



OMEGA
INTERNATIONAL PVT.LTD

----- Responsible Global Recruitment

Your Chosen Partner in Foreign Workers Recruitment



COMPANY PROFILE





ABOUT

is the pioneer international recruitment agency of Nepal providing bespoke staffing solutions for overseas employers. Omega International Pvt. Ltd. is an international manpower supply and executive recruitment agency with an established track record, a solid blue chip client base, and passion for efficient professional practices. Founded in 2010 with the goal of helping international employers to find and recruit best overseas employees for their organization, Omega International Pvt. Ltd. works as their international recruitment partner, providing customized and personalized manpower services to add value to their business.

- Hospitality, Restaurant & Catering
- Healthcare, Medical & Pharmaceutical
- FMCG, Retail & Store Operations
- Manufacturing & Production
- Facilities Management & Building Services
- Construction & Civil Engineering
- Technical , Engineering, IT, Telecom
- Beauty Salon, Spa & Fitness
- Sports & Recreation
- Finance, Accounting & Banking
- Business Support & Office Administration
- Logistics , Supply Chain & Warehousing
- Travel, Tours, Aviation
- Maritime, Oil & Gas
- Automotive & Mechanical
- Education

Responsible Global Recruitment

MISSION

“ To provide high quality innovative services that combine high performance with profitable workforce satisfaction, while recruiting successful employees on the needs of our Employers and constantly strive to meet the needs and expectations of Job Seekers by providing right opportunities to work. ”

VISION

“ A dedicated service gateway in providing the highest quality international recruitment services with the cornerstones of extreme professional satisfaction among Employers and Jobseekers, and transition for Job Seekers to a productive and responsible solution in workforce. ”

OUR

- Conduct exhaustive and focused candidate searches and selections utilizing our vast network of local and international partner contacts;
- Deliver high quality job candidates;
- Follow through on client and candidate requests; and
- Keep our commitments to all our clients and candidates

HOW

Almost without exception our corporate clients comment on our ability to understand their complex and specialized employment needs, respond quickly to their concerns and questions, follow through on our commitments and be open and honest with them. We don't try to "bend and flex" candidates to make them fit an employment opportunity. We try to ask the right questions up front to ensure that we fully appreciate and understand the kind of applicants our clients are specifically looking for. That's why we do our best to screen all our candidates to ensure that we hit the mark the first time. Our rewards are our satisfied clients. We are totally motivated and focused on helping our clients

succeed in employing only the very best people and getting exceptional value for their money. Similarly our job seekers comment on the professional and genuinely personal way in which they are treated whilst under our care. They acknowledge the lengths we go to in helping them to prepare for their interviews, the thoroughness of our research on the companies we represent, and our follow-up with themselves and their prospective employers after each interview. Being kept in the loop at all times is important to them. So too is our straight forward, sincere approach and the fact that we do exactly what we say we will help our candidates to find the right job and fulfill their career goals.

*More than
Just Solutions!*

Omega International Pvt. Ltd. prides us on being able to deliver the right candidate, for right job, time after time. By focusing on getting the right fit, not just with regard to person or job match, but also with regard to corporate culture and working environment, we are able to add value to your organization's workforce. Omega International Pvt. Ltd. consultants are specialists in their area of expertise and pride themselves on their extensive knowledge and ability to source quality candidates.

RECRUITMENT

As a progressive and innovative recruitment agency we can recruit staff in a variety of different ways.

- Identification of candidates through specialized recruitment processes where by our consultants conceptualize, design and provide professional copy for any and all job specific advertising or marketing campaigns which can be like online media, radio and local, national and specialized press;
- Contingency Recruitment

—where we can offer you available candidates from our extensive database;

- "Executive Recruitment"—where we utilize a higher degree of industry knowledge, partnership and executive networking together with more targeted advertising in specialized and national press and Medias.



WHY

We provide you the candidates of high caliber, fitted, capable of doing work efficiently, smart, amiable and reliable. This is achieved through specialized marketing campaigns, Job Fairs, our branch offices in various cities of Nepal; tie up with universities career centers, training institutes, professional associations, and media advertising our CV bank itself. We use many tools, techniques and strategies to access top quality candidates.

We at Omega International Pvt. Ltd. passionately believe that every business is different, with separate staffing needs & special requests. Therefore we treat every point client as individual basis with single focal point to produce top quality recruitment services at all levels. Our credibility & reputation for providing top quality service is gained by treating our clients as individual basis. We thoroughly study each client's project and depending on project requirements, we engage a dedicated team of recruitment consultants to analyze and understand our client's specific needs and objectives to find the best solutions that meet them.

With experience as overseas manpower supplier of Nepal, we have expertise in overseas recruitment solutions for various industries and countries like United Arab Emirates(U.A.E.), Qatar, Saudi Arabia, Oman, Jordan, Bahrain, Libya, Malaysia, Maldives, Poland, Romania etc. And our sphere of expertise keeps growing every instant. Knowing our market


niche so intimately, we provide excellent advise to our clients about candidate availability, sourcing methods, salary and benefit expectations, hiring time frames, and key "push & pull" and many others factors of local workforce market for the whole recruitment project.

We understand the effective communication is crucial for the success of recruitment project .We understand the importance of accessibility. That's why we provide instant support to your calls, emails, faxes and other inquiry instantly or within 24 hour turn around. Our team members are efficient communicators. We have established an effective and prompt "team-client" communication environment providing all the required resources. All our employees who are engaged with communication speak good English.

At Omega International Pvt. Ltd., we pride ourselves in providing overseas recruitment services not only fast but also reliable and sustainable. Our commitment to provide efficient and top quality overseas recruitment services is ranked among top manpower companies/agencies in Nepal. This level of reliability comes from planning, hard work and forward thinking not luck.

Technology Omega International Pvt. Ltd. uses a high end recruitment database to track, view, manage and report on all aspects of recruitment process. The software we use specifically aligns to our recruitment process model to provide consistent approach to our recruitment service provision to both candidates and clients.

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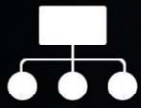
We partner with Nepal's top training centers and educational institutes to assess the skills, competency and motivation of our Jobseekers within various skill sectors. This helps our clients to get quality candidates.

In fast-paced present business scenario where companies are mushrooming in every part of world, the demand of quality manpower is like never before. So, to make sure that our clients get the best overseas manpower solutions possible, we at Omega International Pvt. Ltd. enforce a rigorous quality assurance throughout the recruitment cycle, from analysis to search and supply. Our team has experience and awareness of international recruitment trends around Middle East and various other countries against benchmarks like ISO standards. With such expertise and years of experience with various industry sectors, Omega International Pvt. Ltd. commit to deliver our clients top quality manpower services giving you hassle free solutions for all your requirements and creating value for your business growth.

Omega International Pvt. Ltd. has already experienced exceptional growth in executive recruitment, building a strong brand and business platform with a strong combination of clear focus, ambition and hard work. Each of our executive search recruitment consultants has the experience and knowledge to be an expert in overseas executive search and selection and in each of the sectors they specialize in. Our consultants' invest significant time and energy in understanding and then meeting the recruitment requirements of clients and candidates. This ensures high standards of service are maintained throughout the executive recruitment process whilst guaranteeing targets are met.

At the heart of Omega International Pvt. Ltd. are 15+ professionals with many years of experience in overseas recruitment and HR Practice. We hire the very best employees who have skills and expertise to provide recruitment service parallel to international benchmarks like ISO Standards. Our recruitment experts have had ample experience in working on overseas manpower supply projects of all scales and complexities within different industry domains, which is another reason why our clients can rely on us for all their recruitment needs. Each member of our staff is chosen based on their industry experience.

Above reasons don't matter if our charges are not competitive. What's so great about offering for years is we have



ORGANOGRAM



RECRUITMENT PROCESS

Recruitment, selection and placement of quality staff has been a major part of Omega International Pvt. Ltd's dedicated and professional services since its inception. The skill shortage worldwide has created such a demand for Omega International Pvt. Ltd.'s recruitment services. Omega International Pvt. Ltd. assists International Employers in selecting the right people required for their project.. We assist job

seekers who want to work abroad. For job seekers we provide a friendly, personal and totally professional approach to their search process – the level of which can be difficult to match by other recruitment agencies. In this regard we are uniquely positioned to help short-listed offshore candidates to interview with foreign companies, deal with settlement issues

“ For job seekers we provide a friendly, personal and totally professional approach to their search process

and prepare for the cultural and lifestyle differences that may exist between their home country and living down under.

In order to select the best possible candidate for various industries, we follow the following procedure:

Step 1 | Recruitment Requisition: Understand our Client's requirements. Actively listen to clients and identify of the vacancies that are required to be fulfilled.

Step 3 | Advertisement: Nationwide Newspapers, regional FM Radio Station, Sub-agents, Email / Phone Call to the candidates from our existing database etc.

Step 5 | Final Interview: To be done by Representative of Employing Company via Skype, Direct Visit to Nepal or CV selection as per the Employing Company's standard. In case if the Client lacks time to screen the candidates we take care of all the selection and send the qualified candidates CVs and documents to clients. Provide linkage between client and candidates when necessary.

Step 2 | Demand Letter Processing: To be processed by Client. Client needs to attest Demand Letter Set from related Chamber of Commerce, Ministry of Foreign Affairs and Embassy of Nepal.

Step 4 | Pre-screening: By Omega representative or representative from Training Institute (for technical categories). Identify candidates' talents, abilities, strengths and untapped potential. Screen and perform detailed interviews of qualified candidates. Conduct practical evaluations and testing's of skills set.

Step 6 | Offer Letter and Selection List: To be sent by Employer immediately after the Final Interview.

Step 7 | Medical Test: To be done by Ajeets Global Recruitment for selected candidates.

Step 8 | **Arrangement of Document required of Visa Process:** To be done by Omega International. Once the offer letter received, Omega International sends the Offer Letter back with Signature of candidates, Fit Medical Report, Copy of Passport Page, Passport Size Photo & other necessary documents required for the visa process.

Step 9 | **Visa/Work Permit Process:** To be processed by Client in host country after receiving signed offer letter of candidates. Visa Stamping to be arranged by Ajeets in case of Saudi Arabia, Malaysia etc. at nearest host country embassy.

Step 10 | **Pre-Departure Orientation:** To be done by Omega International for the visa released candidates.

Step 11 | **Final Foreign Employment Permit by Nepal Government:** Once the visa is received, the original passport to be submitted in Labour Department along with copy of Visa, Valid Medical Fit Report, Orientation Certificate etc. The candidates are only allowed to leave the country after getting the foreign employment pass, for which the details visa like; Name of the Candidate, PP Number, Designation, Employing Company's Name, etc must match with the Demand Letter

Step 12 | **Deployment and Airport Pickup:** Employing Company should pick up the workers deployed by Omega International from the airport and take them to working place. Employer should brief the workers about working place, rule and regulations of company, duties and necessary training (if required by company policy).

Step 13 | **After-Placement Support Services:** Counsel employees and provide dispute management services. Communicate regularly with Clients' HR Manager's after placement to understand candidates' work performances and how candidates can improve to better their contributions.



Recruitment Flowchart





GUIDING

- » We believe in treating our clients and candidates with respect and openness in all our professional business relationships. We listen to their needs, concerns and aspirations and represent their individual and unique interests to the best of our understanding.
- » We communicate with our clients and candidates professionally and respond to them in a timely manner.
- » We strive to create long-term relationships with our clients and candidates that, over time, can evolve into partnerships of mutual trust. We realize that it takes time to earn trust and we are committed to investing the required time and energy to gain that respect.
- » We take responsibility for our actions and abide by our commitment to contribute to the success of our clients and candidates.
- » Honesty and integrity are key elements of our practice and we continually strive for the highest standards of honesty and business ethics.
- » Ultimately, our success is determined by our ability to assist our clients in hiring only the very best candidates and candidates in obtaining the best possible career opportunities.
- » Through long-term partnerships with our clients and candidates, we build synergy that results in win-win solutions for everyone concerned.

REQUIRED DOCUMENTS

Nepalese Hiring Guidelines, simplified

There are strict rules and guidelines in hiring Nepalese for overseas employment. Government of Nepal's implementing administrative body which carries out these rules is the Department of Foreign Employment. Regulation requires that any recruitment activity in Nepal intended for overseas employment must pass through the "approval" of the Department of Foreign Employment. Without its approval, any overseas recruitment here in Nepal shall be illegal. To explain the legalities will be a lengthy process. Our effort to educate prospecting employers will be concentrated in the legalities required in hiring through a Department of Foreign Employment-licensed Nepalese Recruitment Agency.

STEP 1- JOB ORDER PREPARATION

This is a standard set of documents comprising of the following:

A) Demand Letter

Used synonymously with the terms Job Order and Demand Letter, this document summarizes among other things, the positions, quantity required, qualification, salary offer, and employment terms and conditions proposed by the Employer.

B) Power of Attorney

This document gives Omega International Pvt. Ltd. the AUTHORITY to recruit in behalf of the overseas Employer. In other words, the employers give our company the power of attorney to act / recruit to make recruitment of the manpower the employer needs to hire from Nepal.

C) Guarantee Letter

This letter the letter where Employers assure that the worker(s) will not be asked to work in the company other than the specified one in the Demand Letter and will not be sent out of the promised country even if the company is multinational and also the assurances of safety and security of female workers.

D) Recruitment Service Agreement

Used synonymously with the term Memorandum of Agreement, this document stipulates the working terms and conditions between the Employer and Omega International Pvt. Ltd.

E) Standard Employment Contract

This is the Employment Contract that stipulates all terms and conditions including but not limited to Salary, overtime-pay, medical and health insurance, vacation leaves among other things.

F) Attachments

Aside from the four documents just mentioned above, the following additional documents are required:

1. Photocopy of the Employer's Passport
2. Copy of Business License of the Employing Company.
3. Copy of Labour Quota Approval (in case of Embassy's request)
4. Copy of Recruiting License of Omega International Pvt. Ltd. issued by Government of Nepal.

STEP 2- JOB ORDER VERIFICATION

This process entails the employer to hand carry all the job order mentioned in the above and present them to the Embassy of Nepal in their country (after get it attested from respective Chamber of Commerce and Industry), care of our resident First Secretary / Labor Attaché, nearest to the Employer's intended job site. In this process, our Labor Attaché shall make "verification" of the terms and conditions of the intended job hiring and the stipulations therein to ensure that employer's employment terms and conditions are in accordance with Department of Foreign Employment rules and regulation. Once approved, your job order is considered 'VERIFIED'

STEP 3- JOB ORDER ACCREDITATION

Once verified by our Labor Attaché, the last thing the employer needs to do is to send the original "Verified Job Order" to our company through courier services like Aramex, FedEx or DHL. Upon receipt, we shall submit this to Department of Foreign Employment in Nepal for ACCREDITATION. Once accredited, your JOB ORDER shall become registered with Department of Foreign Employment and all formal recruitment activities and eventual deployment of selected candidates shall be out from this point onwards.



NEPAL AT A GLANCE

The Federal Democratic Republic of Nepal is a landlocked sovereign state in South Asia surrounded by two giant nations- China in the North and India in the South.

Many Nepalese are working on various capacities in both the developed and developing nations around the world as skilled, managerial and semi-skilled and unskilled category. This is the major source for Nepal's economy as it brings hefty amount of remittance from the foreign countries.

Over the past one and a half decade, an increasing number of employers from different countries are showing their keen interest in hiring Nepalese workers. Most of them diverted attention from their original labor supplying countries towards Nepal. This change, in fact, is due to the following reasons:

- Nepalese workers are eminent for their hard work, loyalty, high sense of responsibility and discipline.
- Nepalese workers are calm and extremely loyal to their employers and they are devoted to their duties only.
- Nepalese workers have experience in working in the extreme climatic conditions.
- Nepalese workers are comparatively more cost effective and their hiring cost is nominal in comparison to other labor exporting countries.
- The employers have the advantage of 'choice' due to availability of various types of workers (professional, skilled, semi-skilled and unskilled) for immediate placement.
- Procedures and formalities for recruiting Nepalese workers for overseas employment are simple and easy.
- Nepal is situated very close to the labor importing countries and have air link with almost all the major cities of the world.

Other Information about Nepal:

Time	:	+5.45 with GMT
Tourist Visa	:	Available at Embassy of Nepal or on arrival at Tribhuvan International Airport
Visa Fee	:	US \$ 25/40/100 for 15/30/90 Days
Population	:	30 Million
Languages	:	Nepali, Hindi



RUES MICRO MEDIA RESOURCES

Certificate of Training

This is to certify that

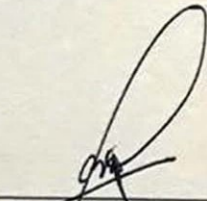
DIK BAHADUR KHATRI (Kumar)
(Omega International Pvt Ltd)

had attended and completed a training on

Ethical Recruitment Through RBA Compliance Training

on

December 5 - 6, 2019


Rama Rao Sitharaman
Principal Consultant



CERTIFICATE OF PARTICIPATION

THIS CERTIFIES THAT
DIK BAHADUR KHATRI
OMEGA INT'L PVT. LTD
HAS SUCCESSFULLY ATTENDED
**AWARENESS OF RESPONSIBLE
BUSINESS ALLIANCE**

HELD ON

27 November 2017


Griffin Training Director





This

Certificate of Attendance

is hereby awarded to

Mr. Dik Bahadur Khatri

From: Omega International Pvt. Ltd.

for attending the

RBA Foundation Ethical Recruitment Appreciation Course for Labor Providers

conducted on 27 - 28 November 2019

in Kathmandu, Nepal

Certificate#: 3494616

Signed:

Robert Lederer

Executive Director, Responsible Business Alliance

Maria Minda Isabel Apostol

CEO, The FAIR Hiring Initiative, Inc.



CERTIFICATE

OF PARTICIPATION

THIS CERTIFIES THAT

DIK BAHADUR KHATRI
OMEGA INTERNATIONAL PVT. LTD.

HAS SUCCESSFULLY ATTENDED

Understanding & Implementation of
Responsible Business Alliance Version 6.0

HELD ON

8 & 9 April 2018

Griffin Training Director

Principle Trainer

Mr. Robert Rama Rao MBA

 Your Chosen Partner in
Foreign Workers Recruitment 



**OMEGA
INTERNATIONAL**

.....Responsible Global Recruitment

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