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Manpower Pvt. Ltd.

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**Responsible Business Alliance**  
Formerly the Electronic Industry Citizenship Coalition

Advancing Sustainability Globally

# DN Group of Companies

As a professional leader in industries like Manpower, security services, cleaning and more, D.N. Group of companies has been providing a wide range of services and facilities to different premises and operations. With necessary experience in the field, we focus on training human resources, recruitments, effective supervision, and employee retention through a positive mindset and determination.

D.N. Manpower  
Pvt. Ltd.

D.N. Security Service  
Pvt. Ltd.

Hotel Bagale Inn  
Pvt. Ltd.

D.N. Multi Services  
Pvt. Ltd.

## Message From The Chairman

Dear Valued Clients,

Warm Greetings from the land of the Himalayas, Nepal.

First and foremost, we extend our sincere thanks and gratitude for showing your interest in our organization.

It is my great pleasure to introduce ourselves as one of the leading human resource recruiting companies operating in the Himalayan Kingdom of Nepal.

I would like to bring it to our valued client's notice that The D.N. Manpower (P.) Ltd., with its competent staff members, stands for quality services in order to meet the required demands of the clients.

I always consider the fact that the human potentiality should be utilized to the maximum extent for the betterment of the world. Hence, our priority is always to bridge up opportunities and human resources. In short, we undertake the responsibility to provide the right worker for the right job.

I look forward to working with your esteemed organization in the days to come for mutual benefit.

Once again, I would like to thank you for choosing The D.N. Manpower (P.) Ltd. as your business partner. Assuring you for the safe with us.



**-Mr.N.B.Thapa [Niroj]  
Chairman**



# Vision

Becoming the destination of Nepalese youths who dream about their prospects abroad.

# Mission

Ensuring the cheap, qualitative and excellence service to our clients in order to win their trust

## DN Manpower Pvt. Ltd.

D.N. Manpower (P.) Ltd. was established in 2017 with the objective to arrange employment opportunities to our unemployed Nepalese workers, where the Nepalese workforce can and deliver sincere, loyal and dedicated skills to the valued clients. The company is registered under the Government of Nepal, Department of Labour and employment promotion, License No. 1184/073/074.



# Commitment

One by one day by day,  
we strive to build stories of success.

# Values

Right People and Excellent Service  
Wherever, Whatever & Whenever.



# SERVICES

## We Provide

Smooth recruitment services

Experienced & qualified management

Well-managed branch offices within Nepal

Fully data-based and online software system

Video conferencing facility

Providing Highly Skilled to Semi-Skilled Employees

## Selection Procedure

We select manpower through different techniques.

### **Interview**

We take Direct Interviews with the employees. Many employers visit Nepal for final interview. We make all necessary preparations for interview.

### **Test for Skilled & Eligible Workers**

We have a selection committee before making a final decision for appointment. The selection committee recommends the selection for overseas employment.

### **Medical Checkup**

A medical check-up is recommended to all short-listed candidates in government-approved hospitals or labs. Medically unfit candidates are disqualified.

### **Visa Endorsement**

After the employing company confirms and sends the visa confirmation, we will apply to the concerned embassy or consular office for visa endorsement.

### **Travel Arrangement**

Finally, we make travel arrangements after signing of the contract with the employee. This includes handing over all the documents to the employee before departure.

## Why Choose

## D.N. Manpower?

We are a Manpower Agency registered by the Nepal Government Law.

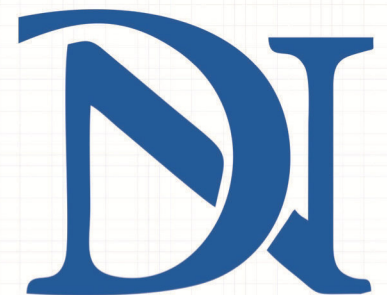
We are ISO, Certified Manpower Agency in Nepal. And also EICC/RBA (Responsible Business Alliance) Compliance Company.

We screen, shortlist and source manpower across the globe with the help of an extensive databank.

We focus on manufacturing hospitality, Hotel, Medical, Information Technology, Security, Driver, and Construction as well as Oil and Gas.

We provide immediate manpower for various recruitment needs.

We provide you employee who is completely up to speed on what's going on in your industry and your local market.



**Manpower Pvt. Ltd.**



# WHY RECRUIT FROM NEPAL?

Nepalese people are committed to their duties and responsibilities as evident by the examples in the Middle East and East Asian countries. The reason for seeking Nepalese manpower could definitely be honesty, hard work, loyalty, discipline and above all commitment of Nepalese people towards one's duties and responsibilities.

## RECRUITMENT PROCEDURE

### Authentication of the Documents for Recruitment Permission from the Labor Department.

Papers issued by Employer are duly attested from host concern authority (Department of Labor, Ministry of Foreign Affairs and the Nepalese Embassy) after the visit to the employer's office and Labor camp if it deems to do so.

### Demand Letter

The employer will formally issue a Demand Letter in favor of the Manpower Agency where job detail, payroll, and amenities are stated. This demand letter must be duly endorsed by the Ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Nepalese Embassy existing in the country of employment.

### Consular Letter

The employer will issue a Letter of authority in favor of the Manpower Agency addressed to the Consulate General of the concerned embassy (Kathmandu). The appointed and bonafide manpower recruiting agent is fully authorized to deal with all visa matters, submission, and delivery, with the said Embassy. (This letter shall apply for Saudi Arabia only)

### Power of Attorney

The employer will furnish the Manpower Agency with a power of Attorney to carry in the recruitment of Nepalese manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test, sign, cancel, renew and execute foreign necessary documents for workers passage to the country of employment on behalf of employer, on the terms and conditions laid by the employer and in accordance with the immigration laws, rules and regulations of Nepal in force from time to time and do all other acts arising therefrom or incident thereto, power of Attorney must be duly endorsed by the Ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Nepalese Embassy existing in the country of employment.

### Agreement between Employer and the Agency

There should be an agreement between the employer and Manpower Agency stating fully and precisely the terms and supply of manpower from Nepal that must be signed by both parties towards acceptance of stated terms to the execution of the recruitment procedure.

### Agreement between Employer and the Employee

The employer will issue Specimen of Employment Contract, with the details of salaries and other amenities and benefits as per Labor law in respect of the concerned country, which should be signed by the authorized person on one side leaving other side blank to be signed by the selected worker.

### Guarantee Letter from the Employer

Finally, the employer will issue a letter assuring the worker recruited by them will be employed only in their company and country also confirming that all workers employed by Nepal won't be placed to any other company and country during their contracting period which both of them promised in terms of demand paper & special attorney. This letter must be signed and stamped by the employer and finally must be attested from Nepal Embassy from the concerned country.



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## We Supply

### Professionals :

1. Engineers (Civil/Electrical/Mechanical/Electronics/Telecom)
2. Architects & Planners
3. Doctors: Specialists/General Physicians
4. Professors & Teachers in various fields
5. Chartered Accountants
6. Banking Specialists

### Skilled :

1. Construction Supervisors/Overseers
2. Welders (Gas/Electric)
3. Foreman (Electrical/Mechanical/Civil)
4. Plant Operators (Electrical/Mechanical/Civil)
5. Earth Moving/Construction Equipment Operators
6. Electricians
7. Mechanists/Turners/Toolmaker & Carpenters/  
Cabinet Markers
8. Steel Fixers
9. Scarf Folders
10. Masons/Tile fixers/Plasterers
11. Plumbers/Pipe Fitters
12. Mechanics (Air Conditioning/Heavy/Light Equip.)
13. Draughtsman (Electrical/Mechanical/civil)
14. Hotel Personnel (Waiters/Cooks/Bakers/  
Front Office Personnel, etc.)
15. Computer Operators
16. Garment/Textile/Jute workers
17. Administration Personnel
18. Male & Female Nurses
19. Pharmacists
20. Laboratory Technicians/Medical assistants/Paramedics
21. Security Personnel (ex. Army/Policeman)

### Semi-Skilled :

1. Carpenters/Shutter
2. Drivers
3. Security
4. Mason Helpers, concrete mixer operators
5. Pump Operators/Helpers
6. Helpers (Electrical/Mechanical/Electric)
7. Block Makers/Helpers
8. Kitchen Helper/Assistant Cooks
9. Tailors/Tailors helpers
10. Laundry/Washer
11. Barbers
12. Shop Assistants
12. Gardeners
13. Clerks

### Unskilled :

1. Labors
2. Cleaners/Sweepers
3. Agriculture Labors, Farmers, Herders
4. Watchman/Guards
5. Peons/Office Boys
6. Airport Loaders/Industrial Laborers



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# DN SECURITY SERVICE PVT. LTD.



**D.N. Security Services** is a professional leading Outsourcing Security Organization incorporated in Nepal. Since its establishment in early 2015, D.N. Security has been carrying the corporate mission of providing high-Quality Professional Security, dedication and committed individuals in the field, and related Safety and Support Services. D.N. Security Services Team has the necessary experience and strong support of our superior leaders and founder which is the key to achieve phenomenal success.

## Security Services

Banking and Finance

Community and Residential

Manufacturing & Industrial

Hospital Safety

Parking lots and Structures  
Security Guards

Shopping Center Security  
Guards

Film, Radio and Television  
Studios Security

Construction Site Security  
Guard Service

Educational Institutes  
Site Security Guards

Hotels and Resort, Motels  
Security Guard

Apartments & Condominiums  
Security Guards

Event Security & LifeGuard  
Service Mobile Patrol

### Our Goal

To attain good and safe security through trust, teamwork, and professionalism.

To reach the highest level of services and continue to meet the client's requirements.

To consistently upgrade our professional capabilities and become the market leader in the region.

### Our Strength

Our strength lies in the complete satisfaction of our clients in terms of quality, service and the confidence we are building upon them.

### Our Aim

To earn the trust and confidence of our potential clients by providing the best security solutions.

To become a well-established and trustworthy security service provider across the country



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