

# THIRD EYE OVERSEAS CONCERN (P) LTD

*Your Complete Recruiting Partner*

## FOREWORDS

Dear All

Welcome to Third Eye Overseas

We M/S **Third Eye Overseas Concern (P) Ltd – TEOC**, a leading and professional manpower company in Nepal, have been supplying different kinds of professional, skilled, semi-skilled and unskilled workforces to different companies for their projects in Middle East, Far East, European, and American continents. We are a registered company under Labor Division, Government of Nepal with well-equipped and well-experienced team to select perfect candidate for your better services. Our mission is to be a peak recruiting organization providing excellent service and advocating the benefit of employment. We believe that supplying the right candidates at right place in right time is the key for a long term and fruitful cooperation.

We have been working in recruiting service since establishment. We are dedicated to work overseas for furtherance of workers prospects. We always consider the fact of human potential that should be utilized to the optimum level for the betterment of the world. Hence, our priority is always to bridge up between the opportunities and the human resources. Bringing together the organization need of workers for better production and the pool of qualified skilled workers, the gap has been successfully bridged by the services provided by TEOC. Our philosophy is to be **a win-win or no deal** kind of company.

We are expanding our network globally. If necessary we can meet, discuss, and finalize other terms and conditions to our mutual business interests. We assure your first trial would prove our worthiness. We can assure you of complete satisfaction with our style of operation confidently as well as with fruitful results. We would appreciate your positive responses.

With best regards,

(Signature)

**Kamal Dev Malla**

Managing Director/Chairman

## INTRODUCTION

### Overview

**Third Eye Overseas Concern – TEOC** is a professional HR, recruitment, selection, outsourcing and manpower sourcing company, provides all types of workforces i.e. professional, skilled, semi-skilled and unskilled from Nepal to different companies for their projects in Middle East, far East, European and American continents.

We are a registered company under Labor Division, Government of Nepal with well-equipped and well-experienced team to select perfect candidate for your better services. Our mission is to be a peak recruiting organization providing excellent service and advocating the benefits of employment. We believe that supplying the right candidates at right place is the key for a long term and fruitful cooperation.

We have been extending the network around the world with our experienced consultants and associates providing advice on employment service. The Company makes challenges to change the life style of people through the global exposure. Our philosophy is to be a win-win or no deal kind of company.

### Company Profile

#### Existence Verification:

|                  |  |
|------------------|--|
| Name:            | Third Eye Overseas Concern (P) Ltd                                       |
| Location:        | Kathmandu, Nepal   |
| Mailing Address: | GPO 9818, Sinamangal – 9, Kathmandu, Nepal                               |
| Tel No:          | 00977 -1-4464358/4462716   |
| Fax:             | 00977-1-4464286  |
| Email Address:   | <a href="mailto:thirdeyeteam@wlink.com.np">thirdeyeteam@wlink.com.np</a> |
| URL:             | <a href="http://www.thirdeyeteam.com">www.thirdeyeteam.com</a>           |

#### Credibility Factors and Affiliations

|                 |   |
|-----------------|---|
| Establishment:  | 2002  |
| Certifications: | Registered with Government of Nepal   |
| Affiliation:    | Nepal Association of Foreign Employment Agencies (NAFEA)<br>Nepal Chamber of Commerce |

#### Statutory Approvals:

|                  |                             |
|------------------|-----------------------------|
| Business Type:   | Manpower/ Recruiting Agency |
| Rec. License No: | 350/059/060                 |
| Company Reg. No: | 21597/059/060               |
| Saudi ID No.:    | 880                         |
| PAN No:          | 301215228                   |
| Official Bank:   | Kumari Bank Limited         |

### Core Values

Our Core Values are:

- We work professionally for fairs and rewards
- We can work in pressure to meet deadlines and targets
- We ensure your productivity and excellence
- We set clear goal before beginning the task
- We make commitment and take responsibility for our result

- We closely touch and impact people's life
- We empower people to help their growth

## Strength

Our Strengths are:

- Highly experienced professional and dedicated team
- Well-equipped office space with practical test facilities
- Wide range of selection opportunities in different fields
- Worldwide network
- Hundreds of satisfied clients around the world

## A Brief Introduction - Nepal

Nepal is a small beautiful and land-locked country surrounded by China from North and India from East, West, and South. It is the homeland of legendary world famous soldiers (Gurkhas), birthplace of Buddha (Light of Asia), and the country of Great Himalayas including the highest peak of the world (Mt. Everest) sky scaling snow capped white mountains to plains of Terai, boasts of varying nature and terrains within the short span of land. It has climate ranges from subtropical summers with mild winters in the southern lowlands to an alpine climate with cool summers as well as severe winters in the mountains. The honesty, courage, and simplicity together with an inborn sense of loyalty characterize the Nepalese Life style.

### Facts/Figures:

|                      |  |
|----------------------|--|
| Official Name:       | Government of Nepal  |
| Capital:             | Kathmandu  |
| Major Cities:        | Kathmandu, Pokhara, Biratnagar, Birgunj, Bhairahawa, Nepalgunj                     |
| Area:                | 1, 47,181 Sq Km  |
| Population:          | 2.5 Million (as on 2006)   |
| Geographic Location: | Landlocked and surrounded by China from north and India from east, west, and south |
| Longitude:           | 80° 4' East - 88° 12' East   |
| Latitude:            | 26° 22' North - 30° 27' North  |
| Climate:             | Tropical, Sub-Tropical, and Cold   |
| Political system:    | Ceremonial Monarchy and Multiparty Democracy                                       |
| National Language:   | Nepali   |
| Currency:            | Rupee  |

## OUR RECRUITING SERVICES

### Overview

Our strength lies in our being cost effective, fast in execution of projects and maintaining a sizeable computerized Data bank. All applicants are initially interviewed and technician trade tested in their particular fields, to be accepted in the data bank. Our database consist of the entire gamut of human resources extending from artisans, supervisors, engineers, IT professionals, administrative staff, medical and paramedical and specialist in various fields.

Our dedication to customer satisfaction has brought us to the forefront in resourcing business. Being the best is not easy; you are always being watched by the market critics. We stay ahead of competition by our diligence and our devotion to service. Better quality of service and price competitiveness has helped us to stay in a commanding position.

We lay emphasis on the individual solutions, which are mutually beneficial by matching right people with the right job thus providing a unique service to the industry. We take great care in properly identifying qualified, trained, and experienced personnel for contractual or permanent employment. It is the quality of the professionals hired by the company, which ensures the winning edge over others in today's highly competitive business world.

### Why Third Eye Overseas?

Following are the key components of Third-Eye Overseas:

- We are fully committed towards providing constructive value additions to our clients
- Our team of professionals is trained to give a progressive service support to our clients
- We efficiently use our resources and give use them optimally
- We have developed innovative interview techniques, which are handled by experts. It helps us in providing the suitable client to the employers.
- Thoroughly screening (interview, reference check, skills evaluation, and personality profiling) to select the right candidate for right place
- Our large database and innovating talent-searching abilities help us in easy meet requirements at both the national and international levels.
- We are known for providing the professionals who are among the best available in the industry.
- We provide loyal, decent, capable, and suitable candidates who portrays a positive image
- We are known for deployment of quality and reliable manpower on time according to employer's convenience
- The labor-depart procedures and formalities of Government of Nepal is simple and convenient.
- We builds interdependent relationship between employer and employee

### Why Recruiting from Nepal?

Nepalese are considered as the most hard working, efficient and loyal workers in the world. They combine through skill and knowledge with sheer diligence. They are the most mobile workforce in the world. Due to the low pay scales in Nepal, they come at reasonable and very affordable salaries. It is for their mental as well as psychological prowess that they are found in all corners of the world engaged in some productive activity.

The Nepalese workers are the best choice and cost effective. Over the past few years, a growing number of employers from overseas countries are directing their attention to Nepal for recruitment of manpower to cope with the increasing requirement of manpower in their countries. The following are the lucrative advantages to hire Nepalese workers.

- **Strong will to succeed:** Generally able to rise up to the occasion when given responsibilities.
- **Broad based availability:** All categories of manpower professionals, skilled, semi skilled and unskilled almost in all fields are readily available for immediate placement.
- **English Language Facility:** Better English communication skills compared to many other nationalities in same category.
- **Family Oriented:** Considers work as sacrifices he does to offer a better life to the family.
- **Good Work Ethics:** Possesses an inherent capacity for hard work, diligent and well disciplined.
- **Good team player:** Is generally friendly and has a positive outlook in his relationship with other people and co-workers
- **Innovative Worker:** Many possess diverse skills and are easily trainable.
- **People-Oriented:** Can easily adjust to foreign culture and work environment. Has a sound temperament and can cope with the demands and pressure of his work.

- **Warm and Caring:** Excel and is recognized worldwide for professions and competencies that require people oriented service and care.
- **Hardworking and well discipline:** Nepalese are laborious and sustain their working capability even in the most arduous condition. Nepalese discharge their duties relentlessly without any hitch and without any kind of discontent. Nepalese are peace loving, simple-minded, dedicated, and extremely loyal to their employers, have high sense of responsibilities, discipline, and discharge their duties accordingly.
- **Historical Proof:** During the last two Great World Wars, the Nepalese have proven their ability to adapt to even the most hostile environment and climatic conditions in any part of the world.
- **Climatic Adjustment:** Climatic condition plays a great role. Since Nepalese people are accustomed to working in any climatic condition, there could be no problems for the employer with Nepalese people regarding climatic conditions.
- **Cost effective:** They are comparatively cost effective as their hiring cost is lower compared to other labor exporting countries.
- **Formalities:** Procedures and formalities for recruiting Nepalese workers for overseas employment are simple and easy

## Our Recruiting Procedure

We go through the following major recruiting procedures:

### 1. Sourcing Method

We have our own Data bank (Manual & Computerized data base) for sourcing candidates (being a reputed manpower supplying agency daily several candidates register their candidature personally, by fax or courier, email) as well as our Local Agents working all over Nepal. In case of special categories, we advertise in the leading national daily newspapers and the response we receive owing to our honorable reputation and record of accomplishment is overwhelming. Preliminary short listing is done and candidates are notified via telephone/mail/fax and in case of outstation candidates through telegrams and / or letters courier, requesting them to report to our office for assessment by our highly qualified technical consultants.

### 2. Availability of Specialists

We have both full time specialists (Industry Specialists/ Technical Consultants) and others on retainer ship basis. They have wide experience in IT, Telecom, Construction, Engineering, Manufacturing, Trading, Healthcare, Security, Media, Travels and Tours, Banks, Finance, Insurance, Retail and so on.

### 3. Method of Authenticating of Applicants Qualifications

We have a list of all the recognized Universities, colleges and technical institutes in Nepal and if our technical consultants find anyone does not have knowledge about the subject and the jobs he can adjudge whether the certificate provided by the candidate is authentic or not.

### 4. Selection Procedures

#### I. Documents

We collect two sets of documents from every candidate and the following details are collected from the candidate:

- 1) Application Received (AR)Form
- 2) Passport- Original: For name, DOB, DOE, DOI, Place of Issue
- 3) Personal Details: Mother, Father, Spouse and Children for overseas

- 4) Complete Resume of Candidates
- 5) Work Experience Certificates
- 6) Academic Certificates
- 7) Technical Qualification Certificates
- 8) Driving License if any
- 9) Ten PP size recent photographs
- 10) Medical Report

## **II. Scrutiny of CV's Along with Documents**

All preliminary scrutinizing of CV's along with testimonials are done by highly experienced staff (Recruitment Coordinators) to check whether the candidate has given all his documents and to verify whether the candidate has the basic qualification for the relevant categories advertised.

## **III. Written Test (For Few Technical Categories)**

We are conducting the written examination for answering our technical questionnaires objectives type, aptitude, and attitude test paper so as to enable us to judge their respective subject general knowledge and their writing skill. They should secure minimum 75 % marks in this test.

## **IV. Screening and Short listing of CV by Concerned Specialist**

Screening, assessment, and short listing for the data bank or for presenting candidates for final interview is done by our highly experienced technical consultants and if required sent for trade testing. Candidates are graded as per their professional and general knowledge, appearance, and ability to adopt etc.

Our grading is as follows:

|    |                |
|----|----------------|
| A+ | 90 % and above |
| A  | 76 % to 89 %   |
| B+ | 66 % to 75 %   |
| B  | 55 % to 65 %   |
| C  | Not Suitable   |

## **V. Final Selection**

The candidates short-listed by us are then presented to the clients or their authorized representatives for final selection. If entrusted, we are also capable of conducting final selection independently if proper job specifications are provided, ensuring the most stringent theoretical and practical trade tests (Applicable in case of overseas). As already mentioned we maintain the highest standards of selection of candidates without any partiality, strictly on their merit and officially submit trade-test reports for each candidate.

### **5. Medical Examination**

We send candidates for medical examination only to Doctors who are registered and are on the approved by the concerned country consulate. We have our registered Doctor who has well equipped clinic to conduct complete medical check-ups of the candidate.

### **6. Mobilization**

We need a minimum of two weeks to mobilize candidates after selection and receipt of visa for actual deployment.

**I. Pre – Departure Orientation:**

Orientation is an essential procedure to recruit the finally approved candidates. We have our own recognized institute and have designed the courses according to the country to orient for the workers getting deployed for foreign employment. It is aimed to provide the knowledge of the immigration, the rules, and regulation of the concerned country, labor laws, along with ritual, social taboos, tradition and culture, and the basic knowledge of the language. Candidates will also get oriented to avoid misunderstanding with the local people and to maintain discipline, harmony between the migrant workers and the citizen of the country.

**II. Post Deployment Arrangement**

In order to insure hassle-free assumption of employment, Profile arranges with employers important relocation related matters such as accommodation, transport to and from work (if applicable), provision of food, etc at the initial stage.

**III. Departure Arrangement**

The travel arrangement is the final procedure. Before their departure, we make them the affidavit to be signed between the worker and the recruitment agency. After signing of the contract with the workers, we make travel arrangements. This also includes handling over all the documents (original passport, air ticket, and orientation certificate along with an orientation book) to the employee. As we; as they are now ready to deploy once again we brief the workers regarding the procedure to enter the airport, cross the immigration and the way during the flight to the destination. In addition, the procedure to clear the immigration in the destination, rules, regulations, traditions, culture, attitude towards the citizen and the other migrate workers of the concerned respective country. With the best wishes, workers leave to the airport for their destination.

**Our Responsibilities**

**Third-Eye Overseas Concern (P) Ltd** will act as authorized agent and will carry out the following activities in Nepal on behalf of the employer.

- Represent as authorized recruiting agent at the Ministry of Labor and other relevant department of the Government of Nepal and obtain necessary approval for the purpose of recruitment permission.
- Advertise in leading newspaper and any other media to obtain response from the seekers with requisite qualifications for final selection.
- Arrange interviews/trade test to the candidates through well-qualified technical and administrative expert from the government-recognized institution containing complete trade test facilities
- Arranging double the number of candidates required for interview/skill/attitude test by the client or his representative. This provides wider selection choice to our client (To arrange interviews, we need about 12 days advance notice from our clients)
- Procure the entire relevant document i.e. Bio-data, passport, medical report, police clearance certificates, no objection certificate etc.
- Arrange medical examination of the selected candidates through the authorized doctors and government recognized medical institutions.
- Full orientation and briefing to be conducted before the departure of the workers. This covers briefing about the Employer Company, work culture, geographical features, and special customs of the host countries. The aim is that a worker should be able to become a useful member of the team from the very first day of his arrival.

- Ensure air passage booking for the selected workers and arrange for their departure for joining service. A prior intimation by telex/fax/email will be sent to the employers well in advance to enable them to receive them at the respective airport.
- Carry out all other functions as and when necessary to protect the employers.
- Arranging hotel reservation on the behalf of clients in Katmandu for the selection team if necessary

### Major Categories We Supply

We provide following categories:

- Construction
- Oil and gas
- Management professionals
- Project and plant services
- Automobile services
- Sales and marketing
- Hospital and nursing homes
- Repair and maintenance
- Engineering
- Recreation and entertainment
- Departmental stores and shopping center
- Caregiver and childcare
- School, college and universities
- Hotel, Restaurant and Resort
- Catering Services
- Manufacturing and Engineering
- Retail Sales and Customers Service
- Transportation and logistics
- Information Technology
- Cruise, Ship and Marine
- Telecommunication
- Cleaners
- Security guards
- Health club retreat
- Banking and Finance
- Agriculture, farmhouse and green house
- And many more

### DOCUMENT REQUIRED FOR RECRUITING PROCEDURE

According to Nepal government, we should maintain certain formalities before completion pre and final approval from Labor Department. Employer or recruiter should be verified following documents in recruiting procedure:

1. **Agency Agreement Letter**
2. **Employment Agreement Letter**
3. **Sample of Guarantee Letter**
4. **Sample of Power of Attorney**
5. **Company Demand Letter**
6. **Consulate Letter (Only of Saudi Arabia)**

### Sample of Agency Agreement Letter

This agreement is made on ..... between ..... (Your company) hereinafter called the first party and M/S **Third-Eye Overseas Concern (P) Ltd.** License No 350/059/060 Sinamangal, Kathmandu, Nepal hereinafter called the second party have agreed to work under the following term and condition.

1. The second party will forward the personal date, medical report, photos, and passport copy for a total worker.

2. The first party will send Visa of the workers to the second party within maximum of 10 days once the interview process is over.
3. The second party will send workers within 30 days after getting Visa of the workers.
4. First has agreed and promised to provide all facilities to the workers, which is mentioned in the demand letter and employment contract. The first party will be fully responsible for everything while the workers are working under him.
5. All other terms and conditions not covered by this agreement will be applicable as for concerned country labor law.
6. The second party will be responsible for the workers for medical unfit or reject from the work or any problem against the company for period of six months.

The first party and second certify that they have read the agreement and that they fully understand its terms and conditions together with its application. In witness, whereof the parties have voluntary signed subscribed their names below herein.

**The first party**

**Second party**

.....

Third Eye Overseas Concern

**Sample of Employment Agreement Letter**

This employment agreement is made on this ----- -day of----- between--  
----- Address -----

Hereinafter Called the Employee

&

Mr. ----- Son

of Mr. ----- Passport No.-----

(Hereinafter Called Employer)

Wherein it is agreed as follows:

1. Position :
2. Duration of Contract :
3. Monthly Basic Salary :
4. Air Passage :
5. Accommodation :
6. Food :
7. Duty Hours :
8. Overtime and others benefits :
9. Annual leave :
10. Holidays :
11. Probationary period :

- 12. Termination :
- 13. Other terms & condition :

.....  
**Signature of Employer**

.....  
**Signature of Employee**

**Sample of Guarantee Letter**

Date

To  
Director General  
Department of Labor and Employment Promotion,  
Ministry of Labor & Transport  
Government of Nepal

Sub: Guarantee for local employment

Sir,

M/S **Third Eye Overseas Concern (P) Ltd** having License NO. 350/059/060 of Nepal Government is our true and lawful recruiting Agent in Nepal. We have already provided all the necessary documents for recruiting the Nepali workers from Nepal. We are recruiting Nepali workers through M/S Third Eye Overseas Concern (P) Ltd. We have agreed and promised not to deploy our workers out of ..... (Country Name). All the workers will be working with us in ..... (Country Name). We will be responsible on this matter. This is our guarantee letter on behalf of our company.

Best Regard

\_\_\_\_\_  
**(General Manager)**

**Sample of Power of Attorney**

Date

To  
**M/S THIRD EYE OVERSEAS CONCERN (P) LTD**  
G.P.O. Box: 21223,  
Sinamangal, Kathmandu, Nepal  
License No. 350/059/060 Under Govt. of Nepal

This is to confirm that we \_\_\_\_\_(Name, address and contact telephone number of Employer), hereby appoint Third-Eye Overseas Concern (P) Ltd., having License No. 350/059/060 under Government of Nepal, P.O. Box: 9818, Sinamangal-9, Kathmandu, Nepal as our true and lawful attorney and agent in Nepal in respect of handling all affairs concerning recruitment , entering into and signing contracts with the selected employees, completion of emigration formalities including deposit of security, registration fees etc. with the protector of emigrant required by the said office in connection with the recruitment of persons to work with our company and to arrange their passage and other necessary documents.

This Power of Attorney is limited to the requirement of the said Demand Letter and expires on the completion of this recruitment.

In witness thereof, we have executed this Power of Attorney at

Yours Faithfully,

\_\_\_\_\_  
(Seal & Signature)

(This letter must be attested by the chamber of commerce and ministry of foreign affairs of the employer country)

**Sample of Demand Letter:**

Date:

To  
**M/S THIRD EYE OVERSEAS CONCERN (P) LTD**  
Recruiting License No 350/059/060  
Sinamangal, Kathmandu  
Nepal

Dear Sir,

With reference to our Power of Attorney executed by us in your favor, we hereby request to you kindly supply me following personnel to work in our organization.

| S. No | Job Title | No. of persons | Salary per month | Period of Contact | Working Hours | Working Days |
|-------|-----------|----------------|------------------|-------------------|---------------|--------------|
|       |           |                |                  |                   |               |              |

Other benefits:

1. Accommodation
2. Food
3. Air Passage

4. Transportation
5. Other facilities such as insurance policy and Annual leaves etc according to labor law of concerned country.

Thanking you

Yours Faithfully

Attested in the country of employment by signature and seal with

1. By the Nepalese Consulate
2. By the Chamber of commerce of concerned country

### Sample of Consulate Letter (Only for Saudi Arabia)

Date

To  
His Excellency  
The Consulate General  
The Royal Saudi Embassy of Saudi Arabia  
Dhaka, Bangladesh

Your Excellency

We would like to inform you that we have authorized M/S **Third-Eye Overseas Concern P Ltd**, under Government of Nepal, P.O. Box: 9818, Sinamangal-9, Kathmandu, Nepal, License No 350/059/060 to conduct on our behalf and complete all necessary formalities related to our visa No. ....(..) Visas dated ..... They are also authorized to sign on our behalf all necessary documents in this regard for the Nepalese National Workmen.

Yours Sincerely,

.....

### USEFUL LINKS

**Government of Nepal**

URL: [www.nepal.gov.gov.np](http://www.nepal.gov.gov.np)

**Nepal Association of Foreign Employment Agencies (NAFEA)**

URL: [www.nafea.org](http://www.nafea.org)

[www.thirdeyeteam.com](http://www.thirdeyeteam.com)

**Nepal Tourism Board (NTB)**

URL: [www.welcomenepal.com](http://www.welcomenepal.com)

**Ministry of Foreign Affairs (MoFA), Nepal**

URL: [www.mofa.gov.np](http://www.mofa.gov.np)

**Ministry of Labor and transport management (MoLTM), Nepal**

URL: [www.moltm.gov.np](http://www.moltm.gov.np)

**International Labour Organization (ILO)**

URL: [www.ilo.org](http://www.ilo.org)

**International Organization for Migration (IOM)**

URL: [www.iom.int](http://www.iom.int)

**FOR MORE INFORMATION**

**Postal Address:**

**Third Eye Overseas Concern (P) Ltd**

GPO Box 9818, Sinamangal-9,  
Kathmandu, Nepal

Tel: +977-1-4464358/4462716

Fax: +977-1-4464286

Email Address: [thirdeyeteam@wlink.com.np](mailto:thirdeyeteam@wlink.com.np)

Website: [www.thirdeyeteam.com](http://www.thirdeyeteam.com)