

GOVT. LIC. NO: 1470/074/075



[www.amgroup.com.np](http://www.amgroup.com.np)

# — LEGAL DOCUMENT





# AM GROUP PROFILE

Name of Agency	: ADVANCED Management Group Pvt. Ltd
Business type	: Foreign Manpower Supply & Recruitment Consultant
Govt. License No.	: 1470/074/075
Working Countries	: Malaysia, Gulf and Europe (All countries recommended by Nepal Government)
Corporate Address	: P.O. Box 44600, Samakhushi -26, Town Planning Area, Kathmandu Nepal
Registration Authority	: Ministry of Industry & Commerce, Office of the Company Registrar -183375/074/075, Employment & social Security Dept. Of Foreign Employment -1470 Ministry of Labor, Ministry of Finance Dept. of Internal Revenue PAN.
Membership	: Nepal Association of Foreign Employment agencies (NAFEA)
Capital Amount	: Rs. 20,000,000 (Twenty Million)
Telephone/Fax	: +977-1-4364211
Email	: info@amgroup.com.np
Website	: www.amgroup.com.np
Management Team	: Dal Bir Bhandari (Chairman/Founder) Netra Hari Timalsina (Managing Director) Mukesh Bhandari (Executive Director)
Official Bank	: Prime Bank Limited
Official IT partner	: Canosoft Technology Pvt. Ltd
Legal Consultant	: Bam Badhur Khatri

## MANAGEMENT MESSAGE

**AM Group Nepal**, is one of the most leading and reputed overseas human resource consultants present in the industry in Nepal today. We have been providing Staffing and Employment Solutions worldwide for long time.

From placements to specific positions or handling large Overseas Manpower Recruitment requirements, we have been working together with clients to achieve superior organizational performance by recruiting the best and most skilled people required for wide range of industries like Construction, Sea Ports and Shipping, Hospitality, Manufacturing, Oil and Gas, Banking, Administration, Agriculture, Printing, Power and Automobile sector.

Constant engagement with our esteemed clients have helped us to understand their requirements and we offer them customized solutions to their recruiting needs. All of our placements have been well appreciated by our clients because we comprehend how important the right fit is to the success of the employee and the employer. We have a team of qualified and experienced domain specialists for sourcing, testing, interviewing and assessing the candidates.

## VISION

To be the leading Manpower agency and foreign employment service provider and exceed the expectations of foreign principals and employers, fellow employees and job applications in delivering our required services.



## MISSION

To develop & utilize Nepalese workforce by making them available and more responsive to the needs of the global market. To enhance our global presence and to become the leader in providing quality manpower services by offering high quality and skilled manpower at a competitive price.



## Why we are ?

The core of Advanced Management Group comprises of well qualified and hugely experienced professionals, who work in tandem as a Well- Oiled machine to deliver the best results in this scenario of liberalized labor market. As specialists, each individual understands how the efficient discharge of their duties will help the company in the delivery of its overall mandate of professional work force recruitment. Our effort is for incorporating values lies in the satisfaction and appreciation from our customers.

As one of the most important driving forces in giving trust with us is our performance providing for human resource services to address business solutions on time having tailored made package in this era of globalization in becoming the most responsible recruitment. To becoming responsible recruitment organization is a worthwhile attempt for us to build a long-term profitable business relation. We strive to fully undertake our responsibility for building a leading, fair and ethical organization which ultimately achieving the shared vision and mission. Globalization of business has probably touched the HR industry more severely. We need to give international orientation to whatever she/he does (acquisition, development, motivation and maintenance).





## MESSAGE FROM **CHAIRMAN**

Advanced Management Group Pvt. Ltd.' takes pride in being the leading vendor of outsourced manpower and wants to humbly thank all its national and international associates and clients, who trusted us enough to make this possible.

Having been in the industry for over the years, we envision global prosperity as well as mutual welfare of both skilled manpower and overseas businesses deprived of such talent. We are confident of fulfilling every aspect of your manpower need, for immense satisfaction of our clients. We hereby propose to enter into a strategic alliance with your organization, to provide for the most efficient, economic and responsible manpower from Nepal. Nepali Professionals are the most pursued in every sector globally, for their intellectual, technical, physical and adaptive abilities. Whether it is for recruitment of technical staff, or non-technical, we can be counted upon. With the style of our operation we assure absolute confidentiality & promising results.

**Dalbir Bhandari**  
Chairman/Founder  
[info@amgroup.com.np](mailto:info@amgroup.com.np)

Advanced Management Group Pvt. Ltd.

[www.amgroup.com.np](http://www.amgroup.com.np)

## MESSAGE FROM **EXECUTIVE DIRECTOR**

AM Group, Founded by young, enthusiastic, dedicated and well expert management team has trod the most innovative and strategic path in making human resource more customized to the need of various industries. Being Nepal's leading Government recognized manpower agency AM Group has become the ideal choice of leading companies who wish to recruit professional human resources from Nepal. WE accurately place people in assignments, providing our customers with productive workers and employees with work that matches their skills and abilities. AM group has provided its recruiting service to a large spectrum of reputed companies abroad by ensuring competent and reliable personnel to suit their job requirements.

**Mukesh Bhandari**  
Executive Director  
[hrd@amgroup.com.np](mailto:hrd@amgroup.com.np)



## CATEGORIES WE SUPPLY



BUSINESS SUPPORT & OFFICE STAFFS

SUPERMARKET, MALL & HYPERMARKET STAFFS

GARMENT & TEXTILE



HOSPITAL & MEDICAL STAFFS



MANUFACTURING & PRODUCTION



LOGISTICS & SUPPLY CHAIN



CLEANING, FACILITY MANAGEMENT & BUILDING SERVICE

## CATEGORIES WE SUPPLY



CIVIL CONSTRUCTION & ENGINEERING



BEAUTY, HEALTH, FITNESS & SPORTS



AGRICULTURE & IRRIGATION



HOSPITALITY, RESTAURANT & TRAVEL



SECURITY GUARD (CIVIL / GORKHA REGIMENT)



TECHNICIAN & OPERATORS

## REQUIRED DOCUMENTS

Required document for Qatar, Kuwait, Bahrain, Oman & UAE to recruit the Human Work-force from Nepal

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

Required document from Malaysia to recruit the people from Nepal

1. KDN approval (from Labour Ministry).
2. Translation letter (from Labour Ministry or Home Ministry).
3. Demand Letter.
4. Power of Attorney.
5. Agency Agreement.
6. Employment Contract.
7. His Excellency ( Letter written by employer company to Malaysian Consulate in Nepal).
8. Letter from Nepal Embassy to Labour Department Nepal.
9. Notary Public ( Notari awam).
10. ID copy of authorized person of Employer Company

Required document from Saudi Arabia to recruit Human Work-force from Nepal

1. Visa Slip.
2. Consulate Authorization.
3. Demand Letter.
4. Power of attorney.
5. Commercial Registration.
6. Employment Contract.



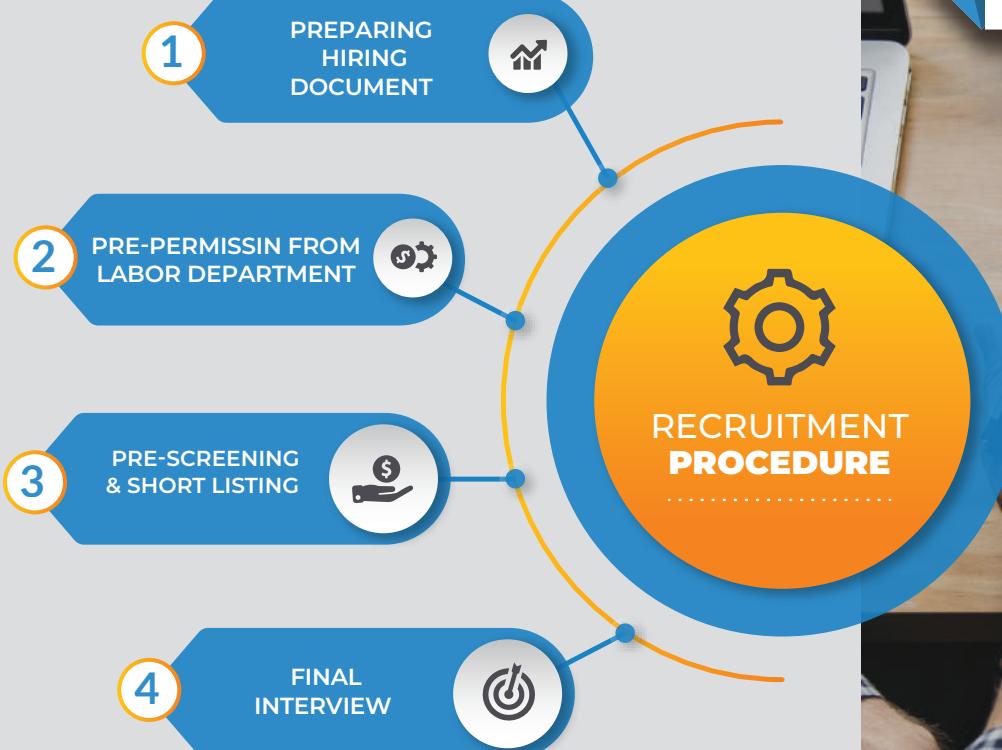
SAMPLE DOCUMENTS



The image shows the U.S. Patent and Trademark Office (USPTO) logo, which consists of the letters "UCC" in a stylized green font above a circular seal. The seal contains the text "U.S. PATENT AND TRADEMARK OFFICE" around the perimeter and "U.S. DEPARTMENT OF COMMERCE" in the center. Below the seal is the slogan "PATENTS, TRADEMARKS, TRADE NAMES, AND TRADE SECRETS".

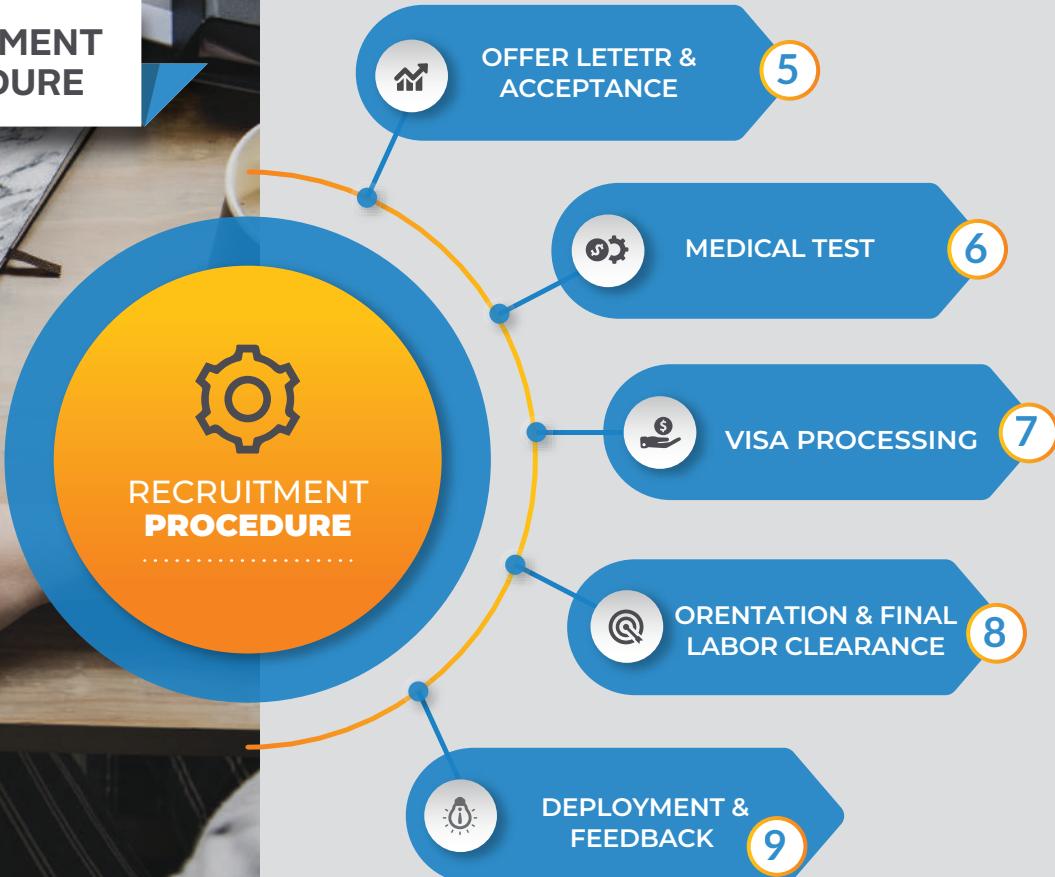
 <b>EMPLOYMENT CONTRACT</b>	
<p><b>On 17th October 2012, between:</b></p> <p><b>Employment Contracting</b> Employee Name: _____ Employee No.: _____ Date: _____</p> <p><b>And:</b></p> <p>Employer Name: _____ Address: _____ Local City: _____ Country: _____ Area/Province: _____ <i>(Signature/Stamp)</i></p> <p>The two parties agree on the following:</p> <p>The Employer agrees to employ the Employee for a period of _____ years, starting from _____ (Date).</p> <p><b>TERM OF CONTRACT</b></p> <p>(a) The duration of the Contract is one year, starting from the date of signing this Contract. The Employer and the Employee may terminate the Contract before its completion by mutual agreement.</p> <p>(b) The Employer may not terminate the Contract before its completion unless there is a valid reason, such as the Employee's violation of the Contract or the Employer's financial difficulties.</p> <p>(c) The Employer will provide the Employee with a monthly salary of _____.</p> <p><b>TERMINATION OF CONTRACT</b></p> <p>(a) The Employer may terminate the Contract before its completion if the Employee violates the Contract or if the Employer's financial difficulties make it impossible to continue the Contract.</p> <p>(b) The Employer will provide the Employee with a severance package of _____.</p> <p><b>CONFIDENTIALITY</b></p> <p>The Employee agrees to keep the Employer's information confidential and not disclose it to any third party without the Employer's permission.</p> <p><b>DISPUTE RESOLUTION</b></p> <p>In case of any dispute arising from this Contract, the双方 will settle it through negotiation. If they fail to reach a consensus, the dispute will be referred to arbitration.</p> <p><b>GENERAL PROVISIONS</b></p> <p>This Contract is subject to the laws of the _____.</p> <p>The Contract is in English and Arabic. In case of any discrepancy between the two versions, the English version shall prevail.</p> <p><b>CONCLUSION</b></p> <p>The Employer and the Employee have read and understood the terms and conditions of this Contract.</p> <p><b>EMPLOYER'S SIGNATURE/STAMP</b></p> <p><b>EMPLOYEE'S SIGNATURE/STAMP</b></p>	

## RECRUITMENT PROCEDURE

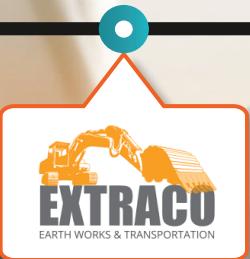




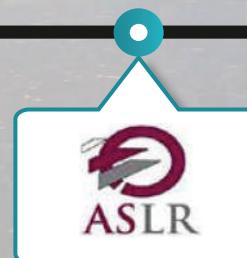
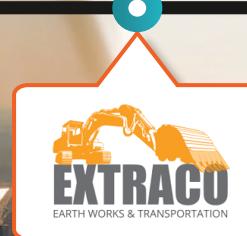
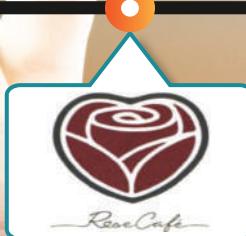
## RECRUITMENT PROCEDURE



## OUR VALUABLE CLIENTS



## OUR VALUABLE CLIENTS





## **Advanced Management Group Pvt. Ltd.**

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Kathmandu, Nepal

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