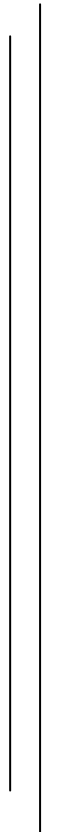


PASA INTERNATIONAL

The overseas human recruitment process



Company address:

Kupandole, lalitpur, Nepal
Phone: 977-1-5554499/5539331
Fax: 977-1-5553342

March, 2008

THE RECRUITMENT PROCESS OF PASA INTERNATIONAL

The recruitment process (*See the Flow chart*) is comprised of five main steps: Collection of candidates from the listed sources, selection, visa process, insurance & ticketing and orientation & deployments. The standard methodology has been carried out in each step of our recruitment process.

A. Collection of candidates

The collection process begins with the distribution of application forms for those candidates collected from the listed sources. The application form is made with a standard format where the personal details as well as the official comments regarding the candidates will be recorded (*see the application form sample at Annex*). After the collection of application, all the personal details of candidates will be recorded in the central database (Data Bank) of our computer. As far as the source of collection concerned, we use the following sources of collection:

1. Corporate
2. Individual

The following organization involves in our corporate source.

- a. Construction Companies
- b. Training Institutes
- c. Small farmers co-operatives limited (SFCL)*

Among the listed organizations, the Small Farmers Co-operatives Limited is one of the community based development organization which are functioning as micro financial institution at rural sectors of Nepal. There are more than 250 SFCLs spreading all over the Nepal. We are working as a part of capacity exchange programme of SFCLs (*See the reference letter at annex*) in their agenda of poverty alleviation. In this programme, the candidates from SFCLs will be provided job opportunity and professional experience from the industries of abroad nations and those are later being used as a potential of investments of both financial and increased capacities to their respective communities.

*(*See the link: <http://www.microfinance.org.np/microfinance.html>*)

*(*See the publication: "Small Farmer Cooperatives Ltd. (SFCLs) in the Hills and Mountains": <http://www.microfinance.org.np/publications.html>*)

Similarly, the construction companies** for us, have been working as a partner organizations where we collect trained workers as well as skilled persons for the employments at abroad companies. Similarly, we also have the facility of onsite testing centres for the candidates in the same organizations. As far as the training institutes** concerned, these are the vocational training centres where we directly collect skilled and semi-skilled class manpower. These institutions also function as skill enhancing centres for those candidates who are potentially going to abroad employment as recommended from our side.

** (*See the reference letters at annex*)

Another source is the individual, where we directly come in contact with the interested candidates. In most of the cases, these candidates are collected through the advertisement in the newspaper and the local agents.

B. The Selection Process

The initial pre-screening of the candidate begins, once when all the data is registered in Data Bank. The pre-screening process involves the initial interview and practical tests. Thereafter the onsite test is being conducted for real time working capability test of those candidates. This is for the filtration process for the final interview/test by the representative of concerning employer company.

For highly skilled candidates such as Engineers, Overseers etc, the experts from concerning field of business organizations will be hired and interviewed as well as practical tests being conducted in their office locations. After their written comments and recommendations, the necessary action follows for the final test being conducted from concerning employer organizations.

The process of medical check-up starts only for those candidates who successfully passes the mentioned test. The medical test involves thorough medical examination of the candidates where different medical test takes place such as, HIV test, VDRL test, X-Rays etc.

C. Visa Process

The medically fit candidates will be sent for the visa process with a list provided to employer in abroad. After the arrival of visa, the clearance from labour department will be released for each candidate who holds visa in the concerning employer company.

D. Insurance and Ticketing

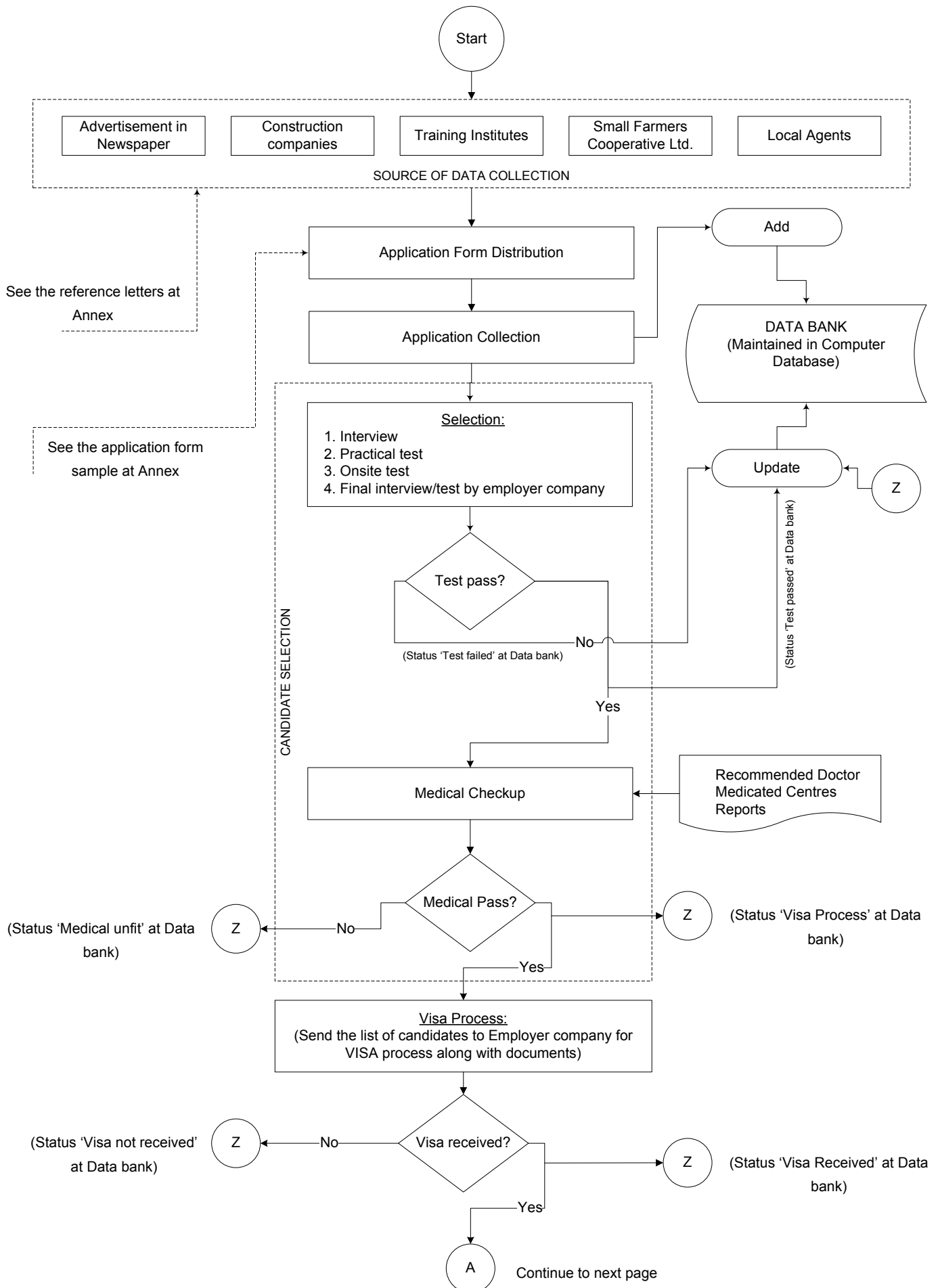
Before flying abroad, the insurance for each candidate is compulsory, this is one of our standard practice in which each candidate will be insured with the amount of NRs. 500000.00. The confirmation of ticket for them is the following process arranged from our partner organization, Travel agencies and Airlines (*See the reference letters at annex*).

E. Orientation and Deployment

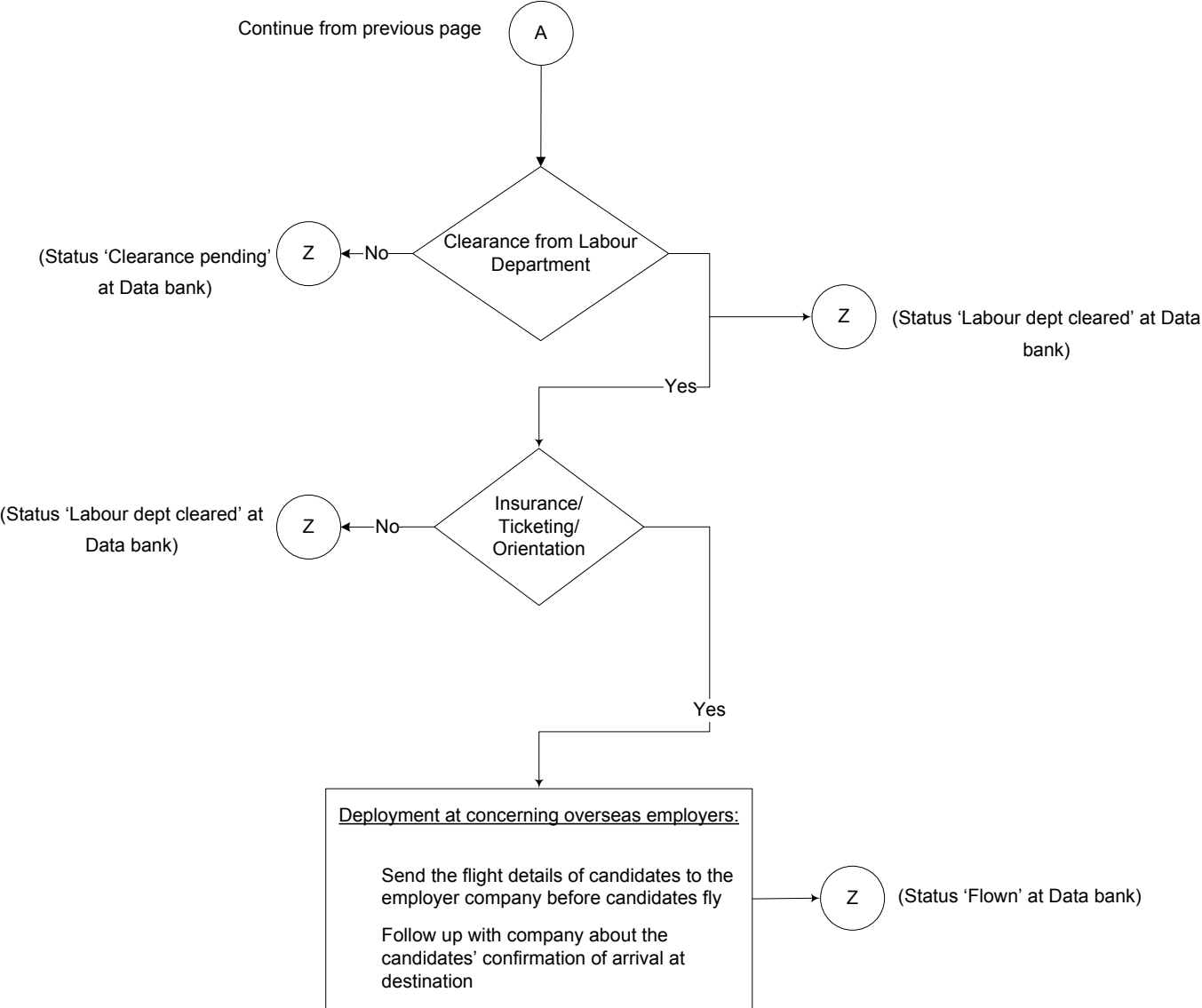
On the day of departure, the half an hour orientation class takes place for the flying candidates. This is conducted from Pasa itself, where the general information about company and the general rules and norms that has to be followed in abroad will be provided. Similarly, list of flight details will be sent to the concerning company before their departure to ensure their safe arrival at the concerning destinations.

Finally, the follow up with the company takes place to ensure the candidates' confirmation of successful deployment at the destination companies.

RECRUITMENT PROCESS PASA INTERNATIONAL (1)



RECRUITMENT PROCESS PASA INTERNATIONAL (2)



ANNEXES

APPLICATION FORM



pasa INTERNATIONAL
FOREIGN EMPLOYMENT CONSULTANT

Approved by Nepal Govt. Ministry of Labour, Regd. No. 116/055/056

Photo

Application Form

Date: _____

Ref. No. _____ Referred By: _____ Tel No. _____

Position Applied for: _____ Expected Salary: _____

Name: _____ Nationality: _____

Home Address: _____ Religion: _____

Date of Birth: _____ Age: _____ Place of Birth: _____

Civil Status: _____ Name of Beneficiary: _____

Passport No: _____ Date of issue: _____ Place of issue: _____

Valid until: _____ Height: _____ m _____ cm Weight: _____

Father's/Mother's/Wife's Name: _____

Contact Address and Tel: _____

(ASSESSMENT)

Qualification: ☐ School () ☐ Intermediate ☐ Bachelor ☐ Degree

Technical Skill: ☐ Technical Course ☐ Skilled ☐ Semi Skilled ☐ Unskilled

Driving Licence ☐ Heavy Vehicle ☐ Light Vehicle

Work Experience: _____

(FOR OFFICIAL USE ONLY)

Interviews Comment: _____

The above mentioned is true and I am fully understand as above mentioned and I will not demand any other facilities and more salary until the company or sponsor increase my salary. I will follow the rules and regulations of the Company. I also undertake that if I couldn't work for company or sponsor as selected post I have no objection if company or sponsor reduce my salary or changed my work or send me back to my country I will spend my expenses for coming back without any objection to company and recruiting office.

MEDICAL:- If I am medically UNFIT in Company I have no objection for coming back to Nepal by my own expenses and I WILL NOT CLAIM ANY AMOUNT FROM RECRUITING OFFICE. (PASA INTERNATIONAL)

Date of Interview: _____ Interviewed By: _____

Salary: _____ Accepted Candidate's Signature: _____

CONSTRUCTION COMPANIES

Regd. No. 5256/376/055/56



सिभिल कन्स्ट्रक्शन
CIVIL CONSTRUCTION
(Engineering Constructor & Conrtruction)

Address:

Lalitpur, ward no:- 10
Patan Dhoka - Chakupat
Phone No : 535754
P.O.Box : 8975 EPC 433



ल.पु.उ.म.न.पा. बडा नं. १०
पाटन ढोका, चाकुपाट
फोन नं. ५३५७५४
पो.ब.नं. ८९७५ इ.पी.सी. ४३३

Subject:-
विषय:-

Date :

Date: February 12, 2008

TO WHOM IT MAY CONCERN

This is to certify that Pasa International, Nepal has been working as a cooperative partner with us since March 2003 where we are providing services on onsite trainings for the construction workers. Similarly we also provide human resources in construction from labour classes to skilled level manpower to them.

With the past day activities, we are very much satisfied with the cooperation in mentioned business program. We therefore, strongly recommend them as a good cooperative partner. Please feel free to contact us if any additional information in this regard is needed.

Thank you

Samita Dangol

(Proprietor)

Regd. 9745/046

अटल बिल्डर्स ATAL BUILDERS

Address:

Patan Dhoka, Chakupat
Lalitpur Ward No. - 10
Phone No. 528973
P.O. Box : 8975 EPC 433

पाटनढोका, चाकुपाट
ल.पु.उ.म.न.पा. वडा नं.- १०
फोन नं. ५२८९७३
पो.ब.नं. ८९७५ इ.पी.सी. ४३३



Subject :-

Date :-.....

विषय :-

Date: March 5, 08

TO WHOM IT MAY CONCERN

Pasa International, Kupandol, Lalitpur, Nepal has been working as a supporting partner with our organization since January 2004 where we are providing as a onsite training centre as well as the source of human resource in construction areas from labour classes to skilled level manpower.

The past experience shows that the professional relation with Pasa till date is a progressive to both of the companies. Therefore we exceptionally recommend them as a good working associate.

Thanking you

Suresh Kaji Dangol

Proprietor

Civil, Machanical, Electrical and Sanetary Construction Contractor



सुरा कन्स्ट्रक्शन SURA CONSTRUCTION



Reg. No 5606
Nakabahil, Nyakhachowk-127
Ward No-16, Lalitpur

Office:
Chakupat, Patan Dhoka
Ward No-10, Lalitpur
Tel: 5525871

Date:.....

March 12, 2008

TO WHOM IT MAY CONCERN

This is to certify that Pasa International, Nepal is being associated with our organization since April 2001 in a programme where on the job trainings for the construction workers has been taking place. In the mentioned programme, we are acting as a training centre for the workers those are sent from Pasa International. In addition, we are also providing manpower in the same field ranging from labour classes to skilled level manpower to Pasa for job placements in abroad.

Regarding the professional association with Pasa concerned, we are truly satisfied with the program. Please contact us if any relative information in this programme is deemed necessary from your side.

Thank you

Bhai Kaji Dangol

(Proprietor)

CIVIL MECHANICAL ELECTRICAL CONSTRUCTORS

TECHNICAL INSTITUTES



Regd No. 4100/056/057

Sherpa Technical Consultant Institute

Dhumbarahi, Prakashmarg, Kathmandu, Nepal.

Ph : 4432292, P. O. Box No. 21445



Ref.

Date :

To Whom It May Concern:

This is to certify that Pasa International, Gov.Lic. No116/055/56, located at Kupandol , Lalitpur, Nepal , is our training partner since May 2003 where we are providing trainings on the following areas for the candidates from Pasa International .

- | | |
|--------------------------|-----------------|
| 1. Welders, 6G, TIG, MIG | 7.Tile mason |
| 2. Plumber | 8. Scaffolders |
| 3. Electricians | 9. S/fixtures |
| 4. Plaster masons | 10. S/carpenter |
| 5. Block masons | 11.Painter |
| 6. Metal fabricator | |

As far as the business with Pasa International is concerned, we are very much satisfied to work with as a dedicated business partner. We appreciate on the contribution of Pasa International for Co-operation to improve our quality. We wish to continue our business with Pasa International in coming days as well.

Thank you!

Date : 30th March 2008



D.R. Subba
D.R.Subba
Managing Director
STCI



Regd. No. 50507/064/G65

South Asian School of Technology (P.) Ltd

(A School of Skill Development)

Kathmandu-14, Kalanki, Kathmandu, Nepal.

Phone No: 4271010, 2023505 Fax: 4271010 Web: www.sast.com.np

Ref.

Date: Feb 29, 2008

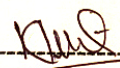
To whomsoever it may concern

This is to certify that Pasa International Pvt. Ltd has been working as a business associate with our organization since December 2007. The primary areas of our business connection falls under the skills enhancements of the candidates those who are from Pasa International.

From the past experiences with Pasa, we are very contented to find them as business associate and wish to extend our business relation in future too. Please feel free to contact us if any further information regarding our business connection is required.

Thank You,




Krishna P. Neupane
Managing Director
SAST

UNIQUE

COMPUTER EDUCATION

Ref. No.

Date.....

Date: 30-03-2008


TO WHOMSOEVER IT MAY CONCERN

This is to certify that Pasa International is one of the Leading overseas of Nepal, which is human recruiting company for International Level, has been in cooperation in our Capacity exchange program from the past two years (Since January 2006) where we provide trainings on the following subjects for the candidates of Pasa International:

- Computer (Basic to intermediate level)
- English Language
- Account keeping (Both manual and computerized)
- Telecommunication(land line, wireless, etc)

During the tenure of our business cooperation, we found them as a good working business colleague with lots of sharing on professional capacities. We wish to have a good support from Pasa in coming days too.

Thanking you


UNIQUE
COMPUTER EDUCATION
Pako, New Road, 4-225708

Sabin Poudel

Managing Director

Sabin Poudel

ELECTRO MECHANICAL ENGINEERING CENTRES

Regd. No.20/2747/052/53

Tel : 056- 524056(R) 521079(O)

Fax : 977-56-28019

Thapa Unique Engineering Works

Bharatpur 10, Chitwan, Nepal

Your Ref No.....

Our Ref No.....

Date :

Date :

28-Mar-2008

TO WHOM IT MAY CONCERN

Pasa International has been one of our top customers for the past 7 years. Accordingly, we have no hesitation in recommending them as a company with which to do business.

In addition doing business with this company for many years, we have known the founder members of Pasa. Knowing them for so long we are comfortable in vouching for them as a trustful organization as well as concerned and active business enterprises in this community.

As far as a company to do business with, Pasa International is one of the best that we have ever dealt with. We did significant amounts of business, especially during the past 5 years, and I cannot recall a late-payment situation involving that company.

Pasa International was one of the best companies that we have ever dealt with from a change-order and work scheduling perspective. We maintained close communication with the company's people and they always kept us apprised of their upcoming workload. Thus, scheduling jobs on our service was never a problem.

Based on our experience, any overseas recruiting company should be very pleased to be the one that Pasa International selects to do business with once we have closed our doors.

Sincerely,



Ganga Bahadur Thapa

Managing Director



Our Services:..... Belt Conveyor, Chain Conveyor, Screw Conveyor, Conical Tank Blower, Mixture Machine, Bridge Fabrication, All Types of Hydraulic Bale Press Machine, Crusher Plant, Oven Drier, Furnance Boiler Jobs etc. Manufacturer of dairy Equipments, Chilling Plant & Mini Boilers.

MEDICAL CENTRES



एन.एस. मेडिकल सेन्टर प्रा. लि.

N.S. Medical Center Pvt. Ltd.

P.O.Box No.: 8975 EPC 1473, Kupondol, Lalitpur, Nepal, Tel.: 5554377, Fax: 977-1-5554377

March 30, 2008

TO WHOM IT MAY CONCERN

This is to certify that Pasa International is our affiliate organization since February 2007 upon which we are involving on the medical examinations of the candidates those who wish to work in abroad a part of their overseas human recruitment system.

As long as the business relation with Pasa International concerned, we highly appreciate the works undergone with them till date. This certification has been issued to update the business profile of Pasa International for every lawful purpose as Pasa finds it usable.

Faithfully yours,

.....
Sabin Shrestha
Managing Director



TRAVEL AGENCIES & AIRLINES



TO WHOM IT MAY CONCERN

This is to inform that PASA International Nepal has been working with Air Arabia effective April 2007.

His performance in the past one year has been extremely satisfactory as he has given us adequate business fore the Middle East sector and has maintained his position amongst the top recruiting agents.

We strongly recommend him as a co-operative partner.

Regards


Air Arabia
Kathmandu




GSA

Danfetravel Centre (P.) Ltd., Durbar Marg (Beena Marg), P.O.Box : 4429 Kathmandu, Nepal

Phone : +977 1 4233210, +977 1 4233211, +977 1 4233212, Fax : +977 1 4233213 E-mail: danfetravel@subisu.net.np



Gov. Regd. No. 45103 / 063 / 064

Sea Links Travels & Tours Pvt. Ltd.

Date: 02 April, 2008

TO WHOM IT MAY CONCERN

This is to certify that Pasa International, Nepal has been working partner with us since April, 2007. With the past experience, we are extremely satisfied with the cooperation in mentioned business program.

Pasa International has played an enormous role in our growing success. We are very grateful on his outstanding business performance. They are being a very effective and efficient source toward our mission. No comparison for their excellent support and potential business regularity for our achievement. The job performance of this institution is being a motivational factor for our personnel.

We therefore, strongly recommend them as a good cooperative partner. Please free to contact us if any additional information in this regard.

Thank You.

For Sea Links Travels and Tours,

.....
Raju Dhakal
Managing Director



SECURITY SERVICES

Regd.No.52101/064/065

SAFE AND PEACE SECURITY SERVICES Pvt. Ltd.



(Feel Safe and Peace)

Kathmandu-14, Kalanki, Kathmandu, Nepal.

Phone No: 4271010, 2023505 Fax: 4271010, Web: www.spss.com.np

Ref:

Date:

31 March 2008

To Whom It May Concern:

This letter is our recommendation for Pasa International. We have been a business associate of Pasa since September 2007. We found them to be consistently dedicating in a good performance level of business with us.

Besides being a joy to work with, Pasa is a take-charge organization which is able to show creative ideas and communicate the benefits. They have also successfully developed several business plans that have resulted in significant increased in turnovers.

We highly recommend Pasa for their any forthcoming business with anybody which comes in connection with them.

Sincerely,

Mohan Bahadur Adhikari

(Managing Director)



COMMUNITY BASED DEVELOPMENT ORGANIZATIONS



साना किसान कृषि सहकारी संस्था लि.

फोन नं. ०१७१-४६४०४३

सालभण्डी रुपन्देही

(सहकारी ऐन अन्तर्गत)



21 March 2008

TO WHOM IT MAY CONCERN

This is to certify that pasa international, kupandole Lalitpur, Nepal has been affiliating as a working partner on our **Capacity exchange programme** since may 2007. The following are the major highlights of our capacity exchange programme .

1. The initial personal information collection from members in our Community who are interested to work in abroad.
2. Recommendation to our training centre partners for the skill enhancements.
3. pre-selection of trained candidates as per the demand collected from pasa international.
4. Screening the pre-selected candidates from pasa international for filtering down to final interview from the concerning employer.
5. Loan financing the selected candidates for flying in aproad .
6. Job placements opportunity in our partner training centres for the candidates those who returns back after completing their service in abroad as well as the additional loan and technical support facilites from our organization if they wish to do their own business here .

Regarding the working with pasa international concerned, we are much happy to find then as supportive partner with innovative ideas and commitments.

Thank you,

Shiva Ram Thapa

(Manager)

संस्था प्रबन्धक