



MADINA
INTERNATIONAL SERVICES

N.G. Reg No.: 50893/064/065
Labour Dept. Lic. No.: 747/064/065

MADINA INTERNATIONAL SERVICES Pvt. Ltd.

Third Floor, Bajra House, Sanepa Height - 3, Thado Dhunga Chowk
Phone: 977-1-5529855, Fax: 00977-5525046
Mobile: 977-9851005085
Email: madinaintl@gmail.com, Website: madinaint.com.np
Skype: [madinaintl1](https://www.skype.com/name/madinaintl1)

"Trusted Partner For Bright Career"

About Madina

Madina International Services Pvt .Ltd. Established on January 08, 2008, is a gateway between Nepalese workers and foreign employer. It is duly registered by the Govt. of Nepal vide License No 747/064/065. It's main purpose is to explore the competent expert human resource and to make available in the international job market as per the requirement of the foreign employers.

We have our own associated polytechnic Institution from where promote the skills of our workers like un –skilled to semi –skilled, skilled to meet up the clients requirements of the client companies exactly as per their demand. It functions as a bridge between Nepal and manpower importing nations around the world.

The company operates with sufficient space in modern building at Sanepa Height -3, Thado Dhunga Chowk, Lalitpur Nepal's capital City, fully equipped with complete facilities that an international standard. Madina International Services Pvt .Ltd. aims to explore employment to thousands of Nepalese youth every year. It has reservoir of complete solution to the need of human resource.

We source our manpower through advertisement, workers and through official channels for semiskilled and unskilled manpower. We headhunt to meet the demand of highly technical and professionals manpower. Today , a huge number of such manpower throng to our company for quality and prompt service.

Message from Chairman



Subarna Shrestha
Chairman

The Madina International Services Pvt. Ltd. Feels happy to bring out this booklet for the use of client around the world to source manpower from Nepal. Today's, it give me immense pleasure in writing this message. We are determined to identify our team as hardworking, dedicated, sense of selfless service and high sprit.

I, as a Nepalese national involved in promotion of foreign employment, am proud to express a few thoughts on this subject. Today's foreign employment back Nepal's miniscule agricultural economy this has emerged as an ultimate option among Nepalese youth seeking to enter job market.

Although Madina has no permanent office in abroad, we appoint our representative who will be able to coordinate with our clients for necessary arrangements for conducting interview and/or any relevant issues related to recruitment and any issues that might be occurred after the arrival of the candidates. We have faith in our clients. Their preference is what bestowed us with success. Finally, the booklet in your hand is renewed commitment for better service. We will continue to provide competent to work for unskilled, skilled and professional jobs.

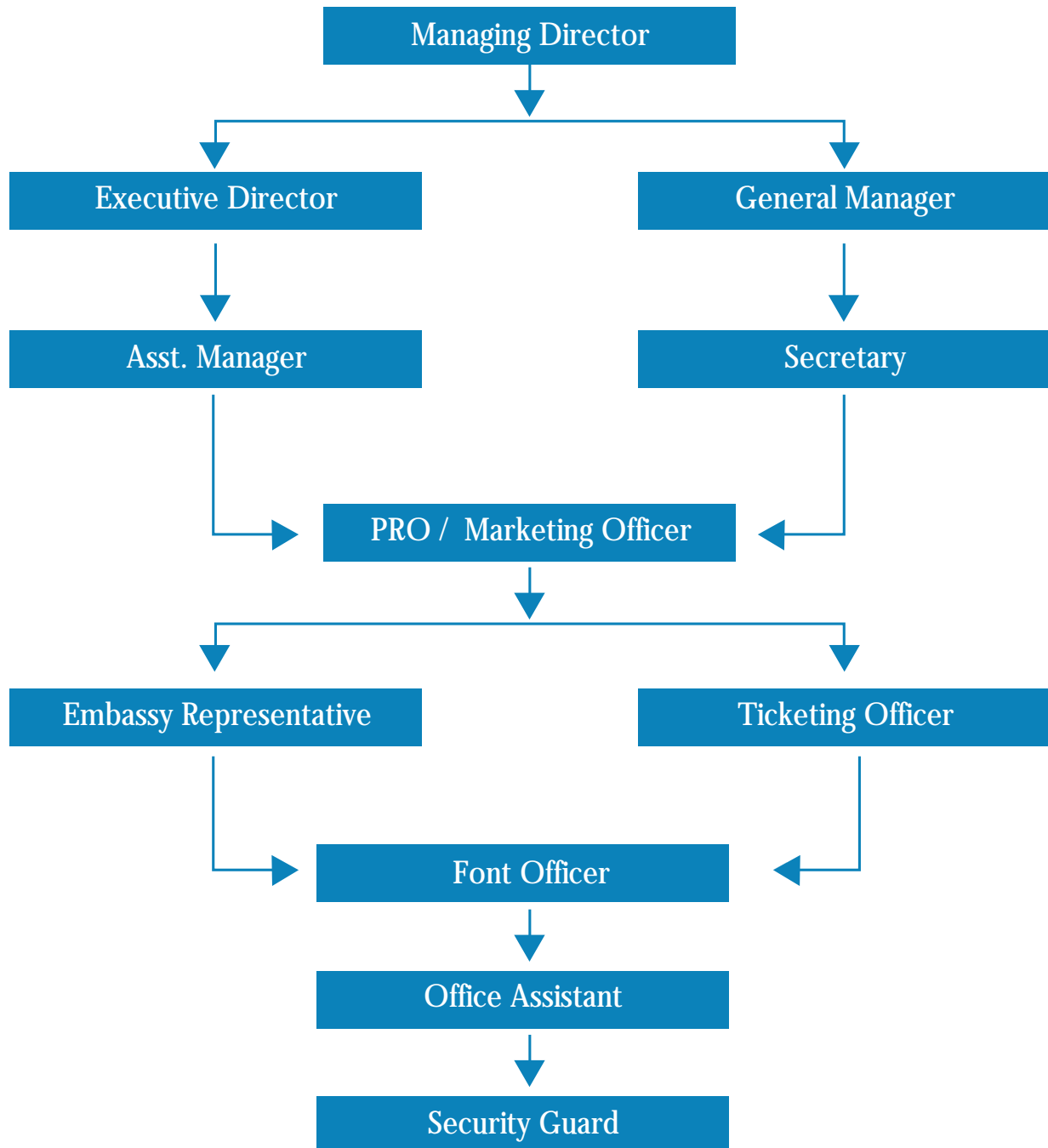
I hereby want to assure you the quality service and better cooperation in future.

Thanking you,

Company Profile

Name of Company	Madina Internatinal Service Pvt. Ltd.
Managing Director	Ms. Subarna Shrestha
Address	Sanepa Height-3, Thuldo Dhunga Chowk
Postal Address	P.O. Box: 8975 EPC 2822
Telephone	00977-1-5529855
Fax	00977-1-5525046
E-mail	madinaintl@gmail.com
Website	www.madinaint.com.np
Banker	Prime Commercial Bank Ltd.
Trade Associate	Subarna Link Pvt. Ltd.
Travel Agency	Madina Travel and Tours Pvt. Ltd.
Medical Center	Prashanti Health Care Center Aalima Medical Center
Insurance	Nepal Life Insurance Company Ltd. Citizens Life Insurance Ltd.
Office of Company Register No.	50893/064/065
License No.	747/064/065
PAN No.	302768185

Organizational Structer



Recruitment Process

1. Information Desk

Madina International Service Pvt. Ltd. Offers its service for its clients from its main Information services Desk from where any relevant information can be obtained. Moreover, the main registration is also carried out and the databank is maintained as well. This serves as a good information system for the company which helps in updating the jobseekers record on a regular basis. It also operates 'BIODATA BANK' where each and every individual's record is recorded and can be provided upon request as per the requirement form our valued employers.

2. Communications

Each and every department of Madina International Service Pvt. Ltd is fully computerized and networked entirely in order to provide our clients the best and prompt service. Our staff members are always ready to help its clients for provide better service and every details of the demand of the company according to the nature of them which makes easier and undersand about the works and conditions.

3. Advertisement

Madina International Service Pvt. Ltd applies an application to the related government

sector with supporting documents of demand Nepalese manpower for getting authorization to published advertisement in newspaper and the Labor Department will grant the permission being satisfied about the credibility of the demand and attesting that and conditions offered are conformity with the Government regulation. The permission allows the recruiting agencies to publish advertisement in national daily newspapers and starting the recruitment process accordance.

4. Selection of Candidates

The company maintains an up to data bank of potential candidates with full information on his skill, trade qualification and experience and advertising allows others to compete for the post too. The final Interview for sort listed candidates after pre-screening can be conducted by the employer or his representative or by this company on their belief. The Company is confident that the personnel selected by the selection committee will fulfill the employer's need and earn reputation and appreciations form the employer. Madina International Service Pvt. Ltd. screens that short-listed candidates by preinterview.



5. Trade Test

Practical trade test will be taken at the technical training institute. If the company wants to choose the employee. If the company wants to choose the employee directly by an oral interview and practical test, the trade test

will be taken at office where our selection committee observes the workers directly to their respective job.

6. Medical Cheek-Up

The selected applicants will be sent to the accredited clinics for medical and psychological test to ensure that they are fit enough physically and mentally before joining the company. The applicants whoever is proved to be physically and mentally will then submit their passport, medical fitness certificate and other required documents. We retain the services of the best hospital and clinics which are accredited by expatriates welfare and overseas employment and from the embassies to conduct medical examination of all the personnel intending to work aboard. Examination includes HIV/AIDS Test, Blood test, chest x-ray, urine and stool test or any other kinds of examination that might be specially requested by the clients.



7. Orientation

Prior to the departure of workers the orientation briefing is organized to make all workers fully aware of the employment company, country's laws and orders, labor laws immigration policy and maintain understanding and cordiality among them self and aim of the particular activity of the individual. The orientation takes special care in briefing them to strictly abide by the guide line in the field of their employment and direct them to maintain good circumstance and motivates



them to their duties/responsibilities.

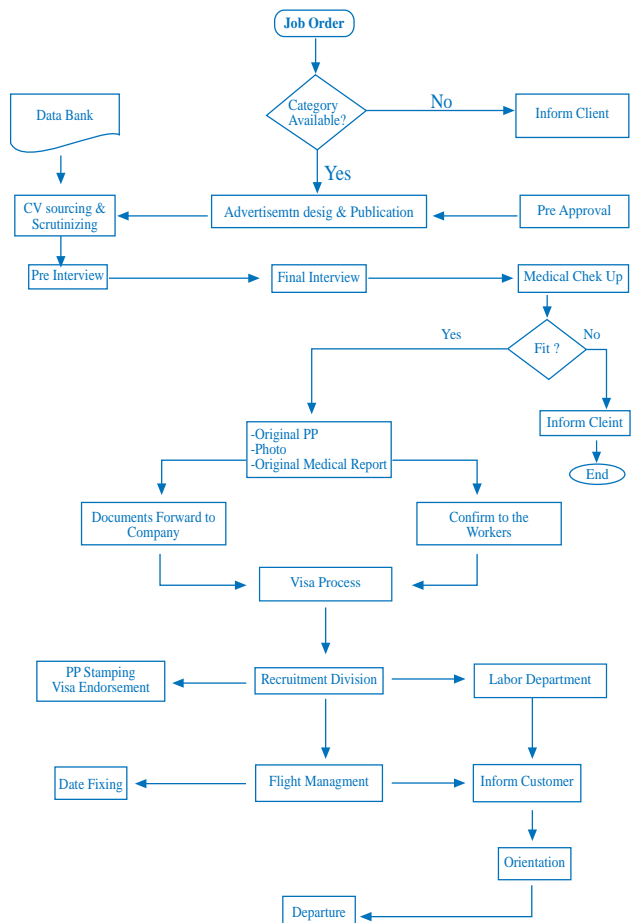
8. Final Approval

After Orientation visa process and confirmation from the employee and employers, Madina will proceed for final approval in Department of Foreign Employment.

9. Travelling Arrangements

After all the formalities completed, Madina will arrange for the deployment in coordination with employer and employee.

Work Chart/Recruitment Process



Required Documents

1. Demand Letter
2. Power of Attorney
3. Service Agreement
4. Guarantee Letter
5. Employment Contract

Demand Letter

Date:

To,
M/S Madina International Services Pvt. Ltd./Govt. Lic No.: 747/064/065
Kathmandu, Nepal
Sub: DEMAND LETTER

We require services of following personnel from Nepal as per the detailed terms and Conditions given below:

S.No.	Category	Quantity	Salary	Food
1.			SR	Provided

The following terms and conditions shall be included in the contract.

1. Place of Employment : KSA
2. Period of Contract : 2 (Two) years
3. Probation Period : 3 (Three) months
4. Working Hours : 8 hours per day, 6 days per week
5. Accommodation : Provided by the company
6. Transportation : Provided by the company
7. Leave Benefit : As per KSA Labour Law
8. Medical/Insurance : Provided by the company
9. Overtime : As per KSA Labour Law
10. Air Ticket : 2 Way Ticket provided by the company
11. Resident Permit Cost : Provided by the company
12. Visa Fees : Free
13. Agency Fees : Not provided by company
12. All other terms & conditions : As per KSA Labour Law

Other benefits such as annual leave, over time, Leave salary as per labor law of the KSA.

For

Company Name:

Sign

Name:

Position:

Guarantee Letter

Date:

The Director General
Department of Foreign Employment
Ministry of Labour and Transport Management
Kathmandu, Nepal

Subject: Guarantee Letter

Dear Sir,

We have sent a demand letter for Nepalese workers to Madina International Services Pvt. Ltd., Kathmandu. A Nepalese Manpower agency having License No. 747/064/065 for number of workers for our Company. In this regard, we wish to assure you that this demand is for our Company only and the workers will be working in our Company situated in KSA. We also assure you that these workers will not be sent out of the KSA.

For

Company Name:

Sign

Name:

Position:

POWER OF ATTORNEY

I, in my capacity as with postal address of KSA, do hereby appoint Madina International Services Pvt. Ltd., Kathmandu, Nepal having License No. 747/064/065 issued by the Department of Labour, Government of Nepal to be our true and lawful attorney in Nepal in respect of recruiting Nepalese workers required by us from Nepal and handling of all the affairs concerning recruitment, entering into contract with the selected employees, to the Government of Nepal, signing of all necessary documents in connection with the recruitment, obtaining permission from the Department of Foreign Employment of Nepal and to arrange endorsement of all papers.

In witness whereof, I/we have executed this deed on this day of Date: in KSA. This Power of Attorney shall remain valid for Two year from the date of issue.

Yours Truly,

For

Company Name:

Sign

Name:

Position:

Employment Contract

Employee's Name:

Passport No.:

Employee's Job Title:

Basic Salary:

S.No.	Category	Quantity	Salary	Food
1.			SR	Provided

The following terms and conditions shall be included in the contract.

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10. Air Ticket : 2 Way Ticket provided by the company
11. Resident Permit Cost : Provided by the company
12. Visa Fees : Free
13. Agency Fees : Not provided by company
12. All other terms & conditions : As per KSA Labour Law

Company Name: Signature of Employee:

Sign: Name of Employee:

Position:

Date:

Service Agreement

Date:

TO WHOM IT MAY CONCERN

This agreement is made and entered into between KSA hereinafter called the "First Party" represented by Madina International Services Pvt. Ltd., Kathmandu, Nepal having Government of Nepal License No. 747/064/065, (hereinafter called the "Second Party") on The First Party will specify the vacancies to the Second Party in detail and the Second Party will source the most suitable candidates to work as per the demand letter.

1. The Second Party will provide suitable candidates for all the required categories.
2. The First Party will make available to the Second Party all the relevant visas issued by the authorized government department.
3. The Second Party will deploy the selected workers as per the requirement of First Party.
4. The First Party will fulfill all the conditions agreed upon by both the parties regarding accommodation, salary, working hours, overtime, and other conditions and make sure that the recruited workers are paid their monthly salary in time on regular basis.
5. The Second Party shall furnish medical report from a qualified doctor for the selected candidate certifying that the candidate is in good health and is free from all infectious diseases.
6. The Second Party hereby agrees to replace any workers found unsuitable or unfit for the job or found medically unfit free of cost within the probationary period of months.
7. Both the Parties hereto have discussed all the above matters in detail and agreed to all the terms and conditions in this agreement and put their signature in two identical originals one to be kept by each Party.

For

Company Name:

Signature and Seal of the First Party

Sky Bridge Overseas Pvt. Ltd.

Signature and Seal of the Second Party

Company Certificates



नेपाल सरकार
उद्योग, वाणिज्य तथा आपूर्ति मन्त्रालय
कम्पनी रजिष्ट्रारको कार्यालय
कम्पनी दर्ताको प्रमाण-पत्र

दर्ता नं: ५०८९३/०६४/०६५

श्री.....मदिरा, इन्टरनेशनल समिटेज.....नामको
प्राइभेट लिमिटेड कम्पनी सम्वत् २०.....साल पुष.....महिना २६.....गते
रोज.....मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१)
बमोजिम यो प्रमाण-पत्र दिइएको छ ।

मिति : २०६४/९/२९

Government of Nepal
Ministry of Industry, Commerce and Supplies
Office of the Company Registrar

स. रजिष्ट्रार
सहायक रजिष्ट्रार

Registration No: 50893/064/065

CERTIFICATE OF INCORPORATION OF COMPANY

This Certificate of Incorporation has been issued to
M/s. Madira International Services
Private Limited having incorporated it on the day of २०६४
to sub-section (1) of section 5 of the Companies Act 2006.

Date: 2008/1/13

Asst. Registrar

शर्त कम्पनी संस्थापकलाई मात्र कम्पनीको उद्देश्य कार्यान्वयन गर्न इजाजत प्रदान गरिएको नभएताले हुनाले कानून अनुसार नियुक्त भएपछि सम्बन्धित निकायबाट लिइए मात्र कम्पनीको उद्देश्य अनुसार कारोबार गर्नु पर्नेछ ।

 Coat of Arms of Nepal	<div style="border: 1px solid black; width: 100px; margin: 0 auto; height: 20px; line-height: 20px;"> Office Seal </div> <p>Government of Nepal Ministry of Labor and Transport Management Department of Labor and Employment Promotion</p>
<p>License No. : 747/2064/2065</p>	
<p>LICENSE</p>	
<p>This license has been issued to M/S Madina International Services Pvt. Ltd. authorizing to operate the business of Foreign Employment, subject to the Foreign Employment Act, 2042 B.S. (1985 A.D.) and Regulation 2056 B.S. (1999 A.D.) and the terms and conditions mentioned in this license.</p>	
<div style="border: 1px solid black; padding: 5px;"> <p>The translation copy is true and verified Signature:  Date: December 20, 2010 Certificate Number of Notary Public: 80 Date of Expiry of Certificate: Nov. 4, 2012 AD Seal of the Notary Public</p> </div>	<p>Issuing Authority Name: Keshar Bahadur Baniya Designation: Director General Signature: Sd. Date: February 10, 2008</p> <div style="text-align: center;">  </div>

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Government of Nepal
Ministry of Labour and Employment
Department of Foreign Employment
Kathmandu, Nepal



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

It is certified that MANIMA INTERNATIONAL SERVICES PVT. LTD. Company Licence No. 24714641065
situated in Katubabakunda, S. Lalitpur, Nepal is authorized as being the sending agency under Industrial
Training and Technical Intern Training Program under ITTCO. This Certificate holder must Comply with the foreign Employment
Law, ITRCO directive and instructions issued by the Ministry.

This certificate is valid 9 Dec 2016 and should be renewed every year within 31st July its expiry.





Name: Subarna Shrestha
Issued date: 9 Dec 2016



Authorized Signature

[illegible]

Company Certificates


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**THE ROYAL EMBASSY OF SAUDI ARABIA
CONSULATE SECTION, KATHMANDU**

ENTRY CARD



Name\ Sunita Thapa / الاسم

Agent\ Madina Int'l Services / المكتب

No\ 747/064/065 / الرقم

Date\ 05 JAN 2017 / التاريخ

رئيس القسم القنصلي
Khalid H. Al Harbi الختم

Regd. No. : 388/048/049



नेपाल बैदेशिक रोजगार व्यवसायी संघ
Nepal Association of Foreign Employment Agencies
Tej Bhawan, Lazimpat, Kathmandu, Nepal

Membership Certificate

Name of Agency : MADINA INTERNATIONAL SERVICES PVT. LTD.

Govt. License No. : 747/064/065

This is certify that the above agency has been granted membership of
this Association. The membership number given is 570



Gyan Prasad Gaire
Secretary General



2065/01/15
Date of issued



Tilak Bahadur Ranabhat
President

Job Categories that we provide

Professionals

Engineers: Civil/Electrical/Mechanical/
Electronic/Telecommunication

Architects/Planners

Doctors: Specialists/General

Professors/Teachers in various fields

Chartered/Cost Accountants

Banking Specialists

Skilled Technician

Constructions supervisors/Overseers

Foremen (Electrical/Mechanical/Civil)
(Electrical/Mechanical /Civil)

Electricians (L.T. & H.T.)

Mechanists/Turners/Toolmakers

Steel Fixers

Masons/Tile Fixers/Plasterers

Mechanics (Air condition/heavy/light
Equipment)

Computer operators

Garments/Textile/Jute Workers

Drivers (Light/Heavy)

Male/Female Nurses

Laboratory Technicians/Medical Assistants/
Paramedics

Welders (Gas/Gas)

Plant operators

Earth Moving/Construction of Equipment

Operators

Carpenters/Cabinet Markers

Scaffolder

Plumbers/Pipe filters

Draughtsman (Electrical/Mechanical/Civil)

Hotel personnel: (Waiters/Cooks/Bakers/Front
office personnel etc.

Administration Personnel

Security personnel (Ex-Army/Policemen)

Pharmacists

Semi skilled

Carpenters/Shutters

Concrete Mixer Operators

Helpers (Electrical/mechanical/Erection)

Tailors /Tailor Helpers

Barbers

Gardeners

Mason Helpers

Pump Operators/Helpers

Block Makers /Assistant cooks

Laundry /Washer man

Shop Assistants

Unskilled

Laborers

Agriculture Laborers/Farmers

Peons/ office boys

Industrial Laborers

Cleaners /Sweepers

Watchmen/guards

Airport loaders

Engineering & Civil Construction

Civil Engineers
Mechanical Engineers
Electrical Engineers
Telecom Engineers
Architects / Designers
Auto CAD Draft Persons
Quantity Surveyor / Surveyors
Project Manger
Diploma Engineers
Foreman (Civil/Electrical / Mechanical)
Carpenters (Finishing/ Shutters)

Masons (Tiles/Marbles/Plastering/Block/Bricks Layer)
Mason - Fabric Tiles
Painter (Industrial/Building/wood polisher)
Plumbing/Diploma in Plumbing
Electrician (Industrial, House Wiring, HV, single phase, three phase, Cable layer)
Pipe Fitter, Fabric/Scaffolding
Bar Binder
Welder (6G, Industrial)
Helpers/Const. Labors

Transport & Auto Mechanics

Light (Car, Van, Jeep) Driver
Heavy Driver (Truck, Lorry, Public Bus, Trailer)
Equipment Operator (Forklift, Bulldozer, Roller, Crane, Grader, Motor, Excavator, Digging Machine, Shovel)
Auto Mechanic

Heavy Duty Mechanic (Petrol, Diesel)
HVAC Technician
AC Technician (Ducting, Installations)
Oilier/Lubricants
Labors, Loader

Hotels & Catering Services

Manager Assist Manger (Front Office/Food & Beverage/Banquet)
Supervisor, Camp Boos Chef
Cooks (Continental, Indian, Chinese, Arabia, Tandoori)
Assist Cook/Cook
Waiters/Stewards/Captain
Receptionists/Bakery
Salad, Sandwich Maker

Fast Food Crew/House Keeping
Room Boy/Office/ Bell/Tea/Room
Attendant/Store Keeper
Kitchen Helper/Dishwasher/Trolley Laundry
Supervisor/Laundry operator/Helper
Barman/Butcher
Chapatti Maker/Accountants, Cashier
Guards/Janitors/Watchmen
Cleaners, Labors

Accounting & Personnel Management

Manager (Administration, sales & Marketing)
Accountant , Cashier
Store Keeper, Clerk, Typist
Computer Operation, Secretary,

Data Entry Clerk
Salesman, Purchaser
Cleaners, Tea Boy, Bell Boy, Janitors

Manufacturing & Production/ Department Stores & Other Servies

Manager (Production, Sales & Marketing, Administration)
Supervisor, Sales Person
Helper, Loader
Stitch Machine Operator
Checker, Quality Controller
Curtain, Trolley Helper, Filler, Store Keeper

Hospital & Social Health Care

Doctors: Specialists/General
Physicians/Surgeons
Male/Female Nurses
Pharmacists
Laboratory Technicians/Medical Assistants/
Paramedics
Receptionist
Sweeper, Cleaners

Our Valued Clients



Chamber of Construction Industry
Sri Lanka



及成企業股份有限公司
Chi Cheng Enterprise Co., Ltd.



PACK Sdn. Bhd.
high tech packaging



IKHMAS JAYA
GROUP BERHAD



JETEXIM BUSINESS SDN BHD



Quality and Professionality





Visiting Workers



Selection Process



Departure & Arrival





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