Employment
Department of Foreign Employment

Postal Affixed
Replica
Sd.
15 July
Section Officer

Coat of Arms of Nepal

Office Seal Affixed

License No.: 1389/074/075 Date: 28 December 2017 A.D.

License

This license is hereby provided to M/s Panda Human Resource Pvt. Ltd. to conduct the foreign employment business within the conditions mentioned in this license in pursuant to the Foreign Employment Act, 2007 A.D., Foreign Employment Rule, 2008 A.D.

Replica is provided as per the decision of
13 July 2018 A.D.
Sd.
13 July 2018 A.D.
Section Officer

License Issuing Officer:
Signature: S....
Name: Raj Kumar Shrestha
Rank: Director General
Date: 28 December 2017 A.D.

Reg. No: 42293
Signature: Sd. Shrestha
Date: May 22-2018
Certificate Number of the Notary Public: 1583
Date of Expiry of Certificate: May 10, 2018 AD
Seal of the Notary Public

Office Seal

Government of Nepal
Ministry of Industry
Office of the Company Registrar

Registration No.: 177385/074/075

Certificate of Incorporation of Company

This certificate of incorporation has been issued to PANDA HUMAN RESOURCE Private Limited having incorporated it on November 02, 2017 pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

Date: February 04, 2018 Sd.
Assistant Registrar

Condition: Only the incorporation of the company shall not be regarded as provided license to implement objectives of the company, so business should be operated according to the objectives of the company only after taking approval from concerning body according to law.

Reg. No: 42293
Signature: Sd. Shrestha
Date: May 22-2018
Certificate Number of the Notary Public: 1583
Date of Expiry of Certificate: May 10, 2018 AD
Seal of the Notary Public

Office Seal

Government of Nepal
Ministry of Finance
Inland Revenue Department

Permanent Account Number (PAN) Registration Certificate

Reg Date:

PAN: 606861278 Income Tax: 05 Nov 2017
Taxpayer: Service Office Day Month Year

Name of Business: PANDA HUMAN RESOURCE PVT. LTD.
Type of Taxpayer: Private Limited
Address: Ward No. 04, Suredhara
Metropolitan: Kathmandu
Kathmandu
Business Activities: Foreign Employment.

Sd. Signature of Taxpayer Sd. Signature of Tax Officer

Duties shall be observed by the tax payer:
- Compulsorily issue the bill while doing business.
- Value added tax description and value added tax amount shall be submitted within 25 days of the end of every tax period (monthly or two monthly or four monthly) registered as in Value Added Tax.
- Monthly report and the excise duty amount shall be submitted within 25 days of the end of every month except there is another provision by the business holder regarding excise duty.
- Income description of each fiscal year shall be submitted within a month of Aug (Sept/Oct).
- Interest, charge and fine shall be charged if description and tax amount are not submitted on time.
- This certificate should be kept at business venue in main office making to be seen.
- Contact with the office if there is any confusion.

Reg. No: 42300
Signature: Sd. Shrestha
Date: May 22-2018
Certificate Number of the Notary Public: 1583
Date of Expiry of Certificate: May 10, 2018 AD
Seal of the Notary Public

Office Seal

Panda Human Resources Pvt.Ltd

Sukedhara, Kathmandu, Nepal
Tel: +977-14370541, -4370736
Email: pandahrnepal@gmail.com
Website: www.pandahumanresources.com

Name of the Representative of the Agency: PREM BAHADUR GIRI
Agency Name: PANDA HUMAN RESOURCES PVT.LTD.
Gov. Lic No: 1389/074/075
Date of Issue: 23/03/2022
Card No. : (328)

Authorized Seal and Signature



PANDA HUMAN RESOURCE PVT. LTD.

Sukedhara-4, Kathmandu, Nepal | Tel.: +977-1-4370541

Email: info@pandahr.com.np, pandahrnepal@gmail.com | Web: www.pandahr.com.np