



ROTARY OVERSEAS PVT. LTD.

Basundhara-3, Kathmandu Nepal | Tel: +977 1 5903872, 5903873
Email: info@rotaryoverseas.com | Website: www.rotaryoverseas.com

Message From Chairperson

First of all, we would like to extend warmth and gratitude greetings to all concerned especially to our clients, foreign employment seekers, and well-wishers. I, as the Chairman of Rotary Overseas Pvt. Ltd., consider it our privilege to introduce this Organization as one of the prominent and outstanding manpower recruitment agencies of this country. Due to its registration at the Department of Foreign Employment Government of Nepal for the legal recruitment of Nepalese workers, this organization has been well-set up and we organize with experienced and determined staffs and financially sound investors. As the foreign employment and remittance has become the backbone of the national economy, if we have established this organization with young effort to serve country as we as the companies who are looking for right person in right time at right place.

We believe that we have a responsibility towards our valuable clients not only to provide the manpower, also to provide the prompt service. We would like to assure our valuable clients that, we will provide the best service at your satisfaction for the fruitful and sustainable business relationship. As mentioned earlier, this organization has productively maintained its status and fame despite any hurdles.

Finally, let us take this opportunity to thank both our foreign employment providers and national partners who have regularly remained in touch with us for the promotion and support of the organization.

About us

Rotary Overseas Pvt. Ltd. established in 2005 A.D., run under the management of well-experienced and professional team, act as a conduit between the organizations and the candidates; its prime objective is to find the right people for the right company at the right time. Whether you are looking for skilled, Semi-skilled or professional can help. We are a principal in sourcing highly qualified personal to work for technologically inspired companies. Our expert consultants pre-screen and evaluate all candidates to make sure they fit your needs. Our success has been based on developing effective working associations. We execute much more than matching people and organizations, we create long term partnerships with clients and our candidates.

Rotary Overseas Pvt. Ltd. is dedicated to uphold the principles of Quality, Industry, Integrity, creativity and professionalism for our clients and our staff. Rotary Overseas Pvt. Ltd. objective is to become the premier international Human Resource Staffing Solutions Provider. We have strong alliances in India, Pakistan, Bangladesh, Philippines, Thailand, Indonesia and part of West and Europe countries. Given the highest level of trust and professionalism, we have built remarkable credibility in recruitments. Moreover, our services does not end in supplying you the right people for your requirements rather we see to it that we exceed to your expectations by providing outstanding services.





Our Services

Rotary Overseas Pvt. Ltd. established in 2005 A.D., run under the management of well-experienced and professional team, act as a conduit between the organizations and the candidates; its prime objective is to find the right people for the right company at the right time. Whether you are looking for skilled, Semi-skilled or professional can help. We are a principal in sourcing highly qualified personal to work for technologically inspired companies. Our expert consultants pre-screen and evaluate all candidates to make sure they fit your needs. Our success has been based on developing effective working associations. We execute much more than matching people and organizations, we create long term partnerships with clients and our candidates.

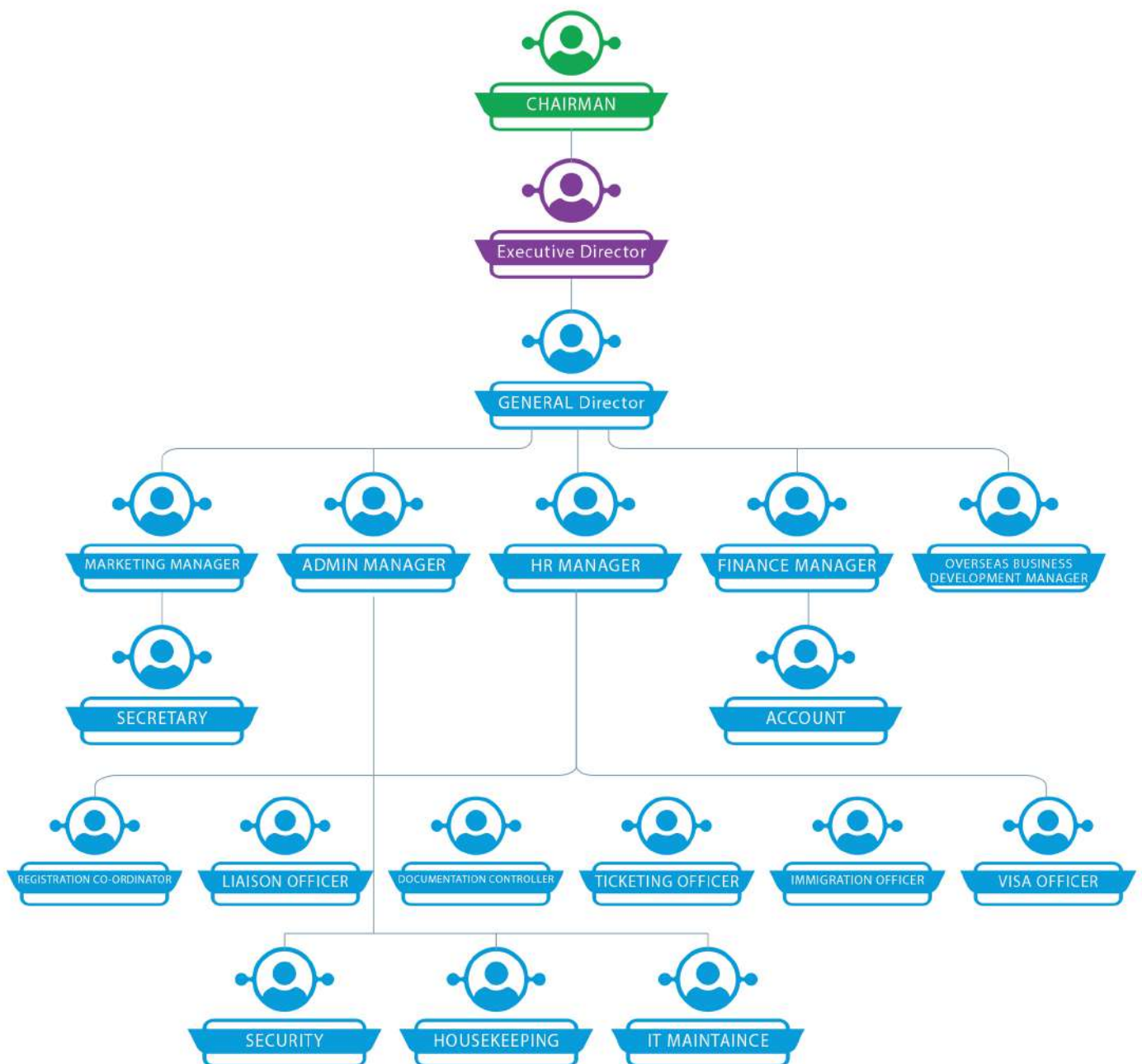
Rotary Overseas Pvt. Ltd. is dedicated to uphold the principles of Quality, Industry, Integrity, creativity and professionalism for our clients and our staff. Rotary Overseas Pvt. Ltd. objective is to become the premier international Human Resource Staffing Solutions Provider. We have strong alliances in India, Pakistan, Bangladesh, Philippines, Thailand, Indonesia and part of West and Europe countries. Given the highest level of trust and professionalism, we have built remarkable credibility in recruitments. Moreover, our services does not end in supplying you the right people for your requirements rather we see to it that we exceed to your expectations by providing outstanding services.

Selection & Deployment

INFORMATION
TRADE TEST
COMMUNICATIONS
MEDICAL CHECKUP
ADVERTISEMENT
ORIENTATION
CANDIDATES SCREENING
TRAVEL ARRANGEMENT



Organization Chart





Requirement Procedures

Initial Enquiry from employer: You may contact recruitment companies directly and discuss your specific requirement and details on terms and conditions of service for Nepali workers. Legal Documents: from employer for government formalities Once requirement is confirmed and initial agreement is made between recruitment companies (Nepal) and employer regarding terms and conditions and selection process, as per Nepalese Government labor law requires employing company to produce following duly authenticated/ attested documents in favor of recruitment companies (Nepal) to finalize the recruiting process:

- Power of Attorney between Recruiting Agent and Employer.

- Demand Letter listing the manpower requirement and terms and conditions.

- Employment Contract including terms and conditions of service.

- Recruitment Service Agreement listing each party responsibility.

- Guarantee letter confirming country of employment.

Once above original documents are received from employer, recruitment companies will submit application to Department of Labor for authorization.

Pre-Labour Approval: After receiving the authorized demand letter from the company, the document are presented for pre- labor approval. The department of Labor in Nepal analyzes the document and approve for further processing.

Manpower Pooling: Advertisement, Screening and short listing. Once The Department of Labor is satisfied about the credibility of the demand, attestation and terms and conditions offered are conformity with the government regulation. The Government grants the permission to recruiting agency for advertise the requirement in local and national newspapers and start of recruitment process. Recruitment Company starts screening and short listing candidates before final interview.

The process includes:

- Print and Broadcast Media Advertisement
- On-the-spot-sourcing (City and Provincial)
- Through Our Highly Qualified Agents
- Recommended Personnel
- Internal Candidate Bank

Selection : The mode of selection of contract workers may be executed under the following procedures:

Preliminary Interview: We maintain upto date data bank of potential candidate with full information on their skill and education, technical knowhow and experience as per the employer criterion. Rotary will short list the candidate for pre-interview and determine the capabilities of each applicant via one-on-one interviews to ascertain who are most qualified and fit for the employer's final selection.

Final Interview/Selection: Selection by Employer's Authorized Representative, Recruitment Company Personnel.

Direct Interview (by Employer): Many employers visit Nepal for final interview. We make all necessary preparations for interview. We call short listed candidates for the particular day.

Interview on behalf of Employer: Sometimes manpower importing agencies Rotary give full authority to manpower consultant for entire selection procedures. In such case, we carry out interviews on behalf of employers abroad and make all dispatching arrangements to the employment destination. The selection is made purely merit basis and finally select the most competent workers from our manpower reserve.

Interview through Skype: Sometimes manpower importing agencies select the candidate through interview via online (Skype). We have all the necessary arrangements for this process.

Transmittal of Resumes: Employer may select the candidates from the Resumes of all Prospective candidates. We forward the resumes of candidates of who pass the pre-qualification interview and testing conducted at our end. In such cases, the name of the successful candidates may be relayed to us via phone, fax, or email.

Full Documentation Assistance: We provide the selected applicants' assistance in securing the travel documents required by both Labour Office and Embassy, like Trade Test, Passport, Police Clearance, Medical Certificate, Orientation and Exit Pass.

Medical Checkup:

The selected candidates are sent to an authorized hospital or clinics for a full medical examination (and vaccination where required). The candidates who are medically and physically fit for employment are forwarded for recruitment process such as contract signing, visa processing.

Employment Visa Process: Once selected candidates are medically and physically fit, employer has to process their employment visa. The Visa system varies country to country. Where paper visa system available, employer has to make copy of issued visa available to recruitment companies as soon as visa is issued for individuals for government clearance for mobilization. Where visa has to be endorsed onto a passport, employing company has provided all necessary documents to assist visa endorsement from embassy of employing country. Rotary Overseas

Orientation: Nepal labor law requires all new candidates traveling overseas for employment take orientation class to familiarize local laws & orders, labor laws and immigration policy, environment and tradition and culture of employing country. Candidates should also understand their responsibilities, terms and conditions and benefits of employment prior to submitting for final approval for mobilization.

Final Labour Approval: (Government Clearance) 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 of Nepal for final approval and immigration clearance. The Department of Labor analyzes the documents and provides final approval.

Travel Arrangement: Once paper visa is received or visa is endorsed from embassy of employing country, Employer may process for the flight (E-Ticket) or Rotary Overseas will make necessary arrangement for flight ticket and departure.

Reception from Employer: After the flight is confirmed we send flight details to our employer. Representative from employer will receive the candidate from airport and arrange hostel for them. Employer will provide the respective job duties to the candidates as per the employment agreement.

Our Valued Clients





QATAR



Muehlhan

GULF ENGINEERING & INDUSTRIAL CONSULTANCY



Al Qareen Trading & Cont. Est

ABM
Building Value



Saudi Arabia

AL-NAJIM SAUDI
INTERNATIONAL CO. LTD



SAFARI
سفاري



ALSHAYA
GROUP



CYPRUS

ANSOT
EMPLOYMENT SERVICES LTD
LICENSE No. 316

Aristokleous Aristos
IMMIGRATION CONSULTANTS LTD

C.S.K. ZACHARIOU CONSULTING SERVICES LTD
EMPLOYMENT AGENCY





KUWAIT



SIEMENS



Honeywell



MALAYSIA



Farm Coc



BAHRAIN



Licence/Certificate

नेपाल सरकार
श्रम, रोजगार तथा सामाजिक सुरक्षा मन्त्रालय
वैदेशिक रोजगार विभाग
इजाजत पत्र दिनांक २०७६/०६/१०

वैदेशिक रोजगार ऐन, २०६४ को धारा ११(२), ११क र ११ख एवं वैदेशिक रोजगार नियमावली, २०६४ को नियम ६ र ८क को प्रावधान अन्तर्गत विभागको मिति २०७६/०६/०९ को निर्णय अनुसार देहायका सम्बाहक एक आपसमा गार्भिई मेट्रो ओवरसीज प्रा. लि. संस्था कायम भएकोले तपाईंलाई वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न यो इजाजत पत्र प्रदान गरिएको छ।

क्र.सं.	सम्बाहकको नाम	इजाजत पत्र नं.
१	मेट्रो ओवरसीज प्रा. लि.	५६२
२	मेट्रो ओवरसीज प्रा. लि.	१३८८
३		
४		
५		

इजाजतपत्र जारी गर्ने अधिकारीको
सम्बाहक - डॉ. भीष्म कुमार भुसाल
नाम, पद - डॉ. भीष्म कुमार भुसाल
हस्ता - महानिदेशक

सम्बाहकको नाम	सम्बाहकको पुरानो नाम	सम्बाहकको नाम	सम्बाहकको नाम	सम्बाहकको नाम
२०६६/०६/१०	२०६६/०६/१०	२०६६/०६/१०	२०६६/०६/१०	२०६६/०६/१०
२०६६/०६/१०	२०६६/०६/१०	२०६६/०६/१०	२०६६/०६/१०	२०६६/०६/१०

नोट: १. यो इजाजत पत्र तपाईंको नाममा मात्रै प्रयोग गर्न सकिने छ।
२. इजाजत पत्रको म्याद २०७६/०६/१० देखि २०७६/०६/१० सम्म मात्रै मान्य रहेको छ।
३. यो इजाजत पत्र तपाईंको नाममा मात्रै प्रयोग गर्न सकिने छ।

Distributed by:
Nepal Notary Public Council
S.N. 315284

Government of Nepal
Ministry of Labor, Employment and Social Security
Department of Foreign Employment

Case of the
Notary
Date: 2076/06/10 B.S.
(September 27, 2019 A.D.)

LICENCE

Whereas, the Rotary Overseas Pvt. Ltd. has been established after amalgamation of following organizations by the decision of Department, dated 2076/06/09 B.S. (September 26, 2019 A.D.) for the purpose of Section 11(2), 11(A) and 11(B) of Foreign Employment Act, 2064 (2007 A.D.) and Rule 6 and 8A of Foreign Employment Regulation, 2064 (2007 A.D.), this License has been issued to you for the operation of foreign employment business, thereof.

S.No.	Name of the organizations	License No.
1	Rotary Overseas Pvt. Ltd.	562
2	Metro Overseas Pvt. Ltd.	1388
3		
4		

Issuing Authority
Signature: Sd.
Name, Surname: Dr. Bhisma Kumar Bhushal
Designation: Director General
2076/06/10 B.S. (September 27, 2019 A.D.)

The State of Nepal
Notary Public
Date: 2076/06/10 B.S.
Date of Expiry of License: 2076/06/10 B.S.
Date of Expiry of License: 2076/06/10 B.S.

Distributed by:
Nepal Notary Public Council
S.N. 315346

Date of Renewal	Date of Validity	Renew Fee	Additional Renew Fee	Signature of Renewal
2078/03/21 B.S. (July 05, 2021 A.D.)	Till the end of Aash 2081 (July 15, 2024 A.D.)	20,000/-		Sd. Section Officer 2078/03/27 B.S. (July 11, 2021 A.D.)

Conditions:

- No work shall be carried out by opening branch Office without obtaining approval.
- No worker shall be sent on any condition to other country except in than the permitted countries.
- Directions issued from time to time by Government of Nepal shall be followed in addition to the provisions mentioned in prevailing acts and rules.

The State of Nepal
Notary Public
Date: 2076/06/10 B.S.
Date of Expiry of License: 2076/06/10 B.S.
Date of Expiry of License: 2076/06/10 B.S.





ROTARY OVERSEAS PVT. LTD.

Basundhara-3, Kathmandu Nepal | Tel: +977 1 5903872, 5903873

Email: info@rotaryoverseas.com | Website: www.rotaryoverseas.com