



# DIYALO

**INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.**

— GOVERNMENT OF NEPAL APPROVED LICENCE NO.: 811/065/066 —



**A  
COMPLETE HUMAN  
RESOURCE SOLUTION**

**COMPANY PROFILE**

Kathmandu-9, Sinamangal, Nepal | Contact : +977-1-4460600, 4460922 | Email: diyalointl@gmail.com

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

# COMPANY PROFILE

Conceptualized in 2010 **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** has found the most innovative and strategic path in making human resources more customized to meet the needs of various industries and simultaneously focusing on the career prospects of applicants.

Starting from micro recruitment solutions to the macro recruitment systems, we use the most proven methods and techniques to deliver any requirement of manpower in a timely manner.

We focus on providing quality manpower for various types of business organizations. Our experts thoroughly assess recruitments process and identify the best candidate.

Apart from our network strength in Nepal, **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** has its presence in Dubai, Kuwait, Malaysia, Qatar, Saudi and many more, to meet the immediate requirements of its clients at the earliest in career and various multiplicity of skilled workers, we have affiliations in many gulf countries.

The company's aim is just not to expand its business but also to meet expectations by focusing upon a wide process of organizational development that address issues such as succession planning, superior work force development key employee retention, talent management and organization design. The company has already established strong reputation in manpower recruitment over the years and has earned unmatched laurels through its well qualified and highly experienced professionals.

## THIS MEANS

For our partners to be the recruitment partner to fulfill HR requirements, offering the best human resources with a total coverage, beyond the national boundaries.

## FOR OUR CLIENTS:

To be the most reliable sources of placements for there **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** at the lowest possible cost.

## OUR MISSION

The mission of **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** is to guide employee and employer to succeed in life. Moving to be on the heights of counseling in the countries where we operate, focusing on gaining more unpredictable attractions of expectations of the multiple clients, offering them an ample assortment with variable skilled human resources to be most reliable HR partner. It puts endeavour in producing dedicated professionals with appropriate knowledge and skills for our industries and to overall nation.

## VISION

"To get involved in the expectations to be the leading sources developing company, focusing on professional human resources and supplying hand to hand quality human resource services to our partners in convenient way."

To impart skill based general and technical education to the candidates leading to achieving excellence and achievements in their respective fields and also to prepare candidates for undertaking their professional duties with competence and confidence.

# VISION & MISSION





# MESSAGE FROM **MANAGING DIRECTOR**



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 towards our organization.

This is my great pleasure to introduce us as one of the leading manpower recruiting companies operating in the Himalayan Kingdom of Nepal. I would like to bring it to our valued clients' notice that **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.**, with its competent staff members, stands for quality services in order to meet required deem of 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 to opportunities and the human resources; In short, we undertake the responsibility to provide the right man 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 **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** as your business partner. We make sure that you will be safe with us.

**PRAKASH PURI**  
Managing Director

# INTRODUCTION

**DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** is proud to introduce itself as 10 years experienced manpower supply to international market run by very professional and experienced person Prakash Puri. The "**DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD**" is registered (No. 811/065/066) under the Nepal Government, Ministry of Labour. Its main aim is to solve the unemployment problem as well as to support the economic condition of Nepal. As Nepal is the land locked country, its economy is mainly depending on agriculture and tourism. As being a developing country we are always keen to assist in elevating the living standard of the Nepalese people. We have been deploying different human resources such as skilled, semi-skilled and unskilled into the various countries in the world. This effort obviously may assist a little bit to reduce the unemployment problem of Nepal and supports the living standard of the candidates as well as the nation too.

The **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** has been a planned manpower recruitment of strategy having a team of highly dedicated experts and a qualified staff to provide the best possible services in the industry. We are proud to have a expertise working like a round the clock by paying the keen interest in an uninterrupted access where you can response with trustworthy. With a high reputation for quality service and its prompt working system, **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** is growing today as being a leading manpower recruiting agency in Nepal.

## INT'L MARKETING TEAM



**Prakash Aryal**  
Qatar



**Dev Prasad Guragain**  
Qatar



**Navin Kumar Chaudhary**  
Qatar

**COMPANY NAME :**  
**DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.**

**CORPORATE OFFICE :**  
P.O. Box: 2019  
Kathmandu-9, Nepal.  
Tel: +977-1-4460600, 4460922  
Email: diyalointl@gmail.com  
gulfsecurity.group@gmail.com  
Website: www.diyalo.com.np

**SISTER CONCERNS :**  
**Diyalo Force Security Pvt. Ltd.**  
(Kathmandu, Nepal)  
**Moonlight Contracting & Cleaning W.L.L.**  
(Doha, Qatar)  
**Moon Light Limousine Service and Hospitality and Services W.L.L.**  
(Doha, Qatar)  
**Moonlight Car Wash W.L.L.**  
(Doha, Qatar)



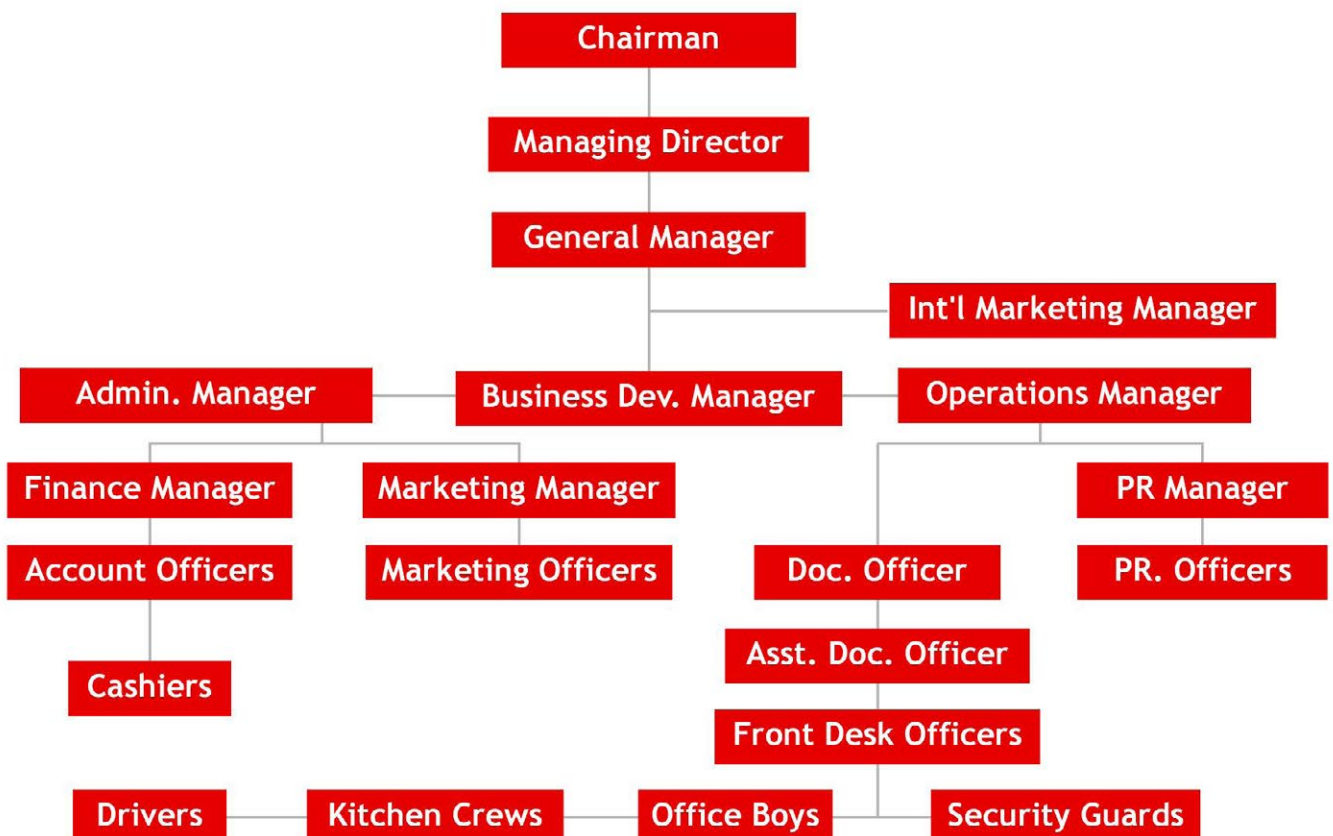
# WHY US ?



As manpower providers from Nepal and other countries as mentioned, we are aware of the fact that Nepal possesses a wealth of talent with high levels of educational qualifications and career specialization topped by hands on experience.

- Our staff works with dedication in delivering the best of their responsibilities thus confirming to a dedicated team work.
- We maintain a proactive and ethical approach in identifying and understanding the expectations of our client.
- We provide better services within the stipulated time frame for the satisfaction of our client.
- We have a team of well qualified and experienced technical personnel and professionals to expedite execution of cumbersome formalities.
- We are the most reliable source of manpower provider our services at the lowest possible cost thus being cost effective.
- Ever enthusiastic our team members are always available to listen to and answer any queries of our clients with sincerity, reliability and dependability.
- By maintaining a code of conduct we bring in transparency in our operations and professionalism thus ensuring quality with confidence.

# ORGANIZATION STRUCTURE



We work with our clients to provide bespoke solutions and hiring confidence. Our expertise lies in supplying job fit candidates and exceptional service. Since we are specialists in the industry, we know how to do it right. With Diyalo, you are always assured of getting prompt and top quality services.

# OUR SERVICES

Have a look at a snapshot of our expert services below and let us know how we can assist you.



## Trade Test

Trade tests are conducted for all technical personnel such as technicians, electricians, welders, plumbers and mechanics. We have short-listed institutes equipped with the finest workshop facilities for these trade tests. Heavy-duty operators are tested on project sites.

Trade tests are also conducted for Civil / Mechanical / Marine Engineers. Trade test for carpenters are conducted at The Government Carpentry School and workshops attached to major engineering corporations.

## Expert Consultancy

We have a panel of specialists drawn from all spheres of technical, industrial activity. This panel scans every candidate, it ensure you get the right employee.

This panel helps us reach an unbiased and highly professional decision in the evaluation and finally the selection of each individual. The process is strictly implied upon all candidates, resulting refined employees for your business needs.



## Medical Test

All short-listed candidates have to compulsorily undergo thorough medical test. No chances are taken and the physical suitability is never compromised. We need approval of the G.C.C. panel Doctors to determine appropriate physical health of every candidate. Further down the process, we seek endorsement from the Government authorities ensuring you of healthy employees.

## Attracting Manpower

We have a huge databank (manual & computerised) of candidates. We also publish classified advertisements in the country's most widely circulated newspapers to update our databank. This works out be the most popular and effective way to communicate with our target base.

Short-listed profiles compiled over a period of time are update regularly serving as a source of manpower supply. Candidates are also contacted through the organisation's network and representative.





### Facilities for Interview

The correct ambience for taking an interview is provided by us in our very own premises. A well-ventilated, air-cooled room is provided for the purpose.

Not only that, we can also get you an assistant and a secretary for confidential matters, not to mention a quick lunch during the process.

### Deployment Period

After taking into consideration the volume and category of manpower we will quote the time required for recruitment. A batch of 250 candidates takes approx. 45 days for perfect handling of all legal formalities and dispatch of workers. This can be done after receiving a specific time frame and all legal documents from the employer. We are not liable to any penalties due to delay for reasons beyond our control such as curfews, disturbances by Consulates etc. The employer will be notified from time to time about the position of the process.



### Dispatch Arrival Information

After the selection process and reservation of the seat, arrival information is faxed to the employer stating the date and time of arrival of the employee. In this way, arrangements for arrival can be made by the employer to receive the employee at the port of arrival.

### Guarantee

Diyalo's believe in providing quality manpower. It is our endeavour to select the right candidate for your needs. In case our candidate failure below the standard and seems unsuitable for the job within the probationary period, we shall help the employer in repatriation of the employee and provide replacement without any service charge.



# SELECTION PROCEDURE

This is aimed at providing neat and hassle-free services to employment seekers based on the country's Labour Act. Basically, we select manpower through trade tests and other techniques. If special manpower with specific experience is needed, we use our official network located in different districts. We also apply headhunting technique for specialized and professional manpower. Headhunting does not limit only in the domestic market but worldwide for supplying the need of highly professional manpower.

## Advertisement in Daily Newspaper

We apply with Department of Labour, Nepal for authorization, the Department of Labour will grant the permission on being satisfied about the credibility of the demand and attesting that the terms and conditions offered are conformity with Government regulation. The permission allows the recruitment company to advertise the demand in local and National newspapers and also allows starting the recruitment process.



## Pre – Selection

We maintain an up to date data bank of potential candidates with full information on their skills, trade qualifications and experience and advertising allows other candidates to compete for the post too. We believe on pre-selection of the candidates since it helps us to identify the eligible candidates for the requiring post.

## Discipline

We use different techniques to know the discipline level of each and every worker so as to avoid possible risks from the workers abroad. We examine the workers' morality, attitude, behavior and personal history. Team of our experts including a psychiatrist carries out these tests.





# SELECTION PROCEDURE



## Final Selection

We apply three interview techniques for the selection of short-listed candidates. They are as follows :-

- **Skype Interview:** This is for those clients who are in short of enough time to come down Nepal for the preliminary selection. We make every arrangement for the interview between employers and the employee through SKYPE with fine connectivity.
- **Direct Interview by Employer:** Many employers visit Nepal for final interview. We make all necessary preparations for interview. We call short-listed candidates for the particular day. We have fully equipped AC rooms and other modern facilities - computers, telephones, Internet, and all that an interviewer might need.
- **On behalf of employer:** Sometimes manpower importing agencies give full authority to manpower consultant for entire selection procedures. In such case, we carry out interviews on behalf of employers abroad and make all dispatching arrangements to the employment destination.

## Trade Test for Skilled Workers

Then comes trade test. We form a selection committee before making a final decision for appointment. The selection committee includes representatives from different departments in the company and from our Technical Training Center. The selection committee carries out skill tests of all skilled manpower in the concerned discipline. Only those persons recommended by the selection committee are selected for overseas employment.



# REGULATORY DOCUMENTS

Requirement of document vary from country depending on the particular laws of a particular country. Need of documents also depends on whether the embassy of manpower importing nation is in Nepal or not. Basically, we require below mentioned documents and follow the in detail government provisions to avoid unnecessary hassles to the workers:

## Principle Documents

- Demand Letter
- Power of Attorney
- Employment Contract
- Service Agreement between employer company and our company
- Guarantee Letter
- Embassy attested Demand Document.



## A. Documents

**1. Demand letter:** should be addressed to **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** License no 811/065/66. The letter should include detail information like the number of workers, nature of job with required category, salary, duty hours, food and accommodation facilities, overtime, transport, insurance of workers and other benefits.

**2. Power of attorney:** is a kind of legal confirmation for selection of manpower on behalf of employer. This authorizes **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** License no 811/065/66, for sending workers obeying the law of Nepal.

**3. Employment Agreement:** is between employer and employment agency. The agreement must be signed by the employing company.

**4. Service Agreement:** This agreement is done between **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** and the employee company. It includes salary of the labor as per the demand, working hours, working duration, Overtime, accommodation, air tickets, and medical facilities and so on.

**5. Guarantee Letter:** is a kind of legal documents in which the company gives guarantee to the labor stating that they will not send the labor into any other third country: addressing the department of foreign employment and also regarding the terms and conditions as per the demand letter.

Note: The documents mentioned must be duly sealed and attested by the **Ministry of Foreign Affairs** and **Chamber of Commerce and Nepal Embassy**.



We recruit and place candidates for almost all industries and sectors. Most commonly the candidates are placed in fields like construction, medical, aeronautical, civil, production, structural, hotels, architectural, electrical, electronics, computer professionals etc.,

# JOB CATEGORIES

Have a look below at the industries and positions where we have successfully placed candidates. Please visit our Clients section to know more about our prestigious clients.

## OFFICE MANAGEMENT

- ✦ Office Manager
- ✦ Deputy Office Manager
- ✦ Accountant
- ✦ Office Administrator
- ✦ Company Programmer
- ✦ Company Operator
- ✦ Secretary
- ✦ Office Secretary
- ✦ Typist
- ✦ Filing Clerk
- ✦ Accounts Clerk
- ✦ Time Keeper
- ✦ Payroll Clerk
- ✦ Security Guards



## STORE MANAGEMENT & OPERATION STAFF

- ✦ Store Manager
- ✦ Store Keeper Senior Grade
- ✦ Store Keeper Junior Grade
- ✦ Store Keeper Electrical
- ✦ Store Keeper Electric Components
- ✦ Store Keeper Equipment Spare Parts
- ✦ Store Accountant
- ✦ Store Clerk
- ✦ Cardex Clerk



# JOB CATEGORIES

## CAMP CAFETERIA STAFF

- ✦ Restaurant Supervisor
- ✦ Chef
- ✦ Cook
- ✦ Waiter
- ✦ Food Store Keeper
- ✦ Restaurant Clerk
- ✦ Restaurant Cleaner
- ✦ Tea Boy
- ✦ Cafeteria Bill Clerk



## STAFF FOR HOTELS & CATERING COMPANIES

- ✦ Front Office Manager
- ✦ Guest Relations Supervisor
- ✦ Receptionist
- ✦ Food & Beverages Supervisor
- ✦ Cashier
- ✦ Chef
- ✦ Head Cook/ Cook
- ✦ Head Waiter/ Waiter/ Bar Tender
- ✦ Janitor
- ✦ Steward
- ✦ Cleaner/ House Keeper
- ✦ Porter
- ✦ Food Supervisor
- ✦ Laundry Man

## BUILDING AND CIVIL CONSTRUCTION

- ✦ Carpenter Foreman
- ✦ Mason Foreman
- ✦ Painter Foreman
- ✦ Earthwork Foreman
- ✦ Electrical Foreman
- ✦ Welder Foreman
- ✦ Pipeline Foreman
- ✦ Labour Foreman
- ✦ Safety Inspector
- ✦ Plant Foreman
- ✦ Carpenter
- ✦ Mason
- ✦ Concrete Worker
- ✦ Painter
- ✦ Rod Bender
- ✦ Steel Fixer
- ✦ Plumber
- ✦ Time Keeper
- ✦ Store Keeper
- ✦ Semi Skilled Labourer
- ✦ Factory Labour
- ✦ Production Operator Labour
- ✦ Unskilled Labour



# OUR SISTER CONCERN

## MOONLIGHT CONTRACTING & CLEANING W.L.L.

**Doha, Qatar**  
P.O. Box : 17753  
Telephone : 44178501  
Fax : 44178501  
Mobile : 33059238 / 70400698  
E-mail : mlccdoha@gmail.com

Moonlight Contracting & Cleaning W.L.L. is a company based in Doha, Qatar and registered & licenced under the law of Ministry of Economy & Commerce, Qatar. We have been providing skilled, professional as well as kinds of manpower to execute urgent and long term job of construction projects. We also provide services like Scaffolding, Carpentry, Steel Fixture, Maintenance, Villa cleaning, Sofa Cleaning and all kinds of cleaning works.

We understand that supplying the right candidate to match our clients' requirements is crucial. Our core process, therefore is knowing our clients' requirement and present them with the right staff with the right skills and at the time at a competitive rate. We have a large number of database with all kind of staff to fulfill our client's commercial as well as non-commercial requirement. We recruit reliable and appropriately trained labour and resources to meet client's needs and budget.

We work with organisations of every size, in a variety of sectors and find candidates who are the perfect match. It is therefore no surprise that some of the leading companies in the Qatar rely on us to support their operations.

## MOON LIGHT LIMOUSINE SERVICE & HOSPITALITY AND SERVICES W.L.L.

**Doha, Qatar**  
P.O. Box : 17753  
Telephone : 44178501  
Fax : 44178501  
Mobile : +974-66613601 / 55573822  
E-mail : moonlightlimo24@gmail.com

Moon Light Limousine Services & Hospitality and Services W.L.L. is a company based in Doha, Qatar and registered & licenced under the law of Ministry of Economy & Commerce, Qatar. We provide limousine services with friendly, experienced and reliable driver.

Moon Light Limousine Services & Hospitality and Services W.L.L. is the premier limos services provider. You can depend upon us to take care of all your important transportation needs whether you require a luxury limousine to receive and drop your important clients or luxury car for daily ride for your children to travel from/to school, we are here to handle your all kind of transportation needs. We offer a world class fleet of the newest and finest limousines and luxury cars. Our vehicles are latest model and are equipped with the most current ammenities and communications.

## MOONLIGHT CAR WASH W.L.L.

**Doha, Qatar**  
P.O. Box : 17753  
Telephone : 44178501  
Mobile : +974-33059238 / 70400698  
E-mail : mlccdoha@gmail.com

Moonlight Car Wash W.L.L. is a company based in Doha, Qatar and registered & licenced under the law of Ministry of Economy & Commerce, Qatar. We provide trained staff for mobile car wash services as per the customer's need. We aim to achieve the highest levels of service for our customers.



# CERTIFICATES

संस्था संख्या: १२३४५  
 लिपि: ०००१/१४

**नेपाल चेम्बर अफ कमर्स**  
 काठमाडौं  
**NEPAL CHAMBER OF COMMERCE**  
**KATHMANDU**

संस्थाको सदस्यताको प्रमाण-पत्र

श्री विद्याको इन्टरनेशनल इम्प्लोयमेन्ट एजन्सी प्रा. लि. वित्तियोगिय संस्थाको नाई  
 नेपाल चेम्बर अफ कमर्सको साधारण सदस्यताको प्रमाण-पत्र प्रदान गरिएको छ।

*[Signature]*  
 महासचिव

शुक्र: को प्रमाणपत्र प्रत्येक वार्षिक बर्ष सम्पन्न भएको अ. वि. वि. वार्षिक बर्षको अन्तमा सबै सदस्यता नवीकरण गरिनु पर्ने छ।

Ordinary Membership No. 13354  
 Date: 2066/08/12 B.S.  
 (November 27, 2009 A.D.)

**NEPAL CHAMBER OF COMMERCE**  
**KATHMANDU**

*[Seal of the office]*

**CERTIFICATE OF ORDINARY MEMBERSHIP**

This Certificate of Ordinary Membership of Nepal Chamber of Commerce has been conferred to M/s. Diyalo International Employment Agency Pvt. Ltd., Sinamangal, Kathmandu.

Sd.  
 Chairperson

Sd.  
 General Secretary  
 Kishor Kumar Agrawal

Note: This Membership Certificate should renew in every fiscal year within 35 from the ending date of fiscal year after paid annual fee.

Details of membership renewal done from Nepal Chamber of Commerce

Membership valid fiscal year	Annual fee paid date	Annual fee paid receipt no.	Seal of the Chamber	Signature of General Secretary
Till 2074/75 (2017/18)	2074/11/25 B.S. (March 09, 2018 A.D.)	34030	Seal	Sd.

*[Seal of the Chamber]*

*[Signature and Stamp]*  
 Name: Madhu Sudan Pokharel  
 Date: 19-03-2018  
 Certificate No. of the Agency: 13354  
 Date of Expiry of Certificate: 18-12-2024  
 Seal of the Nepal Chamber of Commerce

Regd. No.: 380048069

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

**Membership Certificate**

Name of Agency : .....  
 Diyalo International Employment Agency Pvt. Ltd.  
 811/065/066

Govt. License No. : .....  
 811/065/066

This is certify that the above agency has been granted membership of this Association. The membership number given is ..... 638

*[Signature]*  
 Gyan Prasad Gaire  
 Secretary General

*[Signature]*  
 Tiliak Bahadur Ranabhat  
 President

Date of issued : .....  
 2066/2/31

संस्था-१

**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 **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.** company Licence No. **811/065/066**, situated in **SANAMANGAL, SINAMANGAL, KATHMANDU, NEPAL**, is authorized as being the sending agency under Industrial Training and Technical Intern Training Program under JTCC. This Certificate holder must Comply with the foreign Employment Law, JTCC directive and instructions issued by the Ministry.

This certificate is valid **U. D. E. C. 2016** and should be renewed every year within **31.03.17** is expiry.

*[Signature]*  
 Name: **PROKESH PARI**  
 Issue date: **11.12.2016**

*[Signature]*  
 Authorized Signature  
**11 DEC 2016**



# CERTIFICATES

नेपाल सरकार  
श्रम तथा यातायात व्यवस्था मन्त्रालय  
**वैदेशिक रोजगार विभाग**

**इजाजतपत्र**

इजाजत पत्र नं. ८६६१०६६१०६६

मिति: २०६६।२।२१

वैदेशिक रोजगार ऐन, २०६४ र वैदेशिक रोजगार नियमावली, २०६४को बधीलमा रही वैदेशिक रोजगार व्यवसाय सञ्चालन गर्न पाउने गरी...  
पत्र दिइएको छ ।

इजाजत जारी गर्ने अधिकारीको  
स्थान: ...  
नाम: ...  
वर्ग: ...  
मिति: २०६६।२।२१

CERTIFIED TRANSLATION FROM THE NEPALI LANGUAGE

NOTARISED DOCUMENT  
Signature: 993/094  
Date: 19-07-2017

Coat of Arms of Nepal      Seal of the office

Government of Nepal  
Ministry of Labour and Transport Management  
Department of Foreign Employment

License No.: 811/065/066      Date: 04 June 2009

**LICENSE**

This License is issued to M/s **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PRIVATE LIMITED** to operate foreign employment service complying the terms and provision of Foreign Employment Act, 2007, and Foreign Employment Rules, 2008.

License issuing authority:  
Signature: *SD.*  
Name: *Mr. Mohan Krishna Sapkota*  
Designation: *Director General*  
Date: *04 June 2009*

NOTARY PUBLIC OFFICE, Kathmandu Metropolitan - 29 | Dabaha, Kathmandu | Nepal | Phone: 9771-4232-283101 | Email: notarypublicnepal@gmail.com

नेपाल सरकार  
उद्योग मन्त्रालय  
**कम्पनी रजिष्ट्रारको कार्यालय**  
**कम्पनी दर्ताको प्रमाण-पत्र**

दर्ता नं: ५९८९०/०६५/०६६

श्री **दियालो इन्टरनेशनल इम्प्लायमेन्ट एजेन्सी**  
मामको प्राइभेट लिमिटेड कम्पनी संवत् २०६५ साल माघ महिना १२ गते रोज १ मा दर्ता भएको हुनाले कम्पनी ऐन, २०६३ को दफा ५ को उपदफा (१) बमोजिम यो प्रमाण-पत्र दिइएको छ ।

मिति: २०७४-१२-१५      Government of Nepal  
Ministry of Industry      स. रजिष्ट्रार

**Office of the Company Registrar**  
Registration No: 59890/065/066  
**CERTIFICATE OF INCORPORATION OF COMPANY**

This Certificate of Incorporation has been issued to M/s **Diyalo International Employment Agency Private Limited** having incorporated it on the 25 day of January, 2009 pursuant to sub-section (1) of section 5 of the Companies Act, 2006.

Date: 2018-03-29      Asst. Registrar

यस कम्पनी संचालनलाई मात्र कम्पनीको वरिष्ठ कार्यालय नभै इजाजत प्राप्त गरिएको समझिने हुनाले कतन अनुहार विवरण अनुमति सार्वजनिक विकासबाट निरर्थक मात्र कम्पनीको वरिष्ठ अनुहार कारोबार गर्नु पर्दछ । यस कम्पनीबाट मिति २०७४-०२-२१ मा जारी गरिएको सब कम्पनीको कम्पनी दर्ता प्रमाणक मिति २०७४-०२-२१ को निर्णयानुसार प्रतिनिधि पदाय गरीएको छ ।

Government of Nepal  
Ministry of Finance  
Inland Revenue Department

Seal of the Office

**PERMANENT ACCOUNT NUMBER (PAN) REGISTRATION CERTIFICATE**

Permanent Account No. 303689856      Date: 23 10 2065  
Inland Revenue Office: KATHMANDU - 1      VAT Registration Date: 05 02 2009  
Day Month Year

Name of Tax Payer: **Diyalo International Employment Agency Pvt. Ltd.**  
Type of Taxpayer: **Private Limited**  
Address: **Ward No. 9, Sinarmungal Metropolitan City: Kathmandu Kathmandu**  
Business Activities: **Foreign Employment**

SD.      SD.  
Signature of Tax Payer      2066/05/24 B.S. (September 09, 2009 A.D.)  
Signature of Tax Officer

**Terms and conditions to be followed by the Tax Payer:**  
- Bill shall be issued mandatory at the time of transaction.  
- If Incent registered in VAT shall have to submit the statement and vat amount (monthly or bi monthly or four monthly) in each tax period within 25 days from the expiry date of the tax period.  
- Transaction which levied excise duty subject to no other provisions shall have to submit monthly report and excise amount within 25 days from the expiry of the each month.  
- Income tax statement of each fiscal year shall have to submit within end of the year.  
- Interest fee and penalty shall be imposed on if failed to submit the statement and tax amount.  
- This certificate should be displayed for all at the business place of office.  
- If in case any confusion contact to the office.

NOTARY PUBLIC OFFICE, Kathmandu Metropolitan - 29 | Dabaha, Kathmandu | Nepal | Phone: 9771-4232-283101 | Email: notarypublicnepal@gmail.com

# OUR VALUED CLIENTS

## Qatar

- ✦ **G4S Qatar**
- ✦ **Al Meera Consumer Goods, Qatar**
- ✦ **Gulf Contracting Qatar W.L.L., Qatar**
- ✦ **Darwish Interserve Facility Management, Qatar**
- ✦ **Uniform House Tailoring, Qatar**
- ✦ **Dragon Mart Co., Qatar**
- ✦ **Sports corner, Qatar**
- ✦ **Moonlight Contracting & Cleaning, Qatar**
- ✦ **Trade Trading & Contracting W.L.L., Qatar**
- ✦ **Moonlight Limousine & Services, Qatar**
- ✦ **Moonlight Car Wash, Qatar**
- ✦ **Hospitality Sky W.L.L., Qatar**
- ✦ **Event place trading & contracting, Qatar**
- ✦ **Maxwell Trading & Contracting, Qatar**
- ✦ **Qatar Billion Group, Qatar**
- ✦ **Farej al ebdaa trading & contracting, Qatar**
- ✦ **Teyseer Security, Qatar**
- ✦ **Pistachio's Restaurent, Qatar**
- ✦ **Ferrovial, Qatar**

## UAE

- ✦ **G2S, UAE**
- ✦ **Lals Group, UAE**

## Malaysia

- ✦ **Tricalibre Security Services, Malaysia**
- ✦ **TSS & KAWALANPERWIRA Security Services, Malaysia**
- ✦ **SRI LARA JOINT SECURITY SERVICES SDN. BHD., Malaysia**



NO. & CATEGORIES OF SERVICES THAT WE HAVE PROVIDED TO

# OUR VALUED CLIENTS

IN QATAR, WE HAVE DEPLOYED 20,000+ WORKERS IN LAST 15 YEARS.

## DARWISH INTERSERVE FACILITY MANAGEMENT, QATAR (In Last 4 Years)

CATEGORIES	CLEANERS	OFFICE PERSONNELS	DRIVERS	MAINTENANCE CREWS
MALE	250	185	210	95
FEMALE	160	100		

## GROUP 4 SECURITY SERVICE, G4s QATAR (In Last 11 Years)

CATEGORIES	CLEANERS	OFFICE HELPERS	DRIVERS	MAINTENANCE CREWS	CASHIERS	SUPERVISOR	ADMIN OFFICERS	CUSTODIANS
MALE	1255	875	942	625	460	845	925	725
FEMALE	960	605			572		515	

## GULF CONTRACTING QATAR W.L.L. (In Last 3 Years)

CATEGORIES	ELECTRICIANS	PLUMBERS	WELDERS	CARPENTERS	HELPERS	OFFICE ASSISTANTS	DRIVERS
MALE	65	40	40	82	55	85	100
FEMALE						85	

## AL MEERA CONSUMER GOODS (In Last 2 Years)

CATEGORIES	SALES PERSON	CASHIERS	TROLLY HANDLERS	OFFICE ASSISTANTS	DRIVERS
MALE	18	8	15	10	23
FEMALE	12	8		15	

## UNIFORM HOUSE TAILORING W.L.L. (In Last 4 Years)

CATEGORIES	TAILOR MASTERS	RECEPTIONIST	IRON MAN	MARKETING OFFICERS
MALE	65	25	48	25
FEMALE	12	20		25

## DRAGON MART CO. QATAR (In Last 4 Years)

CATEGORIES	SALES PERSON	CASHIERS	OFFICE ASSISTANT	SECURITY GUARDS	SUPERVISOR	DRIVERS
MALE	15	5	10	14	8	15
FEMALE	9	8	8	5	12	

## MOON LIGHT GROUP OF COMPANIES (In Last 10 Years)

CATEGORIES	DRIVERS	ADMIN OFFICERS	OFFICE ASSISTANT	CONSTRUCTION WORKERS	MAINTENANCE WORKERS
MALE	375	195	85	580	290
FEMALE		63	56		

### EVENT PLACE TRADING AND CONTRACTING (In Last 1 Year)

CATEGORIES	COOK	HELPER	WAITERS	MANAGERS	SECURITY GUARDS
MALE	8	12	5	3	6
FEMALE		6	5		5

### QATAR BILLION GROUP, QATAR (In Last 2 Years)

CATEGORIES	TAILOR MASTERS	CUTTING MASTER	IRON MAN	MARKETING OFFICERS	HELPERS	DRIVERS
MALE	25	18	12	15	5	8
FEMALE			5	9	14	

### TEYSEER SECURITY QATAR (In Last 2 Years)

CATEGORIES	CLEANERS	SECURITY GUARDS	OFFICE ASSISTANTS	CASHIERS	SUPERVISOR
MALE	50	15	20	15	15
FEMALE	50	15	5		15

### FERROVIAL FACILITIES MANAGMENT QATAR (In Last 2 Years)

CATEGORIES	CLEANERS	OFFICE ASSISTANT	SUPERVISOR	CASHIERS	DRIVERS
MALE	45	22	15	15	18
FEMALE	45	18	10	13	

### FALCON EYE SECURITY SERVICE QATAR (In Last 3 Years)

CATEGORIES	CLEANERS	OFFICE ASSISTANT	SECURITY GUARDS	CASHIERS	SUPERVISOR
MALE	35	25	50	25	30
FEMALE	35	25	50	15	10

### RANGER SECURITY SERVICE QATAR (In Last 2 Years)

CATEGORIES	CLEANERS	OFFICE ASSISTANT	SECURITY GUARDS	CASHIERS	SUPERVISOR
MALE	10	10	25	5	7
FEMALE	10	5	25	15	3

### ORIENTAL TRADING & CONTRACTING-OTC, QATAR (In Last 4 Years)

CATEGORIES	DRIVERS	OPERATORS	MECHANICS	HELPERS	AUTO ELECTRICIAN	AC TECHNICIANS
MALE	165	80	45	90	35	100
FEMALE						



### GOLDEN EAGLE SECURITY SERVICE QATAR (In Last 3 Years)

CATEGORIES	CLEANERS	OFFICE ASSISTANTS	SECURITY GUARDS	CASHIERS	SUPERVISORS
MALE	12	45	150	35	35
FEMALE	8	15	150	55	20

### EUROPEAN SECURITY SERVICE QATAR (In Last 1 Years)

CATEGORIES	SECURITY GUARDS
MALE	70
FEMALE	35

### PISTACHIO'S RESTAURANT QATAR (In Last 2 Years)

CATEGORIES	COOKS	WAITERS	KITCHEN HELPERS
MALE	15	25	20
FEMALE		25	15

**IN U.A.E., WE HAVE DEPLOYED 2,000+ WORKERS IN LAST 5 YEARS.**

### G2S U.A.E. (In Last 3 Years)

CATEGORIES	SECURITY GUARDS
MALE	150
FEMALE	50

### LALAS GROUP U.A.E. (In Last 2 Years)

CATEGORIES	FINISHING CARPENTERS	PAINTERS	STORE KEEPERS	SALES PERSON
MALE	30	10	15	15
FEMALE			15	15

### SERVIU U.A.E. (In Last 2 Years)

CATEGORIES	SECURITY GUARDS	GARDENERS	CLEANERS	BMS	FARM WORKERS	HELPERS
MALE	100	35	25	25	50	55
FEMALE	100	35	25		50	

## IN MALAYSIA, WE HAVE DEPLOYED 1,000+ WORKERS IN LAST 3 YEARS.

COMPANIES	NUMBER OF DEPLOYMENTS
TRICALIBRE SECURITY SERVICES	200
TSS SECURITY SERVICES	300
SRI LARA JOINT SECURITY SERVICES	500

## IN SINAW SKY OMAN, WE HAVE DEPLOYED 2,000+ WORKERS IN LAST 3 YEARS.

CATEGORIES	CLEANERS	WAITERS	DRIVERS
MALE	700	450	200
FEMALE	415	300	

## IN BAHRAIN, WE HAVE DEPLOYED 1,000+ WORKERS IN LAST 3 YEARS.

## IN SAUDI ARABIA, WE HAVE DEPLOYED 1,000+ WORKERS IN LAST 3 YEARS.

# SOME OF OUR SAMPLE DEMANDS

**SERVEU** سرفيو

**DEMAND LETTER**

To: **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.**  
License No 811/065/066  
KATHMANDU, NEPAL

Date: 18-05-2024

Dear Sir,

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below:

SN	Categories/ Job Title	QTY	Monthly Salary (AED)	Contract Duration
1	Female Security Guard	5	2100	2 Years
2	Male Lifeguard	5	1700	2 Years
3	Female Lifeguard	5	1700	2 Years
4	Security Guard	5	2100	2 Years
5	Watchman	2	1200	2 Years
6	CCTV	3	2602	2 Years
7	Date Palm Cleaner	1	1200	2 Years
8	Gardener	4	1200	2 Years
9	Helper	5	1200	2 Years
10	Palm Cutter	2	1500	2 Years
11	Pipe Fitter	2	1500	2 Years
12	Multit. Technician	5	2100	2 Years
13	Plumber	1	1700	2 Years
14	Lead Hand	1	1200	2 Years
15	Janitor - Male	2	1000	2 Years
16	Janitor - Female	2	1000	2 Years
17	Office Boy/Girl	1	1200	2 Years
18	Cleaner - High Level	1	1100	2 Years
19	Rigger Access Level 2	1	2100	2 Years
20	A/C Technician	3	2000	2 Years

For SERVEU LLC  
Juma Belalifiah  
Chief Human Resource Officer

SERVEU LLC Facilities Management | شركة سرفيو للتصليح والصيانة  
Tel: +971 42 347 6842 Fax: +971 42 347 6846 | هاتف: +971 42 347 6842 فاكس: +971 42 347 6846  
P.O. Box: 73202, Dubai, UAE, E-mail: contact@serveu.ae | بريد إلكتروني: contact@serveu.ae

The chamber hereby attests, without prejudice that JUMA FARAJ SALEM being authorized by MS SERVEU (L.L.C) has duly signed this document in his mentioned capacity.

Service Request #: 1-20405887303 Verify ID #: cp445826873

**SERVEU** سرفيو

**DEMAND LETTER**

To: **DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.**  
License No 811/065/066  
KATHMANDU, NEPAL

Date: 27-06-2024

Dear Sir,

We request you to select and recruit the following suitable personnel for our company from Pakistan as per the details given below:

SN	Categories/ Job Title	QTY	Monthly Salary (AED)	Contract Duration
1	Female Security Guard	10	2100	2 Years
2	Male Lifeguard	5	1700	2 Years
3	Female Lifeguard	5	1700	2 Years
4	Security Guard	5	2100	2 Years
5	Office girl	10	1200	2 Years
6	Office Boy	10	1200	2 Years
7	Plumber	5	1200	2 Years
8	Gardener	20	1200	2 Years
9	Electrician	2	1200	2 Years
10	Cleaner-Female	10	1200	2 Years
11	Painter	10	1200	2 Years
12	Mason	5	1600	2 Years

This document is verified by the  
Embassy of Nepal, Abu Dhabi  
Reg. No.: AESZ2498091942  
Date: 2024-06-09

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

- Period of Employment : Two (2) Years
- Place of Employment : UAE
- Accommodation : Provided by the company
- Transportation : Provided by the company
- Food : Provided by the company
- Probation Period : Six (6) months from the date of joining.
- Working Hour : 8 hours per day / 6 days a week
- Employment Visa : Provided by the company.
- Medical & Insurance : Provided by the company, as per UAE Law
- Air Package : Economy flight ticket after two (2) years of service
- Overtime & Other Benefits : Provided by the company, as per Labor Law

For ServeU LLC  
Mr Juma Belalifiah  
Chief Human Resource Officer

SERVEU LLC Facilities Management | شركة سرفيو للتصليح والصيانة  
Tel: +971 42 347 6842 Fax: +971 42 347 6846 | هاتف: +971 42 347 6842 فاكس: +971 42 347 6846  
P.O. Box: 73202, Dubai, UAE, E-mail: contact@serveu.ae | بريد إلكتروني: contact@serveu.ae

The chamber hereby attests, without prejudice that JUMA FARAJ SALEM being authorized by MS SERVEU (L.L.C) has duly signed this document in his mentioned capacity.

Service Request #: 1-20628724664 Verify ID #: 7957d2dcb71



# SAMPLE DEMANDS



01<sup>st</sup> January 2019  
 Ref. No DL/G4S/DIYALO/01/2019  
 Diyalo International Employment Agency Pvt Ltd  
 License No: 811/065/066  
 P.O. Box: 2019  
 Sinamangal, Kathmandu 9, Nepal  
 Tel Nos.:+977-01-4460600 & 4460922

جی اے ایس قطر  
 G4S QATAR  
 Capital: QAR. 2,500,000  
 QI No. 13192  
 Doha - Qatar  
 Tel: +974 4460600  
 Fax: +974 4460922  
 Email: info@diyo.com.qa  
 www.g4s.com.qa

## DEMAND LETTER

Dear Sir/Madam  
 We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Position	GENDER	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
01	SECURITY GUARD	MALE	60	QAR 1,500 + 300 (food allowance)	Eighteen Hundred QAR	Provided
01	SECURITY GUARD	FEMALE	22	QAR 1,500 + 300 (food allowance)	Eighteen Hundred QAR	Provided
02	DRIVER	MALE	5	QAR 1,500 + 300 (food allowance)	Eighteen Hundred QAR	Provided

### The following Terms & conditions shall be included in the contract.

- Period of employment : Two years (renewable)
- Place of Employment : Doha Qatar
- Air Ticket : For joining the Company for the first time (KTM-DOHA) and then Up & down air ticket will be provided after the completion of two years contract.
- Working Hour : 8 hrs per day, 6 days per week (48 hrs per week)
- Over time : As per Qatar Labour Law.
- Probation Period : 90 days from date of entry into Qatar
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost.
- Accommodation : Free bachelor accommodation should be provided by the company.
- Water, electricity & Gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company (to and from the work site)
- Uniform and safety Materials : Provided by the company
- Service Gratuity : Provided As per Qatar Labor Law
- Leave Pay : Yearly 21 days provide by company
- Service Charge : Not provided by the company.
- Other Term & Conditions : As per Qatar Labour Law.



Seen at the Embassy of Nepal  
 Reg. No. 14063/15/76  
 2019-1-16  
 Labour Attach'e

DR. SAIF AL-HAJRI  
 CEO

Alkhor Branch P.O. Box 3225 Doha, Qatar  
 Airport Branch P.O. Box 4805 Doha, Qatar  
 Doha Branch P.O. Box 1837 Doha, Qatar  
 Charaf's Branch P.O. Box 1833 Doha, Qatar  
 Salwa Branch P.O. Box 1830 Doha, Qatar  
 Wakra Branch P.O. Box 1833 Doha, Qatar



Date: 09-02-2022  
 M/S: DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.  
 SINAMANGAL - KATHMANDU, NEPAL  
 License No: 811/065/066  
 Tel: 00977-1-4460600

## DEMAND LETTER

Dear Sir,  
 We M/S DARWISH INTERSERVE FACILITY MANAGEMENT W.L.L. holder of Qatar Government approved Company Registration No. 116122 Post Box No. 30122 Doha, Qatar hereby requests you to recruit on our behalf the following category of personnel under the following terms and conditions.

No.	Category	No. of Workers	Salary (Digit)	Salary in Words (QAR) IN TOTAL
1	GEN. CLEAN. WORKER(MALE)	170	1000+300	One Thousand Three Hundred Only
2	DRIVER (LIGHT)	10	1500+300	One Thousand Eight Hundred Only
4	GEN. CLEAN.WORKER (FEMALE)	40	1000+300	One Thousand Three Hundred Only

### Other Terms and Conditions:

- Period of Employment: Two Years (renewable)
- Place of Employment: Doha, Qatar
- Air Ticket: For joining the company for the first time (KTM - DOH) and then UP & Down Air ticket will be provided after the completion of two Years Contract.
- Working Hours: 8 hrs per day, 6 days per week (48hrs per week)
- Overtime: As per Qatar Labour Law.
- Probation Period: 90days from the date of entry into Qatar
- Resident Permit: Resident Permit will be provided by the company free of cost.
- Accommodation: Free Bachelor accommodation should be provided by the company
- Food Allowance: QR 300 Provided by the company
- Visa: Free provided by the company
- Service Charge & other expenses in Nepal: Provided by the company.
- Water, Electricity & Gas: Provided by the company.
- Medical/ Insurance: Provided by the company.
- Transportation (Bus): Provided by the company (to and from the work site)
- Uniform and safety Materials: Provided by the company.
- Annual Leave: 21 days
- Service Gratuity and Leave Pay: Provided by the company as per Qatar Labour Law.
- Other Terms and Conditions: As per Qatar Labour Law.

All other condition of services shall be in accordance with the Qatar Labour Law.

For Authorized Signature  
 Name: MOHD. WAIB SADEH  
 Designation: GENERAL MANAGER



Telephone: +974 4436 7155  
 +974 4499 4600  
 Email: darwish@interserve.com

CR. No: 17122  
 P.O. Box: 20122  
 Doha, Qatar



Diyalo International Employment Agency Pvt Ltd  
 License No: 811/065/066  
 P.O. Box: 2019  
 Sinamangal, Kathmandu 9, Nepal  
 Tel Nos.:+977-01-4460600 & 4460922

جی اے ایس قطر  
 G4S QATAR  
 Capital: QAR. 2,500,000  
 QI No. 13192  
 Doha - Qatar  
 Tel: +974 4460600  
 Fax: +974 4460922  
 Email: info@diyo.com.qa  
 www.g4s.com.qa  
 30<sup>th</sup> April 2018

## DEMAND LETTER

Dear Sir,  
 We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category	No. of workers	Salary (digit)	Salary (in words)	Air Ticket for joining the company and returning home after completion of contract period
1	Guard	200	1500-QR	Fifteen Hundred QR	Provided by the company

### The following terms & conditions shall be included in the contract:

- Period of Employment : Two years (renewable)
- Place of Employment : Any place in Qatar
- Air Ticket : For joining the Company for the first time (KTM-DOHA) and then up & down air ticket will be provided after the completion of two years contract.
- Working Hour : 8 hrs. per day & 6 days per week (48 hrs. per week)
- Over Time : As per Qatar Labor Law
- Probation Period : 90 days from date of entry into Qatar
- Visa & Resident permit : Visa & Resident permit will be provided by the company free of cost
- Accommodation : Free bachelor accommodation should be provided by company
- Water, Electricity & Gas : Provided by the company
- Food : Provided by the company
- Medical / Insurance : Provided by the company
- Transportation (Bus) : Provided by the company and from the work site
- Uniform & Safety Materials : Provided by the company
- Service Gratuity & Leave Pay : Provided by the company as per Qatar Labor Law
- Service Charge : Provided by the company
- Other Term & Conditions : As per Qatar Labor Law

DR. SAIF AL-HAJRI  
 CEO



Alkhor Branch P.O. Box 3225 Doha, Qatar  
 Airport Branch P.O. Box 4805 Doha, Qatar  
 Doha Branch P.O. Box 1837 Doha, Qatar  
 Charaf's Branch P.O. Box 1833 Doha, Qatar  
 Salwa Branch P.O. Box 1830 Doha, Qatar  
 Wakra Branch P.O. Box 1833 Doha, Qatar

Securing Your World



To:  
 DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.  
 License No: 811/065/066  
 P.O. Box: 2019  
 Sinamangal, Kathmandu 9, Nepal  
 Tel Nos.: 01- 4460600 & 4460922

## DEMAND LETTER

With Reference to the power of Attorney executed by us in favor of DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD., I hereby request you to supply us the following Manpower to work in our organization.

SN	Category	Qty.	Salary	Working Hrs.	Qualification	Language Known	Work Experience
1	Guard	218	1500-QR	8 Hrs.	S.I.C Passed/LA Passed	Good English (read, write and speak)	At least 3 yrs in Security Guard, Army or Police with Certificate
2	Site Supervisor	10	2500-QR	8 Hrs.	LA Passed	English (Average)	At least 1 Year in this field
3	Gen. Cleaner Worker-Female	30	1000-QR	8 Hrs.	High School	Good English (Read, Write & Speak)	At least 1 Year in this field
4	General Cleaner Worker/Male	149	500-QR	8 Hrs.	High School	English (Average)	At least 1 Year in this field
5	Correspondent	28	1100-QR	8 Hrs.	High School	Good English (Read, Write & Speak)	At least 1 Year in this field
6	Driver-Light	9	1800-QR	8 Hrs.	High School	Good English (Read, Write & Speak)	GCC Valid License

### TERMS:

- Salary mentioned above.
- Initially the contract will be for an open period.
- Two years Renewable Contract.
- 3 months' probation period.
- Free accommodation furnished with facilities provided by the company.
- Transport from the residence to the place of work and back to residence will be provided by the company.
- Free foods will be provided by Company.
- Joining Air ticket and return ticket will be provided by the company after the completion of the two yrs.
- Working hour will be 8 hours per day and 48 hours per week.
- All other terms and conditions as per Qatar Labor Law.
- Residence Permit provided by the Company free of cost.
- VISA & Ticket Free
- Service charge and other expenses in Nepal will be borne by DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.

Yours faithfully,  
  
 DR. SAIF AL-HAJRI  
 CEO  
 G4S Qatar



BRANCHES  
 Doha Branch P.O. Box 1890 Doha, Qatar  
 Alkhor Branch P.O. Box 4805 Doha, Qatar  
 Airport Branch P.O. Box 3225 Doha, Qatar  
 Charaf's Branch P.O. Box 1833 Doha, Qatar  
 Salwa Branch P.O. Box 1830 Doha, Qatar  
 Wakra Branch P.O. Box 1833 Doha, Qatar



# SAMPLE DEMANDS

Gulf Contracting Co. W.L.L.  
309, C Ring Road, PO Box 3886  
CR: 1141  
Tel : +974 4499 4499 | Fax : +974 4499 4500  
Email: info@gulfcontracting.com  
www.gulfcontracting.com



شركة الخليج للمقاولات ذ.م.م  
P.O. Box 3886 - الدوحة، قطر  
T. +974 4499 4499 | F. +974 4499 4500  
Email: info@gulfcontracting.com  
www.gulfcontracting.com

Date: 03-11-2021

M/S: Diyalo International Employment Agency Pvt. Ltd.  
Sinamangal - Kathmandu, Nepal  
License no. 811/065/066  
Tel: 00977-1-4460600

### DEMAND LETTER

Dear Sir,

We M/S Gulf Contracting Co. W.L.L holder of Qatar Government approved Company Registration No. 1141 Post Box No. 3886... Doha, Qatar hereby requests you to recruit on our behalf the following category of personnel under the following terms and conditions:

No.	Category	No. of Workers	Salary(Digit)
1.	LABOURER	168	Basic 1000+Free Food
2.	MASON	15	Basic 1100+Free Food
3.	CARPENTER	20	Basic 1100+Free Food
4.	DRIVER	20	Basic 1500+Free Food

Air Ticket For joining the company & returning home after completion of contract period.

#### Other Terms and Conditions:

1. Period of Employment: Two Years(Renewable)
2. Place of Employment: Doha, Qatar.
3. Air Ticket: Joining & completion of every 24 months.
4. Working Hours: 8 hrs per day, 6 days per week (48hrs per week)
5. Overtime: As per Qatar Labour Law.
6. Probation Period: Six Months from the date of entry into Qatar
7. Resident Permit: Resident Permit will be provided by the company free of cost
8. Accommodation: Free bachelor accommodation provided by the company.
9. Food: Free Food provided by company.
10. Visa: Free provided by the company.
11. Service Charge & other expenses in Nepal: Provided by the company
12. Water, Electricity & Gas: Provided by company.
13. Medical/ Insurance: As per Qatar Labour Law.
14. Transportation (Bus): Provided by the company (to and from the work site).
15. Uniform and safety materials : Provided by company.
16. Annual Leave : 21 Days
17. Service Gratuity and Leave Pay: As per Qatar Labour Law.
18. Other Terms and Conditions: As per Qatar Labour Law.

All other condition of services shall be in accordance with the Qatar Labour Law.

Yours Faithfully,  
For Gulf Contracting Co. W.L.L

CAREL MARTIN JANSE VAN RENSBURG



Legn. No. 27522/78/79  
Embassy of Nepal

Labour Affairs  
27-12-2021



شركة التيسير للخدمات الامنية  
**TEYSEER**  
SECURITY

Ref No. TSS/HR/004/06-17

Date: June 18, 2017

### M/s Diyalo International Employment Agency Pvt. Ltd

License No: 811/065/066,  
Regd. No 59890/065/066  
Tel: 00977-14460600/14460922  
Kathmandu, Nepal

### Sub: COMPANY DEMAND LETTER

Dear Sir / Madam,

We request you to recruit the following suitable personnel for our Company from Nepal as per details given below.

S/No.	Category	No. of Workers Required.	Salary (QR)
01	Security Guards	200 Nos.	QR 1500/-
<b>TOTAL</b>		<b>200 Nos.</b>	

1. Place of Employment : QATAR
2. Period of Contract : Permanent position for an indefinite period
3. Probation Period : Six (6) months
4. Working hours : Eight (8) hours per day, Six (6) days per week
5. Accommodation, Water & Electricity : Provided by the Company
6. Food : Provided by the Company
7. Transportation : Provided by the company
8. Leave Benefit : 21 days / year of continues service based on Qatar Labor Law.
9. End of Service Benefits : As per Qatar Labor Law.
10. Medical & Insurance : Provided by the Company
11. Overtime : As per Qatar Labor Law.
12. Air Ticket : Economy class Air ticket DOH/KTM/DOH, will be provided by the Company after completion of two years of service.
13. Resident Permit Cost : Provided by the company
14. Visa : Provided by the Company
15. Joining Ticket : Provided by the company
16. Agency Service Charge : Provided by the Company
17. All other terms & conditions: As per Qatar Labor Law

Very truly yours,

Adnan Al Mannal  
Executive Director



شركة التيسير للخدمات الامنية - دoha, قطر  
TEYSEER SECURITY SERVICES CO. W.L.L.  
P.O. BOX 55017, DOHA, QATAR  
TEL: 44139111 FAX: 44139100  
CR. NO. 51300



## KAWALAN PERWIRA (M) SDN BHD

(24 Hours Security Services) (653992-P)

To,

Date: 18 JUNE 2012

Diyalo International Employment Agency Pvt Ltd  
Nepal Ministry of Labour License No: 811/065/066  
P O Box No: 2019 Sinamangal, Kathmandu-9, Nepal  
Tel 00977-01-4460600/4460922

Dear Sir/Madam,

### RE : DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal male (Security Guard) for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows :

1. Number of workers : 30
2. Job Category : Service
3. Job Description : Security Guard
4. Age : (18 - 40 yrs.)
5. Contract Period : 3 years
6. Salary :

Basic monthly salary : RM1100.00

Allowance	Amount in RM
Attendance	
Food	
Transport	PROVIDED
Shift	
Overtime (as per Government rule)	
Any other	300.00
Total	1400.00

7. Working days : Monday to Sunday (Alternate Sunday's off day)

Attested by:  
Chargé d'Affaires at  
EMBASSY OF NEPAL  
Kuala Lumpur, Malaysia



HEADQUARTERS  
No. 5-1 Jalan KP 15, Kajang Prima, 42000 Kajang, Selangor Darul Ehsan. TEL: 03-87377554 / 03-87372554 FAX: 03-87360664

BRANCH  
KUALA LUMPUR  
No. 61-2, Jalan Manis 4, Taman Begar, 56100 Kuala Lumpur.

LUKUT  
No. 881, Taman Aman Jaya, 71010 Lukut, Port Dickson, Negeri Sembilan

PENANG  
No. 1-2-16, Persiaran Bukit Jambul 1, Kompleks Sri Reba, 11300 Pulau Pinang



## TRICALIBRE SECURITY SERVICES (M) SDN BHD

ADDRESS:  
No. 208, Tingkat 2, Jalan 216, Bandar Baru Selangor, 68100 Batu Caves, Selangor Darul Ehsan  
TEL: 03 - 6138 0016 / 03 - 6138 0018 FAX: 03 - 6138 1273

Date: 10<sup>th</sup> April 2013

LT No. 71859

To,

Diyalo International Employment Agency Pvt Ltd  
Nepal Ministry of Labour Licence No: 811/065/066  
P O Box No: 2019 Sinamangal, Kathmandu-9, Nepal  
Tel 00977-01-4460600/4460922

Dear Sir/Madam

### RE: DEMAND LETTER FOR RECRUITMENT OF WORKERS FROM NEPAL

We hereby appoint your company to recruit Nepal male (Security Guard) for employment with our company and liaise with relevant authorities concerning recruitment.

Our recruitment terms and conditions are as follows:

1. Number of workers : 20
2. Job Category : Service
3. Job Description : Security Guard
4. Age : (25 - 42 yrs.)
5. Contract Period : 3 years
6. Salary: RM 36.54 ( 8 Hours) x 26 Days = RM 950.00

	Amount in RM
Basic Month Salary	950.00
Transport	Provided
Overtime (as per Government rule)	450.00
Any other	
Total:	1400.00

7. Working days : 06 days a week
8. Working hours : 8 hours per day


Attested by:  
Chargé d'Affaires at  
EMBASSY OF NEPAL  
Kuala Lumpur, Malaysia

Attested by:  
Chargé d'Affaires at  
EMBASSY OF NEPAL  
Kuala Lumpur, Malaysia

Ref No: TRICALIBRE/4335/07/2013



# SAMPLE DEMANDS

**Ginco General Contracting LLC** (م.ش.م.ج. للخدمات العامة) 

**Demand**

To: M/S Diyalo International Employment Agency Pvt. Ltd. License No: 811/065/066, Srinamangal, Kathmandu, Nepal. Date: 31-05-2024

Subject: Recruitment of Manpower from Nepal.

Dear Sir,

With reference to the power of attorney executed by us in your favor, we hereby request you to kindly recruit the following people to work in our organization:

S.N.	Category	Required number	Salary
1	Helper	100	1200
2	Scaffolder	100	1200
3	Tile Mason	100	1200

These candidates are required to work for our project. The period of contract shall be for 2 (two) years which may be renewed for further period.

300 AED For Food per day 8 hours & 6 days a week

- Duty hour 8 hours per day 8 hours & 6 days a week
- Free bachelor accommodation
- Free transport provided
- Free joining ticket by the company
- Overtime will be provided as per the UAE labor law
- Other benefit as per the labor law of Dubai for the private sector which shall be mentioned in the contract to be signed by the candidates.
- Free Visa provided by company
- Medical and Insurance provided by the company
- Entitled with 30 days paid leave annually
- Service Charge provided by Company


Note: Recruitment fees is provided. Therefore, you are requested to send detail the bio data & passport copies of prospective candidates to enable us to process their visa.

Yours Faithfully  
For Ginco General Contracting LLC

*[Signature]*

PO Box 8692, Dubai, U.A.E. | T: +971 4 320 6777 | info@ginco.ae  
F: +971 4 320 6990 | www.ginco.ae

1-2059609200 رقم طلب الخدمة | Reg No: 54218012105  
www.dubaichamber.com/verify/ | 2022-11-01

**SAEED EMPLOYMENT SERVICES** 

**Demand**

To: M/S Diyalo International Employment Agency Pvt. Ltd. License No: 811/065/066. Date: 31-05-2024

Subject: Recruitment of Manpower from Nepal.

Dear Sir,

With reference to the power of attorney executed by us in your favor, we hereby request you to kindly recruit the following people to work in our organization:

S.N.	Category	Required number	Salary
1	Electrician	100	1200
2	Plumber	100	1200
3	Mason	100	1200
4	Steel Filer	100	1200
5	Carpenter	100	1200
6	Helper	100	900

These candidates are required to work for our project. The period of contract shall be for 2 (two) years which may be renewed for further periods. In addition to salary, the company shall provide:

- Duty hour 8 hours per day & 6 day a week
- Free bachelor accommodation provided
- Free transport provided
- Free joining ticket by the company
- Overtime will be provided as per the UAE labor law
- Entitled air ticket after completion of every 2 years
- Other benefit as per the labor law of Dubai for the private sector which shall be mentioned in the contract to be signed by the candidates.
- Free Visa provided by company
- Medical and Insurance provided by the company
- Entitled with 30 days paid leave annually

Note: Recruitment fees is provided. Therefore, you are requested to send detail the bio data & passport copies of prospective candidates to enable us to process their visa.

Yours Faithfully  
For Saeed Employment Services

*[Signature]*

Tel: +971 4 2999 975, Fax: +971 4 2999 445, P.O. Box 14056, Dubai, U.A.E. | Email: saeed.employment@yahoo.com

Service Request #: 1-20486148000 | Verify ID #: bc36315098

**ASSARH AL MUTAKAMIL MUQAWALAT** 

**الصرح المتكامل المقاومات**

Attested by the Embassy of Nepal, Muscat, Sultanate of Oman. Date: 27 January 2024

M/S Diyalo International Employment Agency Pvt. Ltd. License No: 811/065/066, Regd No: 59890/065/066, Kathmandu-9, Nepal.

Dear Sir/Madam,

We request you to select and recruit the following suitable personnel for our company from Nepal as per the details given below.

No.	Category of Employees	No. of Employees	Basic Salary (in digit)	Basic Salary (in words)	Food/Other Allowances	Remarks
01.	Cleaner (Male)	30	100 OMR	One Hundred & Twenty Only	20 OMR	
02.	Cleaner (Female)	21	100 OMR	One Hundred & Twenty Only	20 OMR	

The following Terms & conditions shall be included in the contract:

- Period of employment: Two years (renewable)
- Place of Employment: Muscat Sultanate of Oman
- Air Ticket: For joining the Company for the first time (KTM-MSC) and then Up & air ticket will be provided after the completion of two years of contract
- Working Hour: As Per Omani Law
- Over time: As per Omani Law
- Probation Period: 90 days from date of entry into Oman
- Resident permit: Resident permit will be provided by the company free of cost
- Accommodation: Free bachelor accommodation shall be provided by the company
- Water, electricity & gas: Provided by the company
- Free Food: Provided by the company
- Medical / insurance: Provided by the company
- Transportation: Provided by the company (to and from the work site)
- Uniform and safety materials: Provided by the company
- Service gratuity and leave pay: Provided by the company as per Omani Labour Law
- Other Term & Conditions: As per Omani Labour Law
- Service fees and Visa Costs: Provided by the company

Thanks and Best Regards,  
Bilal Hilal Mohammed Al Rashdi  
General Manager  
Assarh Al Mutakamil Muqawalat

*[Signature]*

OCCE attests the signature of the authorized signatory of Bilal Hilal Mohammed Al Rashdi registered under No. 15877 grade IV without any responsibility on the contents of the document. Equipass No: 289609 Date: 28/1/2024

# GULF SECURITY PVT. LTD.

## MESSAGE FROM CHIEF INSTRUCTOR



First of all, I would like to extend my best wishes and humble respect to our valued clients on behalf of **Gulf Security Pvt. Ltd.** It was established in 2009 under the private company act of Nepal with the support of highly qualified and well experienced dignitaries.

The company feels its responsibility in the field of providing training facilities to the youth who are thinking of their bright future in security field. Apart from that, the reliable security planning, threat assessment and suggestion for safe VIP escort etc. are available in the company.

However, **Gulf Security Pvt. Ltd.** is closely affiliated with **Diyalo International Employment agency Pvt. Ltd.** As of now we feel proud to announce that we have been engaged in dealing with renowned manpower as many as twelve in number within the country.

The training center within this company has been focusing in updating advanced training aids so that the trainees feel more competent and confident at work. As I had mentioned earlier, the basic security guard training course preparation for DPS (Department of protective system), NSI (National security institute) and PSBD (Private Security Business Department) exams are conducted by highly experienced instructor with affordable and reasonable price.

In conclusion, I would like to invite potentially valued clients to our advance readily made problem solving environment where, they feel safe and are encouraged to expand the volume of business in the field of security. We assure for reliable co-operation and will always remain at your services.

### **Birendra Man Shrestha**

Chief Instructor  
Skill Test Assessor (NSTB)  
Former Police Inspector







# DIYALO INTERNATIONAL EMPLOYMENT AGENCY PVT. LTD.

## CONTACT US

P.O. Box : 2019, Kathmandu-9, Sinamangal, Nepal

Contact : +977-1-4460600, 4460922

Email: [diyalointl@gmail.com](mailto:diyalointl@gmail.com)



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