



**"An Ethical & Responsible
Recruitment Agency"**



ISO 9001:2015
Certified Recruitment Agency

Managing Director's Message

Yogendra Kunwar
Managing Director

Y.K. Manpower Agency is not just limited to manage and optimally exploit human intellect. It also focuses on managing physical and emotional capital of employees. Considering the intricacies involved, the scope of YK is widening with every passing day. It covers but is not limited to HR planning, hiring (recruitment and selection), training and development, payroll management, rewards and recognitions, Industrial relations, grievance handling, legal procedures etc. In other words, we can say that it's about developing and managing harmonious relationships at workplace and striking a balance between organizational goals and individual goals. The scope of Manpower Agency YK is extensive and far-reaching.

The main aim is to safeguarding the interest of employees by securing the highest level of understanding to the extent that does not leave a negative impact on organization. It is about establishing, growing and promoting industrial democracy to safeguard the interests of both employees and management.

VISION & MISSION

The main mission of "Y.K. Manpower Agency Pvt. Ltd." is to understand the trend of human resources requirement in the international market and generate potential manpower and supply worldwide, hence uplifting the economic status of the nation.

We declare ourselves not only just as a profit making body, but also as a socially responsible organization. We are the jobs people. The employment agency matches millions of people millions of jobs, every day, across the world. We have been doing it successfully for some years. We can help you too!

The cost of finding a good labor is rising these days. It has become such a time consuming work too. We here at Welcome to Y.K. Manpower Agency Pvt. Ltd., can help you with these frustrations by finding you the most qualified/experienced people to work for your company so you can finish the task with less stress and in less time.

We value Sustenance of the following:-

- Having a long term relationship with our clients and candidates.
- Our clients and our candidates are the most valued capital to us.

We, at Y.K. Manpower Agency Pvt. Ltd, take this opportunity to offer you our services, to help facilitate your current manpower requirements with our experience & expertise.



QUALITY POLICY

We, Y.K. Manpower Agency Pvt. Ltd. are committed to supply manpower in the time for clients in Malaysia. We focus to deliver guaranteed quality service on your demanding deadlines and to work with integrity, honesty and transparency to meet your expectations. We always believe in working together continual improvement by exploring new market, achieving customer satisfaction, building highly professional human resources and risk based thinking.

Direct Hiring (PEA) - Nepal

CHOOSE YOUR ETHICAL RECRUITMENT PARTNER IN NEPAL



SMETA



Committed for Responsible
Business Alliance - (RBA), (BSCI,
SEDEX) Compliance Companies in
Malaysia



Hiring Fair



No Juvenile
Workers



Training/Learning



Safety First
Work Safely



No to Human
Trafficking



Zero
Recruitment Fee



No bond labour



No force labour



OUR SLOGAN/PRINCIPLE

- A process of hiring workers that will be based on transparency and fairness, upholding honesty, responsibility, respect and trust
- Fair Hiring process.
- No Bond labor.
- Zero recruitment fee.
- No Harassments & Abuse
- No juvenile workers.
- No corruption. Fair Business Practice
- Every Worker must obey the law/rules & regulations of sending country.
- Every Worker must obey the law/rules & regulations of receiving country.
- Every worker should sign their Employment contracts before arriving in receiving country.
- Every workers should able to read understand the contract which will be translated in native language also we vmake sure all candidates read and understand fully
- Worker's safety first.
- We abolish human trafficking / No fake promises.
- No falsification on any kind of Workers & Agency documentations.
- Respect all workers
- No hidden cost
- Always practice "Ethical Recruitment" policy while doing recruitment.

Our commitments to employers

WHY WE ?

- Free orientation class will be provided to our new arrival workers in Factory, our representative / interpreter will be visiting in the factory to assist for orientation classes among workers.
- Time to time in factory when need arise, We will educate workers about Health,safety , working condition, / living condition in Hostel / Malaysian law, discipline & Fire drill etc.
- If incase of our workers run away within period of 3 month upon arrive in factory, the remain months of workers levy will be borne by us.
- We will visit time to time to meet & greet our workers, motivate them & encourage them whenever they feel home sick or depress. We will come time to time if there is any disciplinary issue arise in workers Hostel to educate & train them.
- Before Departure we arrange pre departure orientation classes to our candidates in our Nepal office whereby we educate them about working condition, health & safety issues, social responsibility, pursue Malaysian law, discipline, termination, company code of conduct, Hostel rules & regulation & many more.
- Upon receiving of calling visa in hand, workers can fly in Malaysia within min 9 days max 15 days.
- If workers failed in FOMEMA (Medical check), we assist



to replace new workers immediately (Terms & Conditions Apply).

- If the need arise we will assist Employer to guide & submit for KDN approval / submission of calling visa/Transportation for Airport pickup, workers Insurance & yearly visa renewable. Our hiring practice will be based on " ETHICAL RECRUITMENT " Policy & its CoC .
- Flexible Payment Facility --(Upon arrival of the workers in Malaysia, Employers can pay our agency
- We will guarantee, No recruitment fee will be collected from our candidates. Upon arrival of candidates in Malaysia , if incase employers find out any of our candidates has been paid any recruitment fee to any of their representative, or Leaders in Nepal without our knowledge, we will investigate fairly with candidates & their representative on any recruitment fees involved, if the need arise our agency will reimburse back all the amount to workers immediately if they have paid any amount.



RECRUITMENT STRATEGY

For EICC (RBA) Compliance Companies

Referral from the Workers who are working in same company in Malaysia, we have our marketing staff who visit the factory /Hostel & aware them about company Vacancy on going about recruiting workers from Nepal. These existing Workers will recommend us their siblings, Relatives & families, who are located in different part of Nepal, they request their peoples directly to visit our Recruitment Agency without taking any kind of help from local sub agent or village leaders, & submit their passport & bio data for further process in our office in Nepal.

Our marketing staffs that are also located in Malaysia, will collect all the information of candidates who are interested for Job whereby residing in Nepal & call them to aware of Job vacancy/terms conditions/ company requirements & zero recruitment fee.

**** (NO SUB AGENT or LEADERS INVOLVED)***

RECRUITMENT STRATEGY

Advertising in Nation Newspaper/
Local FM & Social Media

We advertise in National newspapers & local FM about job vacancy in Nepal & clearly indicated that the recruitment fee will be zero. We only encourage to the candidates to come directly to apply for job & we discourage agents /subagents or their Leaders not to participate on this recruitments process. We promote Job vacancy via social Media to reach out direct with candidates.

***(NO SUB AGENT or LEADERS INVOLVED)**



Our Managing Director giving free orientation / Health & Safety classes in different factory in Malaysia



Company Presentation before Interview



Fire Safety Awareness & drill



LEGAL DOCUMENTS



LEGAL DOCUMENTS



OUR CERTIFICATION

Nepal Office Certification from ISO 9001:2015



Developing Professionalism for Ethical Recruitment



OUR CERTIFICATION

Developing Professionalism for Ethical Recruitment



OUR CERTIFICATION



OUR CERTIFICATION

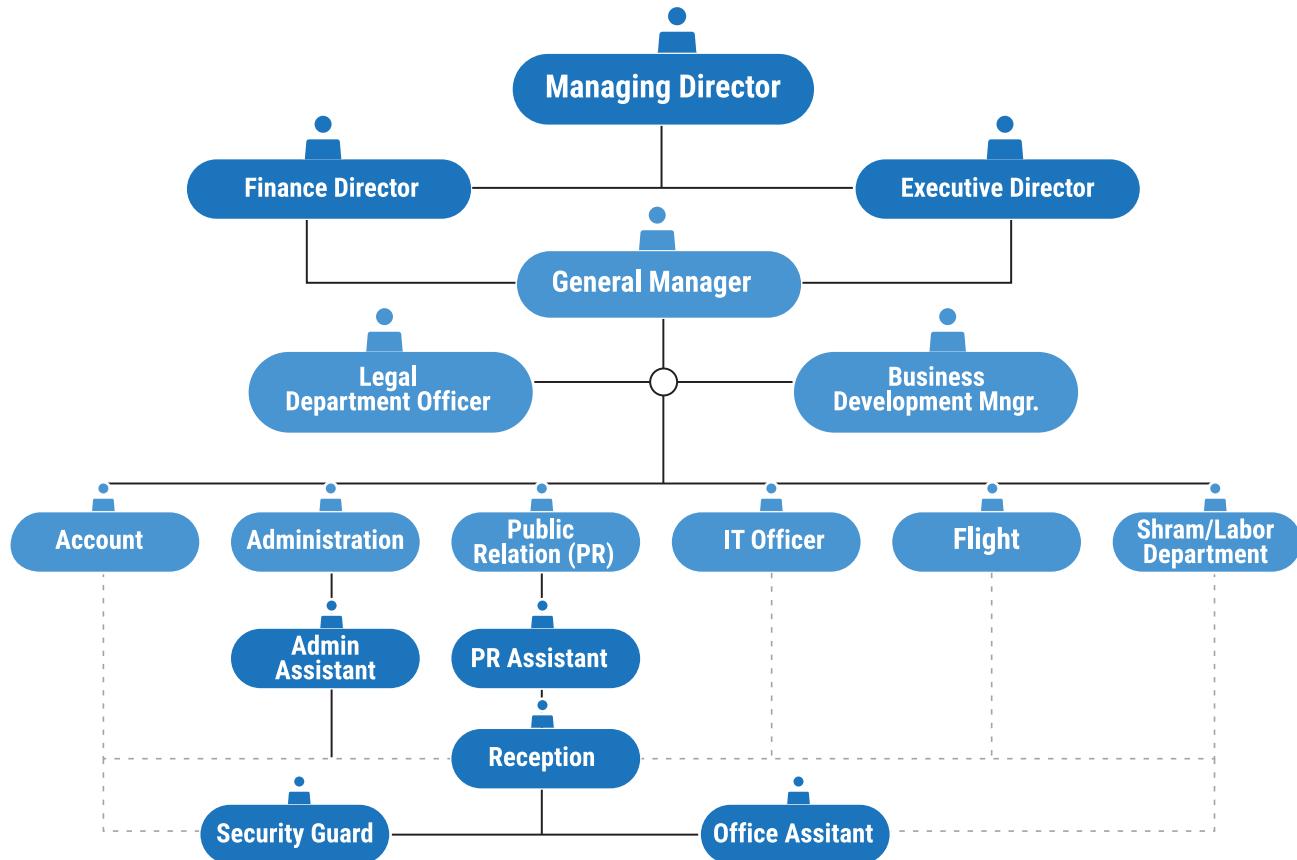
Developing Professionalism - Y.K. Manpower Agency Pvt. Ltd. "Eliminating Forced Labour Via Ethical Recruitment"



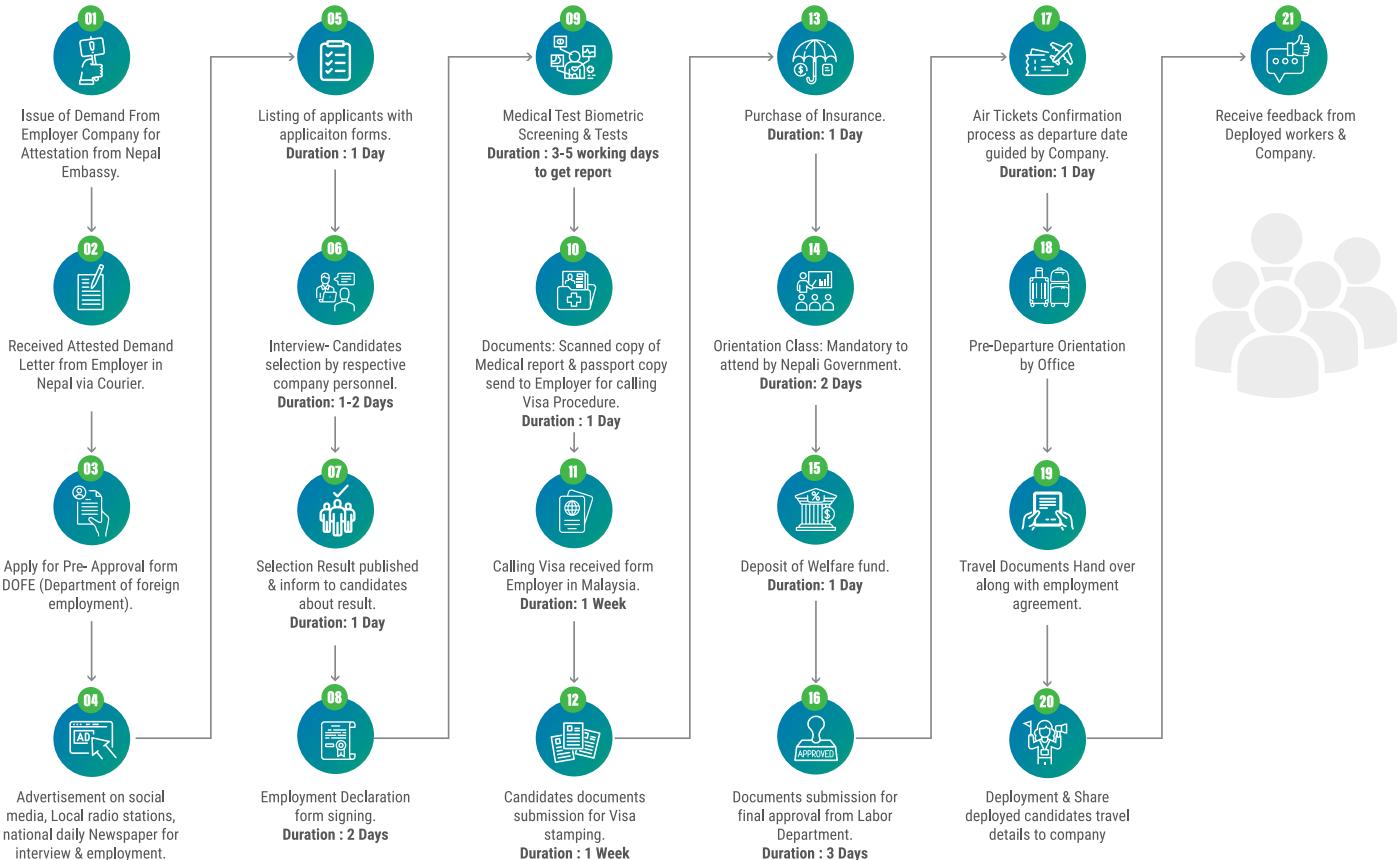
OUR VALUABLE CLIENTS



Y.K. MANPOWER AGENCY STAFF FLOW CHART



YK RECRUITMENT PROCESS CHART



Pre Departure orientation & Document Verification



Departure & Received In Malaysia





**Y.K. MANPOWER
AGENCY PVT. LTD.**

OUR CORPORATE OFFICE BUILDING

at Kathmandu, Nepal



4th floor, **Giri Complex**
Sambhumargh-09 Airport, Kathmandu





YK MANPOWER AGENCY PVT. LTD.

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