



**INTERNATIONAL  
MANPOWER  
RECRUITMENT**

⇒ Intelligence Solutions

An ISO Certified company



**qualityaustria**

**SYSTEM CERTIFIED**

ISO 9001:2015

No. 21180/0

LICENCE NO. 309/059/060

# COMPANY PROFILE

## INTERNATIONAL

## MANPOWER RECRUITMENT

## PVT. LTD.

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





“ It’s about

Having the **Right** People  
with the **Right** abilities  
in the **Right** Place  
at the **Right** time “

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# Why Nepalese Manpower

## PASSIONATE

Nepalese put passion into their work. They love to tackle their jobs if they feel sufficiently recognized and compensated for their effort.

## INNOVATIVE

Nepalese generally like to think that there is always a better way to do things. They often spearhead and implement innovative ideas designed to improve workflow and processes.

## RESOURCEFUL

Nepalese have mastered the art of resourcefulness and creativity. Their character is evident in a lot of improvised devices, makeshift dwellings that are prevalently used particularly in impoverished provinces.

## COMPETENT

Nepalese are well trained in their respective fields. They are capable of meeting high standards and comply with strict regulations in their performance of their duties.

## INDUSTRIOUS

Nepalese workers are hardworking and used to overtime work. They are diligent and accomplish their work in time.

## COMPETITIVE

Nepalese are competitive in nature. This trait can be seen in their love for various competitions including sports, academic qualification and excellence and career advancement.



# About Us

International Manpower Recruitment Pvt. Ltd (IMR) is one of the premier manpower agencies of Nepal that stands as the best solution for fair and ethical recruitment practices by providing genuine and controlled zero-cost employment opportunities to our workers and delivering quality recruitment services to our clients simultaneously. We have been supplying human resources throughout the globe since 2004.

In the numerous seas of manpower agency, what makes us the most reliable recruitment agency is the aggressively dedicated and well-versed team of expertise who collaborates to provide a comprehensive and effective service and is able to cope with every recruitment need. We are focused on improving ourselves by addressing and overcoming the challenges that are involved in ethical recruitment under internationally accepted standards and our commitment is aimed at finding the right person for the right job as per the demand of our valued customers around the world. We align ourselves with our clients and candidates as partners to assist them in fulfilling their human resource requirements.

We owe the pool of quality candidates, leading to independence to source the workforce, let you find the outstanding service blended with excellent management, making ourselves one-stop answers for any recruitment issue. We also validate every candidate and every requirement through a meticulous documentation process that ensures that we only work with quality requirements and quality candidates ensuring that all parties involved in the process are working towards the same conclusion.

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# IMR Overview

Passionate and knowledgeable, we are improving the lives of Nepalese citizens going abroad by ensuring ethical recruitment.

Increase workplace productivity and improve relationships between workers, employers, recruiters, civil society & government.



Recruit the right people for employers abroad by undertaking ethical and responsible business practices.



# Message from MD

## YB RAI

MANAGING DIRECTOR

*“ International Manpower Recruitment Pvt. Ltd is committed to satisfy the abroad based clients by Recruiting Skilled, Semi-Skilled & Unskilled Nepalese Human Resource as per their need. In doing so IMR shall fulfill the statutory and regulatory requirement of Nepal and abroad countries. ”*



Mr. Y B Rai believes in the shared values of leadership principles. His life's work is based on the core belief in entrepreneurship and faced all challenges and hurdles but remain rooted in his beliefs. He started early as an entrepreneur and while his journey may have been long and difficult, he continues to stand with resolve and determination.

He has worked diligently to build trust in his pursuits and endeavours to achieve credibility that has continued to add value to the service provided. He has a charming personality and is innovative, efficient, and creative. He does not leave anything to chance and meticulously plans his work and schedules.

He is committed, even at simple tasks or a complex one; and serves as a Managing Director at International Manpower Recruitment Pvt. Ltd. It's a job that best explains his abilities, his values and the principles that have brought him this far.



# Company Mission Vision and Objectives



## Vision

*“ Change existing recruitment practices with fair and ethical methods (SAFE, FAIR & LEGAL) ”*



## Mission

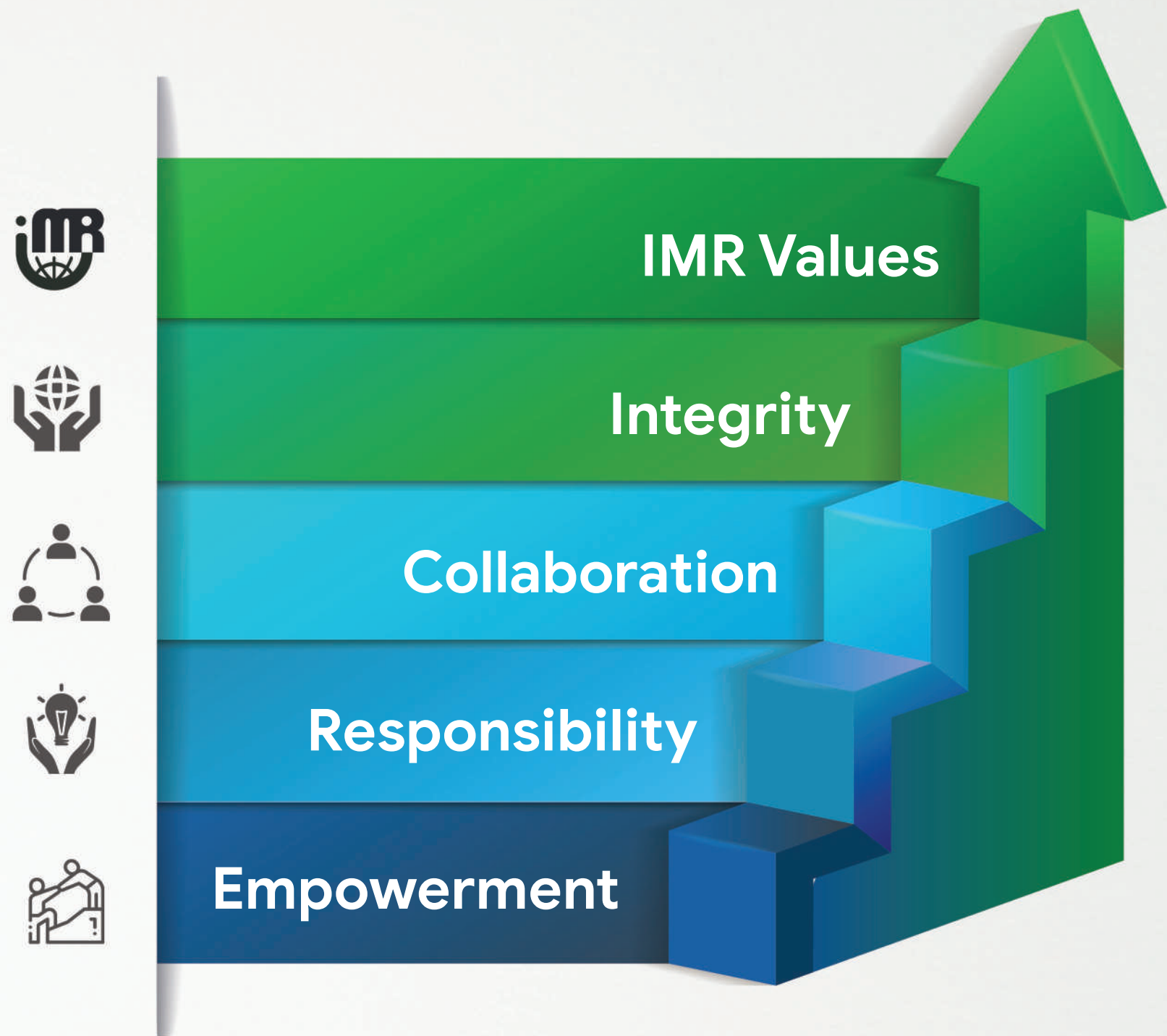
*Provide the best solution for ethical human resources management through exceptional and professional service both to clients and prospective workers.*

## Objectives

- 100% ethical and responsible recruitment and deployment of workers.
- Meet customer's specific needs through efficient candidate sourcing.
- Eradicate all recruitment intermediaries through direct recruitment.



# Values



## INTEGRITY

We embrace and uphold the highest standards of personal and professional ethics, honesty and trust.

## COLLABORATION

We focus on knowledge sharing for continuous improvement, learning and innovation.

## RESPONSIBILITY

We are committed to our candidates and clients with a clear understanding of urgency and accountability.

## EMPOWERMENT

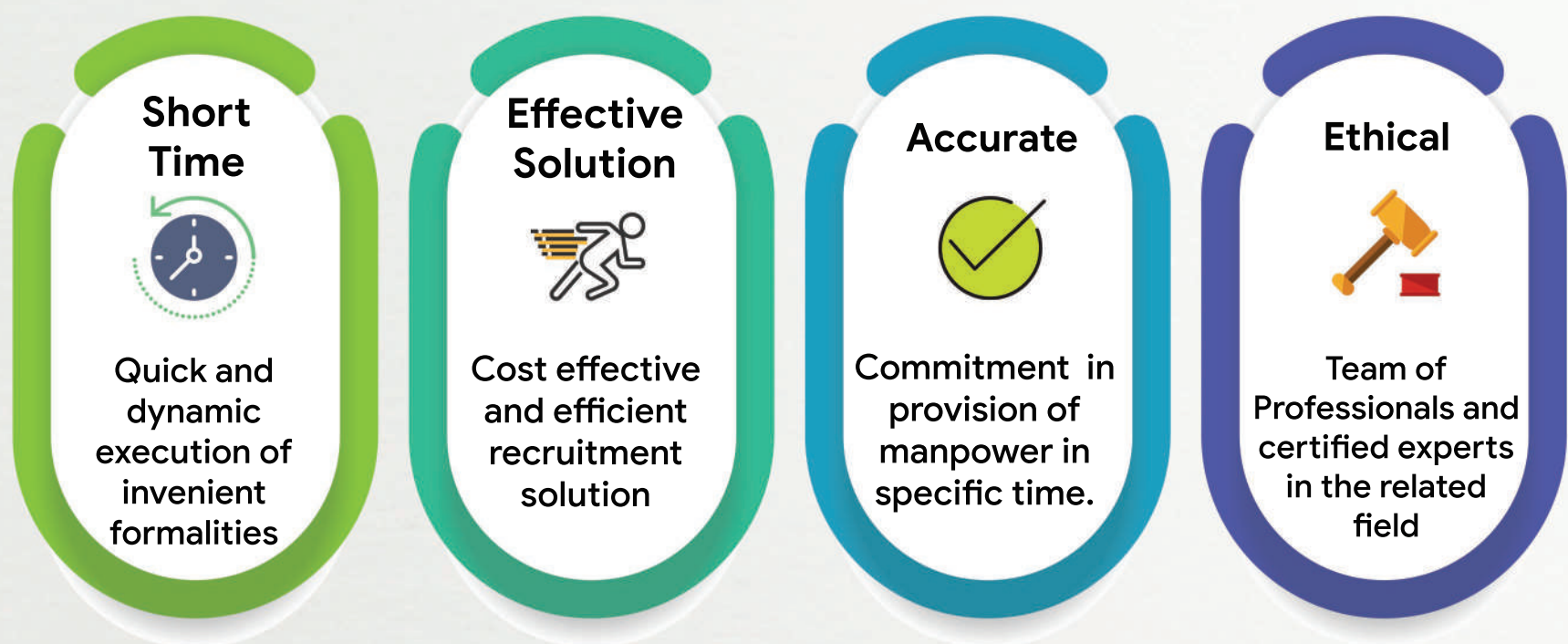
We are empowered to deliver operational excellence through innovation and leadership skills.

# Quality Policy

International Manpower Recruitment Pvt. Ltd. Is committed to operate Overseas Employment Services to meet the needs and satisfy expectations of overseas clients, deployed candidates and their guardians and other relevant interested parties by placement of right candidates to the right jobs.

This will be achieved by continual improvement of effectiveness of Quality Management System (QMS) applicable processes incorporating provisions for periodic review of issues, risks, opportunities, and quality objectives guided by our ethical codes of business & recruitment.

In doing so, International Manpower Recruitment Pvt. Ltd. will comply with all the applicable statutory, regulatory, and other requirements.



## Ethical Value

- Ethical business conduct is indispensable to the sustained triumph of our business and organization.
- Adherence with laws and regulations, by not accepting or giving any bribes, gifts, or favours to obtain any business projects or government approvals or permits from customers, government officials or any interested parties.



# IMR & Ethics

## Code of Conduct

International Manpower Recruitment Pvt. Ltd. is committed to deliver its highest standards of integrity in the daily business operation management. Our Code of Conduct has value for both an internal guideline and an external statement of corporate culture, values, norms and commitments.

At IMR, we pledge.

1. Compliance with Nepal and International Legal Requirements.
2. Ethical, Free and Professional Recruitment Services.
3. Transparency of Engagement and Confidentiality Valued.
4. Respect for Intellectual Property Right.
5. Respect for Diversity with Humane Treatment and Non-Discrimination.
6. Equal and fair Competition with Respect to Worker's Right.
7. Healthy and Safe Working Environment.
8. Respect for Freedom of Movement and Freely Chosen Employment.
9. Strive to Protect the Environment.

### Ethical Value

- Ethical business conduct will lead to increased trust, more collaborative working relationships, and more efficient processes in administering our business vision and missions.
- No one should take unlawful and unfair advantage of our employees, customers, and suppliers through exploitation, manipulation, concealment, abuse of privileged information, misrepresentation of terms of contract or any unfair-dealing practices.

# Key Staff Members

The achievements of an organization are the results of the combined effort of each individual of the team. IMR believes in teamwork and effort that relies on our sustainable growth. Some of the key personnel at IMR are depicted below that are an integral part of the company for continued customer satisfaction service and value.



**Ruju Maharjan**  
Executive Secretary



**Min Bahadur Sunar**  
Recruitment Head



**Usha Rana**  
Admin Head



**Nabin Rai**  
Liasion Head



# Company Details

<b>Company Name</b>	International Manpower Recruitment Pvt. Ltd.
<b>Licence Number</b>	309/059/060
<b>Establishment Date</b>	2003
<b>Owner</b>	Mr. YB Rai
<b>Functional Area</b>	Administration, Public Relation, Ministry of Labor & Transport, Accounts, Migration, Immigration & Airport Departments.
<b>No. of Staffs</b>	28 team members
<b>Global Network</b>	Malaysia, UAE, Qatar, Saudi Arabia, Kuwait, Bahrain, Oman, India, Bangladesh, Philippines, China, Pakistan, Sri Lanka, Vietnam, Indonesia & Romania.
<b>Achievement</b>	Quality Austria System Certified ISO 9001:2015
<b>Contact</b>	P.O Box 24009, IMR Complex, Gwarko 7, Lalitpur, Kathmandu, Nepal Tel: +977 01 5204346, 5204347, 5204348 Fax: +977 01 5202472 Email: info@imrsolution.com Website: www.imrsolution.com
<b>Authorized Capital</b>	NPR 10 Million
<b>Paid-up Capital</b>	NPR 6 Million
<b>Legal Advisor</b>	Nepal Lawyers Chamber
<b>Auditor</b>	K.P.R Associate New Baneshwor, Kathmandu

# IMR Sourcing Strategy

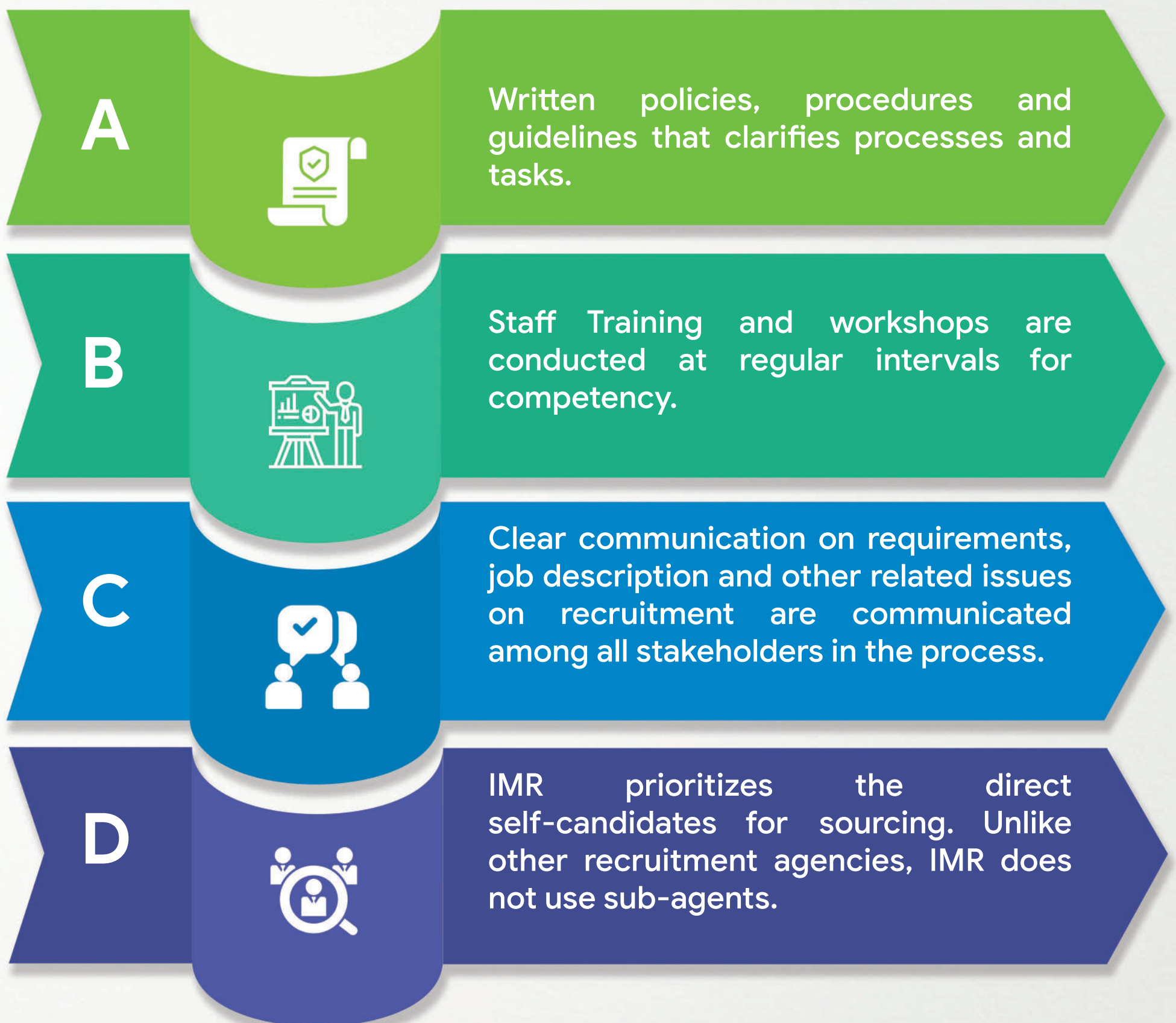


1. IMR lines-up of the deserved candidates at least 25% more than the required number of candidates during the interview who are selected after the preliminary interview conducted by IMR before the final interview.
2. Newspaper advertisement and media advertisement along with phone and SMS systems are used as one of the publicizing methods for sourcing the candidates.
3. However, our preferred sourcing method for larger demands is the direct village or community recruitment. Interviews are also conducted in different cities depending on the required category of applicants after prior consultation with the clients.
4. IMR has a general data bank system that we keep updated regularly so that lists of available and interested applicants are maintained in categories as per their skill and personal preferences.
5. As per the sourcing policy of IMR, we prioritize the direct self-application of candidates and no sub-agents or brokers are allowed as part of our recruitment processes.
6. We promote fair and equal competition among the candidates. They can contact our Independent Third-Party Hotline number at any time if any misconduct of ethical policy happens.



# Controls

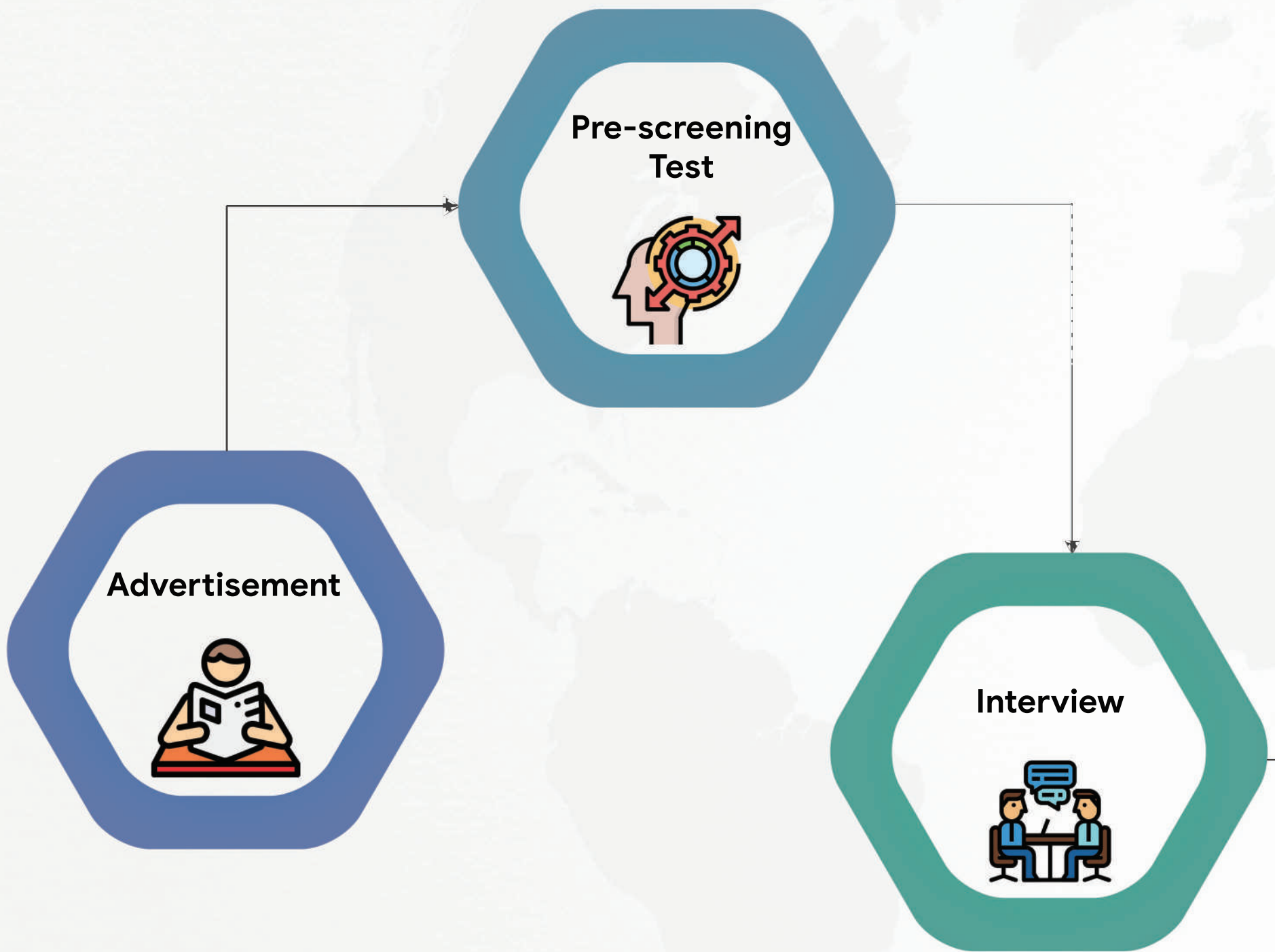
Controls and evaluation are considered as an important aspect of the recruitment process. IMR is aware of the risks involved in certain specific areas of recruitment that we have identified and created control mechanisms to ensure quality service and ethical recruitment values.



## IMR INNOVATION!

IMR works with third-party oversight to ensure a 24/7 hotline and the information line is available to candidates to report any recruitment process abuses. Both post-selection and pre-departure are undertaken by a third party to ensure compliance with our ethical recruitment standards and detect possible abuses.

# Recruitment Procedure

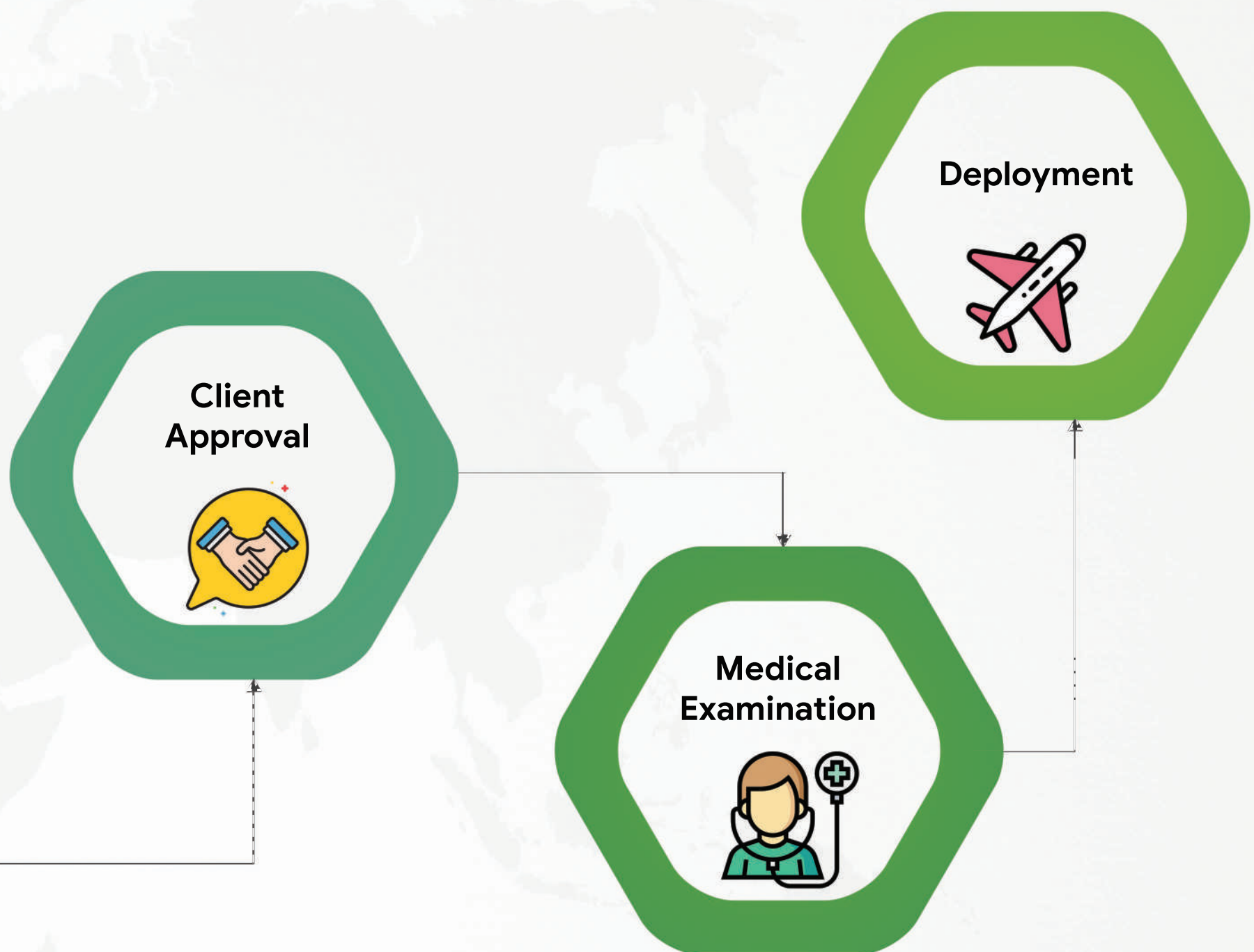


**1** After having received the verified job description, we publish the information in National Daily newspapers.

**2** The applicants informations are sent through a series of inspections for confirmation extending upto aptitude tests of the applicants at times.

**3** Our specialized team shortlists the applicants through face to face interview.





4

The details of shortlisted candidates is forwarded for client's approval. We also facilitate the client to personally meet the applicants in Nepal as well.

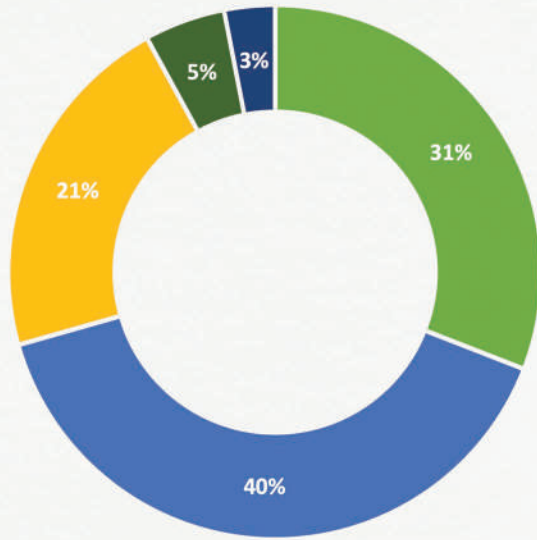
5

An appointed and specialized medical clinic perform all the necessary medical examinations that the candidate is required to.

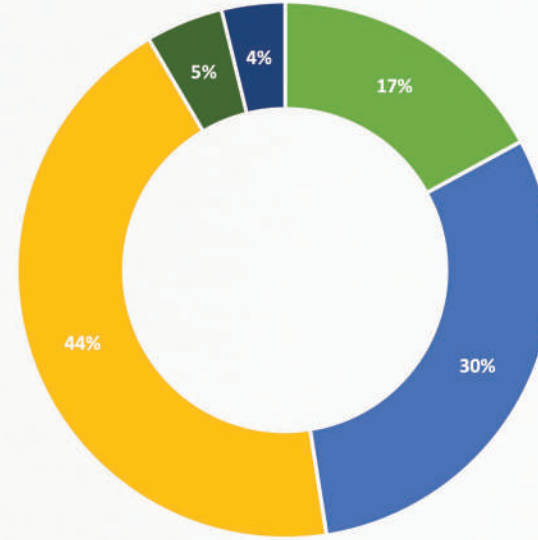
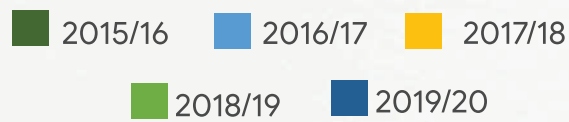
6

After a certain timeframe, the candidate will be handed the visa or work permit for final deployment.

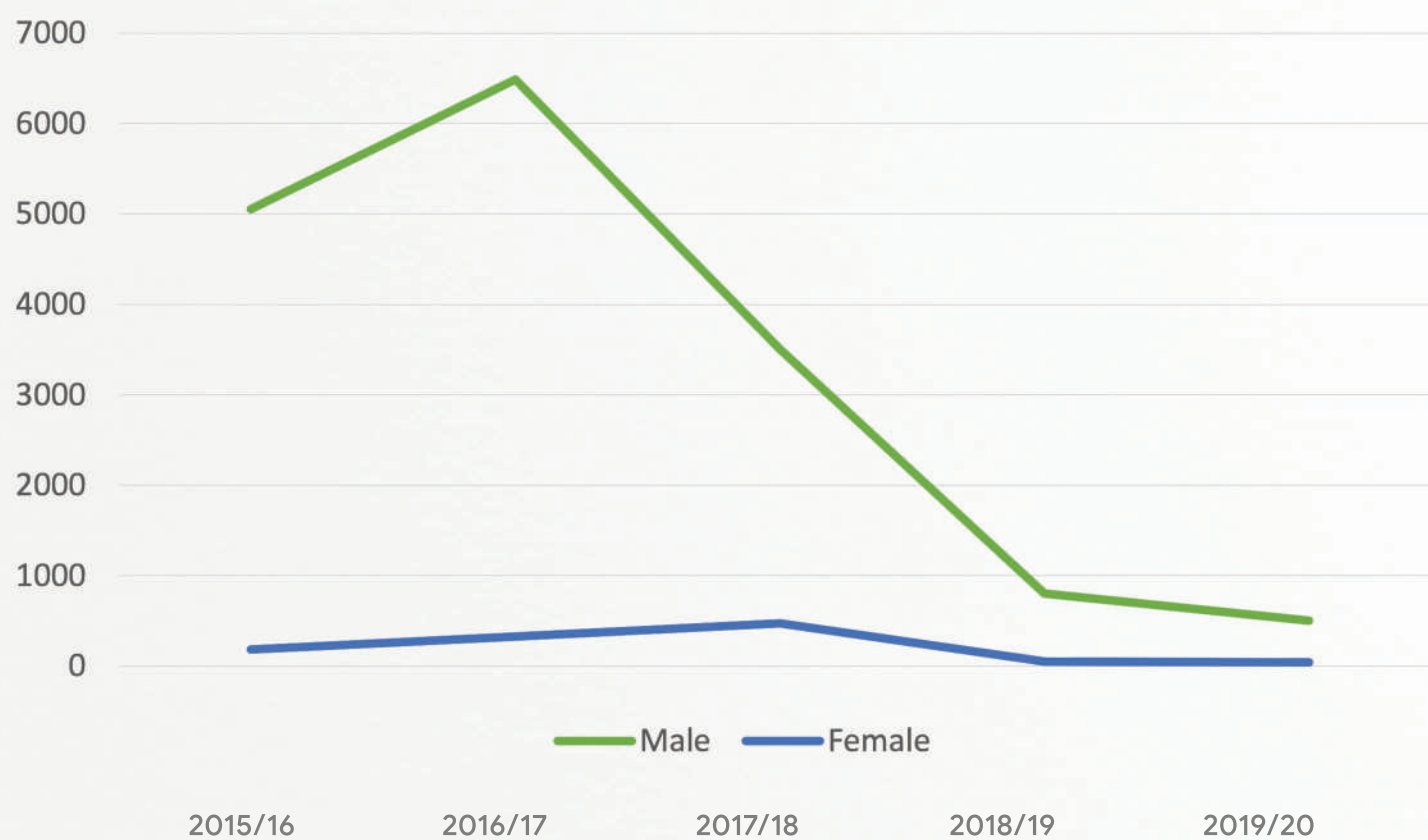
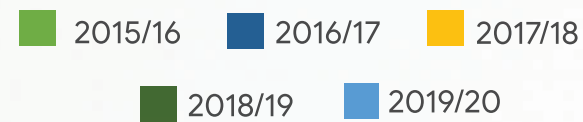
# Deployment Graph



## MALE



## FEMALE



Year	Male	Female	Total
2015/16	5052	183	5235
2016/17	6488	327	6815
2017/18	3501	472	3973
2018/19	801	50	851
2019/20	502	41	543
Total	16344	1073	17417



# Responsible Employers

During our engagement for recruitment of workers to any of our valued clients and companies, we have undermentioned our expected adherence to their responsibility:

- Humane Treatment
- Airport clearance of the workers in time
- Proper housing facility with water and electricity supply in the living place
- Proper security for worker's in their living and working place
- Timely salary payment
- Ensure update on the validity of passport, residence permit, health cards and insurance of the workers
- Medical emergencies and treatment available for workers
- Adherence to the terms and conditions of the employment contract



# Categories



## Civil and Architecture

- Engineer
- Architect
- Quantity Surveyer
- Instrumentation Supervisor
- AutoCad Draughtsman

## Electrical

- Electrical Engineer
- HVAC Technician
- Industrial Electrician
- Ducting and Insulator
- Electrical Foreman



## Mechanical

- Automechanic (Diesel, Petrol)
- Autoelectrician
- Machinist (Turner)
- Denter and Spray painter





## Hospitality & Services

- Housekeeping
- Restaurant
- Steward
- Guest Relation Officers
- Service Crew

## Administrative

- Office Secretary
- Office Manager
- Salesman (Indoor & Outdoor)
- Store Keeper)
- Data Entry Operator



## Garments & Textiles

- Cutting Master
- Checker
- Pattern Maker
- Pressman
- Tailor



# Categories



## Security and Safety

- Guards
- Watchman
- Timekeepers
- Safety officers
- Industrial Officers

## Semi Skilled / Unskilled

- Gardener
- Cleaner
- General Labor
- Construction Labor
- Factory Workers



## Skilled Workers

- Plumber
- Welders (Arc and Gas)
- Mason
- Carpenter
- Steel Fixer
- Painter
- Scaffolder





## Production and Manufacturing

- Production operator
- Quality Control Inspector
- Assembler
- Production Line Leader



## Heavy Equipment and Transport

- Mobile Crane Operator
- Excavator Operator
- Loader Operator
- Trailer Driver
- Heavy Driver



# IMR Gallery





# IMR Interview Process





# An Integral Recruitment Phase of IMR

## 1. Pre Screening



Focus and assessment of applicants at IMR during Pre Screening process is done on the following:

1. Education and Work Experience

2. Skills and Knowledge

3. Interest, Initiative and Self Reliance

4. Aptitude Test

5. Behavioural and Professional Attitude

6. Personality, Oral Expression



## 2. Pre Departure Training



The significance of PDT (Pre-Departure Training) is an awareness for expatriates on what employees to personalize learnings to anticipate and plan for challenges that they may face when they move abroad. to expect when leaving and working for abroad companies. This training allows:

- Cultural Differences and similarities between home and destination countries.

- General information of Destination country and cultural adaptation.

- Information overview of the joining company, job nature, work ethics.

- Employment contracts and salary benefits.

- Restriction and helpline information



# Frequently Asked Questions (FAQs)

We have compiled a short list of the questions we are asked most frequently by our clients and candidates, our FAQs.

## 1. What sectors or industries does IMR recruit for ?



IMR recruits hundreds of professional candidates into permanent contract roles across the globe for a broad range of industries and job categories. Some of the categories that we recruit for are:

- Construction                      - Hospitality and Service                      - Security                      - Industrial
- Administrative                      - Food/FMCG                      - Accounting and Financing                      - Retail

## 2. How long does it take to recruit workers from Nepal?



On normal instances, it takes about 2 weeks of time to recruit workers from NEPAL provided that recruitment documents and Visas are issued within the estimated time frame.

## 3. Are Candidates required to pay recruitment fee?



No. Candidates are not charged of any recruitment fees while we expect employers to shoulder all the cost of recruitment inclusive of our service charge.

## 4. How much does it cost and at what point do you charge the recruitment fee?



The cost varies according to the category of manpower required by the employer and the destination country and payments of recruitment charge are expected after one week upon arrival of the workers at the destination country.

## 5. Why should I choose IMR over other competitors?



International Manpower Recruitment (IMR) is an ethical and equitable manpower recruitment company driven by ethical standards of recruitment and standing tall committed in the business for over 15 years now. Our expertise and specialties are:

- Fair and Ethical recruitment with Proven track record
- Good rapport among legal departments for hassle-free recruitment
- Ensures quality, confidentiality, diversity and client loyalty.
- A professional team of expert and experienced in the related field

## 6. What are the legal formalities to recruit workers from NEPAL?



In compliance with the Foreign Employment Act 2007 of Nepal, employer companies are required for the provision of recruitment documents duly attested from Chamber of Commerce and Embassy of Nepal in the country of destination. The same documents are produced by IMR to fulfill the regulatory requirement of pre-approval and final approval formalities.



# Independent Third-Party Hotline

We believe that establishing ethical recruitment practices require proper regulation, systematic business operation, identifying, addressing, and managing the risks, and more than that it requires the worker's confidence. Hence, we have initiated a 24/7 Independent Third-Party Hotline system which not only helps to win workers confidence but also helps in managing the risks that are involved in ethical recruitment. Our Independent Third-Party Hotline system has been an effective way to support the workers throughout the recruitment process and make them aware of the zero cost recruitment and ethical practices due to which the workers can now freely report any potential fraud, ethics violations, and others in our Hotline number. Our Hotline also acts as a whistleblowers service which provides workers with the freedom to report without fear of punishment.



## INFORMATION TO ALL

### सर्वसाधारणको लागि जानकारी

International Manpower Recruitment Pvt. Ltd (IMR) practices Zero cost recruitment. So, we request all our applicants and their family members to not to pay any form of fees or any item of value in lieu of money, livestock or gifts for this recruitment. Please feel free to contact the hotline number as below mentioned to report/ inform against violation, corruption or collection of recruitment fees by any individuals without any fear of punishment or retaliation. The confidentiality of the informer/complainant will be maintained at all times.

ईन्टरनेशनल मेनपावर रिक्रुटमेन्ट प्रा. लि ( आई. एम. आर.) ले बैदेशिक रोजगारमा जानको लागि शून्य लागतमा भर्ना लिईरहेको छ । त्यसकारण हामी हाम्रा सबै आबेदकहरु र उनीहरुका परिवार सदस्यहरुलाई यस कम्पनीमा भर्ना हुनको लागि शुल्क, पशुधन वा उपहारको सट्टा कुनै पनि प्रकारको शुल्क वा कुनै पनि चीजहरु भुक्तान नगर्न अनुरोध गर्दछौ । कृपया उल्लंघन, भ्रष्टाचार वा भर्ना शुल्क संकलनको विरुद्ध कुनै पनि व्यक्तिलाई कुनै सजाय वा बदला लिने डर बिना रिपोर्ट/सूचित गर्न तल उल्लेख गरिएको हटलाईन नम्बरमा सम्पर्क गर्न नहिचकिचाउनुहोस् । गुनासो अथवा सूचना दिने व्यक्तिको गोपनियता कायम गरिने छ ।



**HOTLINE NUMBER: +977 9801137769**

हटलाईन नम्बर: ९७७ ९८०११३७७६९





Legal Documents

English/Nepali Translation  
Despatch No. 1914/17

His Majesty's Government  
Ministry of Labour and Transport Management  
**Labour and Employment Promotion Department**

[GON Seal]

License No.: 309/059/060      Date: December 02, 2004 A.D.

**LICENCE**

This License has been conferred to **M/S International Manpower Recruitment Pvt. Ltd.** permitting it to carry out the business of foreign employment, subject to the Foreign Employment Act, 2042, Foreign Employment Regulation, 2056 and the terms and conditions mentioned in this License.

**License Issuing Authority's:**  
Name: Pratap Kumar Pathak  
Designation: Director General  
Signature: Sd.

15 AUG 2017

English/Nepali Translation  
Despatch No. 2360/15

GON Seal      Photograph

Government of Nepal  
Finance Ministry  
Inland Revenue Department

**PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE**

PAN: 300926592      Date: 22 07 2002  
Inland Revenue Office: Kathmandu      VAT Registration Date: Day Month Year

Name of Transaction: **International Manpower Recruitment Pvt. Ltd.**  
Taxpayer's Type: Private Limited  
Address: Ward No: 14, Balkhu, Metropolitan City: Balkhu, Kathmandu  
Business Transactions: Foreign Employment

Sd. Taxpayer's Signature      Sd. Tax Officer's Signature

**Duties to be discharged by the taxpayer:**

- Bill/Invoice will have to be issued compulsorily while carrying out the transaction.
- Those who are registered with VAT Office will have to submit VAT returns and the amount thereon within 35 days from the date of the closure of every tax period (monthly or bi-monthly or quarterly).
- Those who transact on goods attracting excise duty will have to submit monthly returns and the amount of excise duty within 25 days from the date of the closure of every month, except otherwise provided.
- Income returns of every fiscal year will have to be submitted within mid October.
- Interest, charge and penalty will be levied, in case the returns and amount of tax are not submitted within the stipulated time.
- This Certificate will have to be kept at the business place/main office in a visualized manner.
- In case of confusion, if any, please contact at the Office.

15 AUG 2017



CERTIFICATE

His Majesty's Government  
Ministry of Industries, Commerce and Consumer Affairs  
**Office of Company Registration**

[HMG Seal]

**CERTIFICATE**

Private Limited No.: 19344/059/60

This Certificate has been issued upon registration of **Recruitment (Private) Limited** on 2059-04-01 (Wednesday) pursuant to Company Act, 2053 (1996).

Date: July 17, 2002 A. D., Wednesday

15 AUG 2017

Quality Austria - Trainings, Zertifizierungs und Begutachtungs GmbH awards this **qualityaustria** certificate to the following organisation:

**International Manpower Recruitment Pvt. Ltd.**  
Gwarko-7, Lalitpur, Nepal

Provision of Overseas Recruitment Services to Nepalese Citizens.

The validity of the **qualityaustria** certificate will be maintained by annual surveillance audits and one renewal audit after three years.

This **qualityaustria** certificate confirms the application and further development of an effective

**QUALITY MANAGEMENT SYSTEM**  
complying with the requirements of standard **ISO 9001:2015**

Registration No.: 21180/0  
Date of initial issue: 18 September 2018  
Valid until: 17 September 2021

Vienna, 18 September 2018

Quality Austria - Trainings, Zertifizierungs und Begutachtungs GmbH, AT-1010 Vienna, Zelinkagasse 10/3

Konrad Scheiber  
General Manager

Dr. Mag. Anni Koubek  
Specialist representative

15 AUG 2017



# Testimonials



Over the years of our business relationship including my tenure with previous company, IMR has been very reliable and prompt in providing suitable, quality, effective and efficient human resources support to the company who contributed positively and formed the backbone of our manufacturing arms.



**Sherene Chok**

HR Manager

FCI Connectors Malaysia SDN. BHD.



I would like to record our appreciation for the cooperation that we have received from IMR for arranging recruitment service of Nepali workers for our various divisions. We recommend IMR as an excellent HR provider from Nepal.



**Hassan Zein**

Admin Manager

Buzwair Holding, Qatar



IMR was unbelievably helpful to me by providing dedicated individuals and quality workforce. The professional service of IMR is remarkably honourable and I look forward to use their services again.



**Salim Al Flaiti**

Human Resource - Director  
Technical Trading Company LLC, Oman



IMR have been successful to meet our quality manpower requirements at ease and deliver as per the commitment. They have set a new trend in manpower in terms of filling the overseas employer needs.



**Netra Limbu**

Manager - Security Group Facilities  
Alghanim Industries, Kuwait



# Corporate Social and Environmental Responsibility (CSER)

We are aware of our social responsibility and we believe in contributing to sustainable development by delivering socio-economic and environmental benefits to the society.



“

*We make a living by what we get, but we make a life by what we give.*

*- Winston Churchill*



# IMR Clients

We're a customer service driven company and we've had our privilege to serve some of the well known companies across the globe.









*Let's begin a new venture ...*

### Contact Us

#### International Manpower Recruitment Pvt. Ltd.

 P.O Box 24009, IMR Complex, Gwarko 7, Lalitpur  
Kathmandu, Nepal

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