



DOTI OVERSEAS PVT.LTD.

REGD. NO: 16997/073/074

LIC NO: 1294/074/075

ETHICAL RECRUITMENT AGENCY

Address: Tilganga-9 Airport, Kathmandu, Nepal

Phone: +977-1-5912763, 5912764

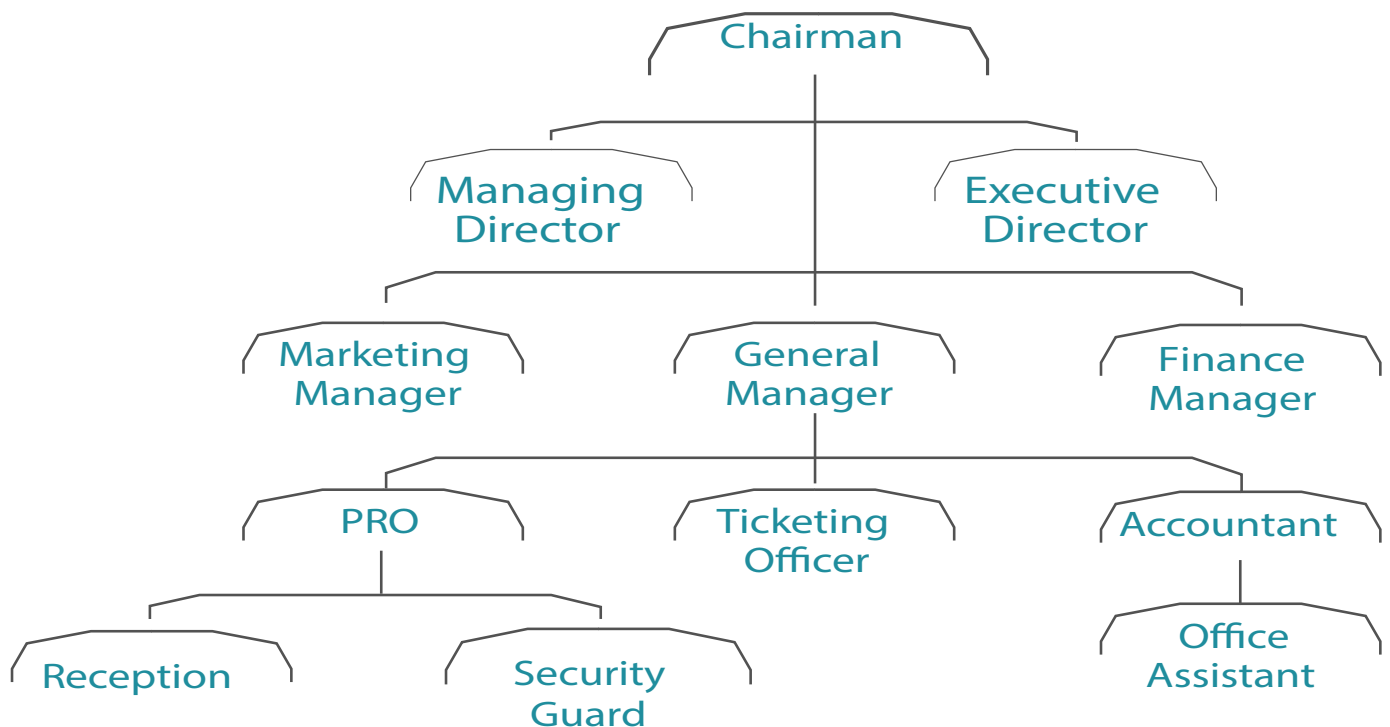
Email: doti.overseas1294@gmail.com



Company Profile

Company Name	: Doti Overseas Pvt. Ltd.
Company Licence No.	: 169977/073/074
Government Licence No.	: 1294/074/075
Company Holders	: Mr. Lil Bahadur Tamang - Chairman Mr. Shankar Kumar Tamang - Managing Director
Member	: Nepal Association of Foreign Employment Agencies
Types of Service	: Manpower Service
Address	: Tilganga-9 , Airport , Kathmandu, Nepal
Telephone No.	: +977-01-5912764, 5912763
E-mail	: info@dotioverseas.com.np, doti.overseas1294@gmail .com
website	: www.dotioverseas.com.np
Officeial Bank	: Prime Commercial Bank
<u>Capital Structure</u>	
Authorised Capital	: 20,000,000.00 (Twenty Million)
Paid up Capital	: 500,000.00 (Five Hundred Thousand)
Issued	: 1,500,000.00 (1.5 Million)
Insurance Partners	: NLIC
Work Experience	: Comprehensive background in implementation and accomplishing company's mission by working at extensive level in senior management capacity for years in the national and international organization & overseas employment business fields.

Organization Chart





Nepal, officially the Federal Democratic Republic of Nepal, is a landlocked sovereign state located in South Asia. Nepal is situated within latitude 26°22' N to 30°27' N and longitude 80°4' E to 88°12' E, with an area of 147,181 square kilometers (56,827 sq mi). Its shape is roughly rectangular about 885km long East to West and about 200km wide North to South and occupies 0.3 and 0.03% of land area of Asia and the world respectively. Population of Nepal is approximately 27 million (and nearly 2 million absentee workers living abroad), Nepal is the world's 93rd largest country by land mass and the

41st most populous country. It is located in the Himalayas and bordered to the north by the People's Republic of China, and to the south, east, and west by the Republic of India. Specifically, the Indian states of Uttarakhand, Uttar Pradesh, Bihar, West Bengal, and Sikkim border Nepal, while across the Himalayas lies the Tibetan Autonomous Region. Nepal is separated from Bangladesh by the narrow Indian Siliguri corridor. Kathmandu is the nation's capital and largest metropolis.

Despite Nepal's rich cultural heritage, immense natural beauty, diverse flora and fauna, fabulous history, statueque religious shrines and images, magnificent art and architecture, colorful and heterogeneous people that offer a wide array of disciplines, Nepal is recognized in the world primarily for three things:

- As a land of Mt. Everest
- Birthplace of Gautam Buddha, apostle of peace
- Land of the brave Gurkhas

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 proves that they are found in all corners of the world engaged in some productive activity.



ABOUT DOTI OVERSEAS

Doti Overseas Pvt. Ltd. is a premier manpower recruiting agency located in Tilganga, Kathmandu, Nepal. Through all of the years in our service we are proven competent and dedicated to our clients and as a result of that we have been growing at a phenomenal rate every year. Concurrently, we also gain more referral clients than any other similar agency does. Now, we have decided to go online. In fact, the need to go into web had long been overdue. Through the web project, we believe we would be able to be nearer to our clients and job seekers alike. We also hope that through our website we can produce more fruitful results as we now have no limit in terms of access to our company from anywhere in the world. Jobseekers looking for opportunities will also find our website informative enough to make their search easier. We have been recognized as the premier recruitment agency and less developed excellent working relationship with major international and national companies.

Thus, we would like to ensure our valued clients that our philosophy is based on the concept of quality and speed which can be best achieved by people with experience in the business.

Vision

Create and promote international standard manpower solution for both employee and employer and find the global opportunities for them as per their needs.



Mission

Our mission is to explore the local international job opportunities for Nepalese aspiring career and employment in local and international market.



Goal

To meet the demand of quality professionals in international market.

To enrich country's economy through remittance.





I would like to introduce Doti Overseas Pvt. Ltd. as an independent recruitment and consulting agency. This company has been established with an objective to provide skilled, semi-skilled and unskilled Nepalese manpower in all areas of recruitment, selection, relocation in the international labor market. The main area of our activities are recruitment projects for specialist, managerial post and complex recruitment services are different types of industry and category. Our company has experience of any kind of category and new technologies (IT) sectors depending upon on the client's requirements. We are fully aware of the importance of recruiting highly skilled, professional and experienced personnel, and work at full capacity to recruit tailor made personnel to suit yours requirement. To achieve that, every stage of the recruitment process is executed professionally and maintain the highest standards of recruitment. Doti Overseas Pvt. Ltd. has experience in international recruitment and processes all the required qualification in the field of human resource. Every recruitment project is given a dedicated consultant to overseas the project through completion.

Once again, I would like to thank you for choosing the Doti Overseas as your business partner. Assuring you for the safe with us.

Lil Bahadur Tamang
(Chairman)

+9777 - 9851120738



The professional experience we have accumulated over the years has been a guiding factor in all our recruitment processes. We have business associations with genuine companies which adopt very professional ways of screening, interviewing and selecting candidates for suitable jobs and they honor labor. We invite applications through advertisement and strictly follow our client's guidelines in the pre-screening of the candidates before they are finally interviewed by the company's representatives. In this company, is dedicated in providing human resource that helps business to achieve deserved plateau. With our extensive and experienced hands in these fields and our successful track records of working with various reputed companies in the world crowned us an enviable partner in these projects.

Our staffs always try their level best to respond to the queries/requests of both clients and customers on the spur of the moment.

Sincerely,

Shankar Bahadur Tamang
(Managing Director)

Code of Ethics

Doti Overseas 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.

1. No Conflict of Interest
2. Confidentiality and Privacy
3. Non-Discrimination
4. Protection of Intellectual Property
5. Anti - Bribery and Corruption
6. Fair Business and Promotion Practices
7. Freely Chosen Employment
8. Anti-human Trafficking and Slavery
9. No Child Labor
10. Accuracy, Retention of Business Records and Documents
11. Compliance with Laws and Regulations



Quality Policy



- To provide quality foreign recruitment service with customer satisfaction at the center and continuous improvement of organizational activities.
- Committing to operating a Quality System in compliance .
- Ensuring compliance with relevant industry specific standards and all statutory, regulatory and legal requirements including RBA and ILO.
- Enhancing the knowledge and skills of both management team and staff through review and actively pursuing an on-going training policy

Quality Objective



- To provide ethical and professional recruitment service to jobseeker and client.
- To carry out regular reviews of the QMS in order to monitor compliance and facilitate continual improvement.
- To implement prompt action in respect of non-conformity, complaint and recommendations.
- Always prioritize to take immediate action on grievances.

Our Guiding Principles



Integrity

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



Compassion

We love and care for everyone and treat 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.

WE SUPPLY

Engineering

- Electrical Engineer
- Mechanical Engineer
- Electronic Engineer
- Civil Engineer
- M.E.P. Engineer

Building Structure Maintenance & Construction Group

- Electricians
- Plumbers, Welders, Steel Fixers & Pipe Fitters
- Carpenters (Finishing & Shuttering)
- Electronic Technicians
- Painters (Spray Wall)
- Mason- Construction Helpers
- Mason-Brick Layers
- Mason - Tile/ Marble Fitters

Vehicle/Heavy Equipments Operator/ Auto Mechanic And Maintenance

- Light Vehicle Drivers
- Car/Van/Mini-bus Drivers
- Heavy Equipment Operators
- Truck/Lorry/Trailer/Forklift/Crane Drivers
- Motor/Grader/Dozer/Backhoe/Roller Operators
- Bulldozer/Scrapper Operators
- Auto Mechanic/Diesel Machine Mechanics
- Heavy Duty Mechanics
- Wireless Technicians/Bar Benders



WE SUPPLY

Doctor / Nurse

- Doctor Gynecology (Surgeon) MRCOG
- Doctor Physician (General) MD
- Doctor Surgeon (General) MD
- Doctor (Gynecology) MS
- Doctor (Urology) MS
- Doctor Skin (Skin & UD) MD
- Doctor (Nephrology) MD
- Nurses (General Wards) Diploma
- Nurses (Midwifery Gynecology)
- Diploma Nurses (ICU) Diploma
- Nurses (Surgery Operation Theatre) Diploma
- Asst. Nurses (Cleaners) Male -Diploma
- Technician Lab Diploma
- X-Ray Technicians Diploma



Official Personnel Management Group

- Officer Manager
- Assist Manager
- Manager-Marketing, Sales

Garments And Textile

- Pattern Makers
- Cutting Masters
- Production Managers
- Supervisors
- Tailors
- Checker, Helpers



Information Technology

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



WE SUPPLY

Security Sector

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



Hotel & Catering

- Manager & Assist Manager
- Public Relation Officer & Restaurant Captain
- Cooks (Continental, Chinese, Indian & Arabic) Asst. Cooks Waiters
- Stewards Fast Food Crew
- Food and Beverage Controllers
- Food and Beverage Manager
- Bakers
- Barmen
- Kitchen Helpers
- Dishwasher men
- Laundry Men
- Pressmen
- Janitors
- House Keepers, Room Makers



Air Conditioning

- (Window Type, Split Level & Central Unit) HVAC Engineers
- HVAC Foreman
- HVAC Supervisors
- VAC Technicians



Supermarket

- Salesman
- Check out Cashiers
- Trolley Boys
- Shelves Rack Organizers
- Cleaners



RECRUITMENT PROCESS

Information Desk

Doti Overseas offers its service for its clients from its main Information Service Desk from where any relevant information can be obtained.

Communications

Each and Every department of Doti Overseas is fully computerized and networked entirely in order to provide our clients the best and prompt service.

Advertisement

Doti Overseas applies an application to the related government sector with supporting documents of demanded Nepalese manpower for getting

Candidate Screening/Interview

The Company maintains an up to date data bank of potentials candidates with full information on his skill, trade qualification and experience and advertising allows other to compete for the post too.

Medical Checkup / Orientation

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination.

Visa processing

We send all the necessary documents as per requirement for further visa processing like passport copies, photographs, medical

Final Labor approval

All the necessary documents like original passport, visa copy (original if not issued online), medical report, orientation certificate, insurance policy are submitted in labor department

Travel Arrangement

In all case, we send all the visa endorsements, passports to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side.



ZERO COST REQUIREMENT SERVICE

In this Policy, the employer can hire the candidates by paying the service charge to our organization. All the recruitment free like Medical fee, Visa fee, Id fee, many fee and service paid by the employer company.

What are the recruitment fees?

Workers who want to go abroad for work most of the workers paid the recruitment fee to the overseas recruitment agency. The recruitment fee is the cost incurred in the recruitment process for employment. The costs such a ticket free, Visa fee, Medical fee, and many fees and service charges. These fees sometimes set up a loan or debt with a high-interest rate for the job seeker.

Doti Overseas Pvt. Ltd. Focus on Zero Cost Recruitment Service. Doti Overseas Pvt. Ltd. does not charge any amount of money from the worker and Employee on the recruitment process. We have the best Practice on Zero cost Model.

- Recruitment fees are unjust.
- Recruitment fees often lead to a cycle of debt.
- Recruitment fees render migrant workers vulnerable to abuses and exploitation.
- International labor standards prohibit the charging of recruitment fees on workers.
- Ethical Recruitment Practice
- Zero Cost Recruitment Policy
- Fair and Responsible Recruitment Standard
- Protecting the vulnerable migration workers



What Doti Overseas Do for ZERO COST RECRUITMENT

- Ensure that employers pay the full costs of recruiting migrant workers.
- We have the best practice on a clear and transparent recruitment policy that prohibits the charging of recruitment fees from the worker.
- Doti Overseas collects all the top talent jobseeker on social media, websites, and Digital ways.
- Doti Overseas has a direct touch with candidates and we make sure no worker paid the recruitment fee.
- We ensure that no worker is required to pay a deposit or service charge nor have to pay any fee to anyone through planning, implementation. We make clear Guidelines and conduct orientation in phase by phase for awareness.
- Doti Overseas has own Hr department and recruitment manager conduct personal interview one by one migrant worker make sure jobseeker do not pay any amount of fee to anybody.
- We Inform applicants through job advertisements and the selection process that they should not bear any costs of recruitment and placement.
- Check with migrant workers on flight time with a final orientation that they have not paid any fees for the recruitment process,
- We ensure that the recruitment of workers is included in RBA auditing and due diligence processes.
- Provide confidential processes to migrant workers for reporting exploitation.

REQUIRED DOCUMENTS FLOW



Marketing



Demand letter review
& confirmation



Receive demand letter
attested by Embassy of Nepal



Pre-approval
(DoFE)



Demand letter
advertisement



Pre-recruitment
orientation



Application Form
Registration



Interview &
Selection



Immigration Security
Clearance



Medical
Screening



Original Passport
Registration



Visa Approval



Signing Employment
Contract



Orientation (as per
government policy)



Final Approval
(DoFE)



Air ticket



Pre Departure
Orientation (By Doti)



Departure



Job Placement



Feedback &
Management

*DoFE – Department of Foreign Employment

SOCIAL RESPONSIBILITY



**Doti Overseas Pvt .Ltd .
Social Responsibility**

In Case of Grievance

Dear all,

If you have any grievance or feedback from the recruitment process to the employment period, please contact us through the phone number or email mentioned below. You can also send us a message on our official Facebook page. The information you provide will be kept confidential.

Contact Number: 985120738



E-mail: info@dotioverseas.com.np

All the information provided will be confidential and appropriate decision will be taken as per the standard procedures referred below:



TERMS AND CONDITION

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

VALUABLE CLIENTS





This

Certificate of Attendance

is hereby awarded to

Mr. Lil Bahadur Tamang

From: Doti Overseas Pvt Ltd

for attending the

RBA Foundation Ethical Recruitment Appreciation Course for Labor Providers

conducted on 27 - 28 November 2019

in Kathmandu, Nepal

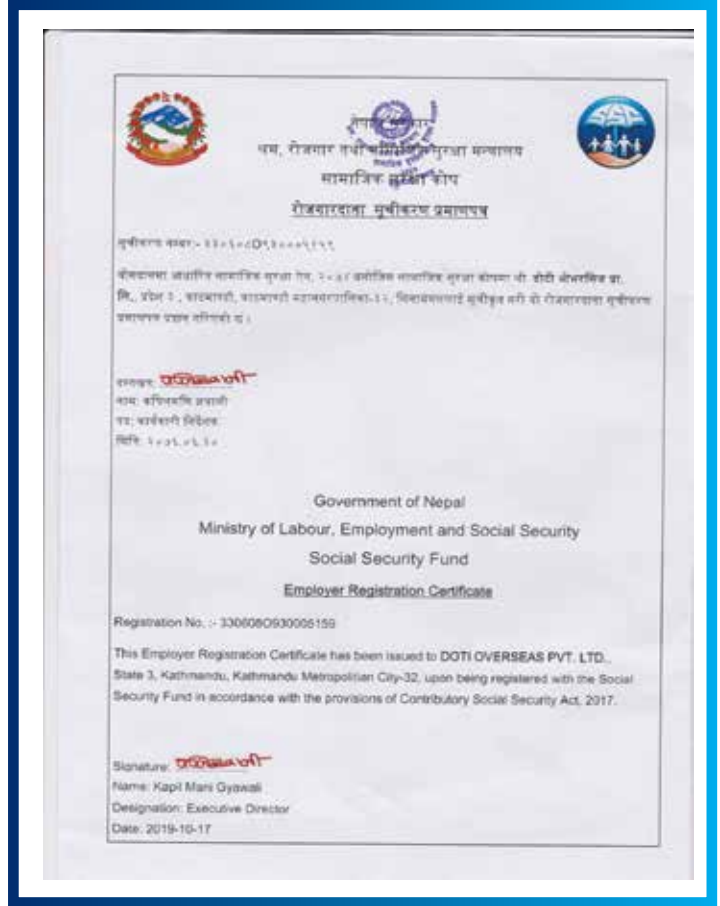
Certificate#: 3494612

Signed:

Robert Lederer
Executive Director, Responsible Business Alliance

Maria Miranda Isabel Apostol
CEO, The FAIR Hiring Initiative, Inc.

CERTIFICATION AND ACHIVEMENT



COMPANY CERTIFICATES

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

दर्ता नं: १६९९७७/७३/०७४

श्री डोटी ओभरसिज
नामको प्राइवेट लिमिटेड कम्पनी संवत् २०७४ साल आषाढ महिना ०६ गते रोज
३ दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो
प्रमाण-पत्र दिइएको छ।

मिति: २०७४-०२-०६
Government of Nepal
Ministry of Industry
Office of the Company Registrar

Registration No: 169977/73/074
CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s Doti Overseas
Private Limited having incorporated it on the 20 day of June, 2017 pursuant to
sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2017-06-20
Asst. Registrar

यसै कम्पनी संस्थापकलाई मात्र कम्पनीको उद्योग कार्यालय नभई इजाजत प्राप्त गरेको मानिने हुनाले कानून
अनुसार निवृत्त अग्रिम करमात्र त्रिकायट गिरफ्त मात्र कम्पनीको उद्योग अनुसार कारोबार गर्नु पर्नेछ।

नेपाल सरकार
भ्रम तथा रोजगार मन्त्रालय
वैदेशिक रोजगार विभाग
इजाजत पत्र

दर्ता नं: २२२/१७/१

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

मिति: २०७४/०६/१५

नेपाल सरकार
आन्तरिक राजस्व विभाग
स्वायी लेखा नम्बर (PAN) दर्ता प्रमाण पत्र

स्वायी लेखा नम्बर: ९०५१३१७७९६

कार्यालयको स्थान: डोटी क्षेत्रीय प्रा.वि.

कार्यालयको प्रकार: सफ्टवेर डेभलपमेन्ट

पेशा/व्यवसाय: सफ्टवेर डेभलपमेन्ट

स्वायी लेखा नम्बर: ९०५१३१७७९६

मिति: २०७४-०६-१५

Schedule-2
S.No. 452
Government of Nepal
Ministry of Labour, Employment and Social Security
Department of Foreign Employment
Kathmandu, Nepal

**AUTHORITY CERTIFICATE FOR
SENDING TRAINEE WORKERS TO JAPAN**

It is certified that DOTI OVERSEAS Pvt. Ltd. Company Licence No. 1204/074/75
situated in KATHMANDU is authorized as being the sending agency under Industrial
Training and Technical Intern Training Program under JTTCO. This Certificate holder must comply with the Foreign
Employment Law, JTTCO Directive and Instructions issued by the Ministry.
This certificate is valid until Renewed and should be renewed every year within 31st July days of its expiry.

Name: Pradeep Kumar Dhalal
Section Officer
Issue Date: 31 July, 2022



DOTI OVERSEAS PVT.LTD.

REGD. NO: 16997/073/074

LIC NO: 1294/074/075

ETHICAL RECRUITMENT AGENCY