

GREETINGS FROM CHAIRMAN

"NOTHING WE DO IS MORE IMPORTANT THAN HIRING
AND DEVELOPING PEOPLE.

AT THE END OF THE DAY, YOU BET ON PEOPLE,

NOT ON STRATEGIES"



Warm Greetings,

We are very pleased to introduce our reputation, credibility in international recruitment field in outsourcing Nepalese Human resource and consequently request you to appoin us your recruitment Agent. We also would like to extend our sincere thanks and gratitude for showing your interest towards our organization. As a premier foreign employement company

Milestone Employment Service Pvt. Ltd. service ranks second to none in human resources recruitment, which provide the best options and compromise between recruitment cost, timely service and work reliability. Our Agency networks enable clients to benefit from a recruitment package tailored to their company need and requirement time.

As a well-established recruitment company and intermediary in your service, we keep the promise to our clients and customers-JUST-IN-TIME & EVERYTIME.

I see a bright future in delivering this service of bringing firms and people closer together for mutual benefit, having worked in this field for more than five years. I would like to thanks you for choosing us as your business partner. I hope you will all cooperate with us in the near future to make our organization a well-known and approved hiring agency in Nepal.



Bashu Pudasaini

Chairman

 $H/P: +977\ 9851091620\ 1\ +977\ 9801091620$

E-mail: milesbashu@gmail.com



Dear Valued Clients,

I personally feel proud for working in this field of Foreign Recruitment continuously since more than 15 years. I extend our sincere thanks and gratitude for showing your interset towards our organization. We are pleased to introduce our professional Overseas Company Milestone, providing quality service since 2002. Our aim is to create a world class organization so as to provide energetic and best manpower to all the foreign recruiting companies across the globe. Lately we have been successful in achieving this goal and we hope to do so in near future. Our office is operated by a very highly effective group of proffessional management team who have worked and collected wide experience while working with many other successful manpower companies.

Not least, we would like to extend our sincere thanks and gratitude to all our overseas clients for choosing us as the business partner and urge them, in friendly spirit, to feel free to get in touch with us as and when you need.

We heartly welcome your kind co-operations and generous recruitment officers. Hoping to get your positive response.

Warm Regards!

Ganesh Bagale

Managing Director H/P: +977-9801062566

E-mail: milesganesh666@gmail.com



It is my pleasure to introduce **Milestone Employment Service Pvt. Ltd.** as a pioneer Manpower Recruitment agency in Nepal with dedication and commitment to customer satisfaction aimed at ensuring confidence and reliability to our foreign principals holding an impeccable record since the inception maintaining a flawless reputation which is our hallmark.

We have extended a loyal and honest service to the nation of Nepal providing a strong footing in their employment opportunities thus ensuring to take care of their well being while at work and to enjoy a peaceful environment away from home and loved ones.

We are a company where people are our assets and they share in our success. Our measure of growth is our Customer whose expectation we constantly aim to exceed and we can only succeed if you succeed and your Success is our Business.

Please feel free to contact me anytime and anywhere round the clock for any assistance and it would be my earnest pleasure to be of service.

Thank you.

With warm Regards!

K. Yoga Anand

Chief Executive Director H/P: +60122288409

ADVISOR & DIRECTOR



Dr(Hon) Kanapuran K. Arumuga Advisor

H/P: +60 12 3028480

It gives me immense pleasure to put few words about Milestone Employment Service Pvt. Ltd., It is indeed huge commitment that is provided to me. Milestone, for me is one of the leading human resources supplier company. License & Registered by govt. of Nepal. This company has been genuinely successfully in pursuing and developing a fertile business relationship with highly reputed overseas organization since its establishments.

It is also succesful due to effecient team members and good management system, I would like to heartly thank to the entire team of this company because this company is growing rapidly at contemporary moment though there are lots of obstracles and great challenges to cope with. I am impressed with the dealing and convincing power of the management to the clients which has become a milestone for this company.

Finally, I would like to kindly encourage all the valued clients to work with milestone am also thankful to the entire management team of this company for giving me a chance to drop my few words.

I wish all the very best for the promotion and prosperous of this company.



Dipendra Kumar Shrestha

Director

H/P: +977 9851042637 E-mail: dip_miles@yahoo.com We take pleasure in introducing ourselves as an emerging and trust worthily Manpower licensed by the Labour Ministry (License No. 810/065/066) Government of Nepal. We have proven record of extensive experience of more than 15 years in meeting the manpower requirements of the Middle East and South East countries. We are always ready to meet the needs of various job trades in the fields like Security, Sales & Marketing, Semi-skilled & Unskilled hard working workers.

Our main office is located in the capital city of Kathmandu. Most of the Consulates of foreign countries, major commercial centers, Ministers offices & secretariat are within the close vicinity of this area. This makes various formalities related to the foreign Consulates, Airlines and other offices easy for our esteemed clients. To meet you Manpower requirements that are likely to arise in the near future, please contact us in confidence.

ABOUT US



Milestone Employment Service Pvt. Ltd. is one of the top employement agency in Nepal, duty accredited by, Department of Labor & Transport Management, Ministry of Nepal. We are currrently engaged in supplying unskilled, semi-skilled and skilled proffessionals in Asia, Europe and in the gulf region. Milestone Employment Service Pvt. Ltd. was founded with the obejective of deploying technical, skilled, semi-skilled, unskilled personnel from Nepal to the overseas job markets, Our role is to accurately match our client's specification within the least possible time, saving the client time and effort in the process. The high regard in which we are held today bears testimony to the measure of success, we have been able to achieve.

Whether you are looking for a new and challenging career oppurtunity or an organization that can provide your company with tailor-made human resources solutions, you can count on **Milestone Employment Service Pvt. Ltd.** As we say it, Demand it, and We will Supply it! We could absolutely provide workers based on the client's qualifications and standards. Along with, our clients will also be assured of services and processing at par with world-class standards. Our Company is managed by proffessionals who are highly experienced in Human Resource Management & Development., International Recruitment, and Labour Relations, so, we know exactly how to address the needs, wants, demands, and problems of our overseas clients.

You are welcome to reach us via email at to know we can be yout one stop recruiting company.



COMPANY PROFILE

Company Name : MILESTONE EMPLOYMENT SERVICE PVT. LTD.

License No. : 810/065/066

Address : Hanumansthan, Kupondole, Lalitpur, Nepal

Contact No. : +977-01-5423362, 5432051, 5427883

E-mail : milestoneemployment810@gmail.com

Website : www.milestoneemployment.com

COMPANY STRATEGY

Mission:

To build long term relationships with our custoers and clients and provide exceptional customer services by pursuing business through innovation and advanced technology.

Vision:

To provide quality services that exceeds the expectation of our esteemed customers.

Purpose:

To be a leader in the foreign employment consultant by providing enhanced services, relationship and profitability. To be acknowledged as a term of recruitment proffessionals with the expertise to consistently facilitate an optimum result for both our clients and candidates.

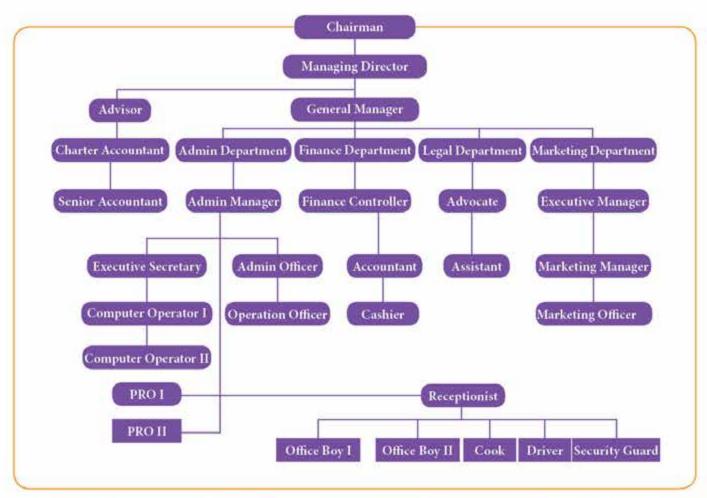
Core Values :

- We believe in treating our customers with respect and faith.
- 2. We grow through creativity, invention and innovation.
- We integrate honesty, integrity and business ethics into all aspects of our business functioning.

Core Services:

- 1. Executive Search (head hunting potential high caliber candidates)
- 2. Foreign Manpower Consultancy.
- Extensive training services for hospitality and security sectors.
- 4. Job orientations & counselling to the candidates.
- Verbal reference checks and skilles tests.

ORGANIZATION CHART





CATEGORIES DESCRIPTION

HIGH PROFILE

- · Engineering Group
- Civil Engineers
- Meteorological Engineers
- Surveyors
- Doctor & Nurses

AC ELECTRICIANS

- · Wireless Technician
- Bar Bender
- Cable Janitor
- A/C Electrician
- Wireless Technician

OFFICE PERSONNEL MANAGEMENT GROUP

- Office Manager
- Asst. Manager
- Accountant, Cashier
- Secretary, Store Keeper purchasers
- Clerk, Typist
- Computer Operator
- Salesman, Operator
- Salesman, Office Boy
- Tea Boy
- Manager-Marketing, Sales, Admin

BUILDING STRUCTURE CONSTRUCTION, CONTRACTING & FARMING GROUP

- Carpenters (Shuttering/Finishing)
- · Masons- Foreman
- Masons-Construction Helper
- Masons- Tile/ Marble Fixer
- · Masons- Brick Layer
- Painter (wall spray)
- · Plumber, Welder, Steel Fixer, Pipe Fitter
- · Electrician/Foreman
- Technical Supervisor
- · Farmer, Agriculture Labors
- Construction Labors & Cleaners









GARMENTS & TEXTILE GROUP

- Patron Maker
- Cutting Master
- · Production Manager
- Supervisor

- Tailors
- Checker
- Helpers

CATEGORIES DESCRIPTION

HOTEL & CATERING STAFF GROUP

- · Manager, Asst. Manager
- Executive Officer
- · Public Relation officer Restaurant Captain
- · Chefs
- · Cooks (Continental, Chinese and Indian)
- Supervisor
- · Waiters, Stewards
- Fast Food Crew
- · Food & Beverage Controller
- Food & Beverage Manager
- · Sales & marketing
- · Accountant, Cashier
- Bakers/Helpers
- Barman
- · Janitors, watchman
- · Laundry Man / Laundry foreman
- Service man
- · Security officer
- · House Keeper, Room Maker, Dishwasher
- · Cleaning Labor, Kitchen Helper
- · Trolley Helper
- Bell Boy
- · Security Guard.

VEHICLE/HEAVY EQUIPMENT OPERATOR

- · Light/Heavy Vehicle Operator/Driver
- Car/Van/Minibus
- · Heavy Equipment Operator
- Truck/Lorry/Trailer/forklift/Crane
- Motor/Grader/Dozer/Backhoe/Roller
- Bulldozer /Scrapper Operators
- Auto Mechanic
- Diesel Machine Mechanic
- · Heavy Duty mechanic
- Oilman/Lubricants
- Taxi Driver

HOSPITALS

- Medical Doctors
- · Consultants
- Nurses
- Lab Technicians
- Pharmacists
- · All Hospital Staff









SUPERMARKETS

- Salesmen
- Check out Cashiers
- Trolley Boys
- · Shelves Rack Organizers
- Cleaners
- Store Keepers

AGRICULTURE

- · Veterinary Doctor
- · Food Engineer
- · Livestock feedlot Operator
- · Quality assurance
- Farmer
- · Milker

RECRUITMENT PROCEDURE

INFORMATION DESK

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

COMMUNICATIONS & COORDINATION

Each and every section of Milestone Employment Service Pvt. Ltd. is fully computerized and networked entirely in order to provide our clients the best and prompt service. Our staff members are always ready to help its clients and provide better service.

ADVERTISEMENT

Milestone Employment Service Pvt. Ltd. applies an application to the related government sector with supporting documents of demanded Nepalese manpower for getting authorization to published advertisement in news paper, and the Labour Department will grant the permission being satisfied about the credibility of the demand and attesting that term and conditions offered are conformity with the Government regulation. The permission allows the recruiting agencies to publish advertisement in national daily News papers and starting the recruitment process accordance.

SELECTION OF CANDIDATES

The company maintains an up to date data bank of potential candidates with full information on his skill, trade qualification and experience and advertising allows other to compete for the post too. The final interview for sort listed candidates after pre screening can be conducted by the employer or his representative or by this company on their behalf. The selection is made purely on merit basis not on racial, secretarial or considered action. The company is confident that the personnel selected by the selection committee will fulfill the employer's need and earn reputation and appreciation from the employer. Milestone Employment Service Pvt. Ltd. screens the short-listed candidates by pre-interview.

RECRUITMENT PROCEDURE

TRADE TEST

Practical trade test will be taken at the technical training institute. If the company wants to choose the employee directly by an oral interview and practical test, the trade test will be taken at office where our selection committee observes the workers directly to their respective job.

MEDICAL CHECK-UP

Only selected candidates will be sent to an authorized hospital or clinic for a full medical examination. The candidate, who is fit medically and physically for employment will be eligible to sign the employment contract.

ORIENTATION

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

TRAVELING ARRANGEMENTS

In all case, we send all the visa endorsements, passports to the concerned airlines, to confirm the scheduled flight from Nepal to the nearest airport of the working side. Air tickets may be send to any airlines operating from Kathmandu under intimation to us.

REQUIRED DOCUMENTS

Demand Letter

Addressed to Milestone Employment Services Pvt. Ltd., mentioning numbers of workers required in each categories with monthly salaries, period of contract, duty hours, food, accommodation, medical facilities, insurance, air passage and all other benefits to the workers.

Power of Attorney

Authorizing Milestone Employment Services Pvt. Ltd., to carry on the recruitment of Nepalese manpower, including meeting up all the necessary formalities as regards to arrange for an interview and trade test sign all necessary documents and employment contracts required by the laws of Nepal, to arrange for passports and for visa endorsement from the respective embassies and to make arrangement for the workers passage to the country of employment.

Guarantee Letter

Guarantee on behalf the employer company starting that the worker will be working in the employing country only. This letter must be attested by the Embassy of Nepal.

Letter of Authority

Addressed to the Consulate General of the concerned embassies, intimating them that the Milestone Employment Services Pvt. Ltd., is their appointed and bona fide manpower recruiting agent fully authorized to deal with all visa matters, submission and delivery, with the said Embassy, mentioning the visa number and the date of issue etc., in the Letter.

Inter Party Agreement

Inter-party Agreement between Employer and Milestone Employment Services Pvt. Ltd.

Employment Agreement

Address to Milestone Employment Services Pvt. Ltd., should execute an Employment Agreement between employer and employee, stating fully and precisely the terms and conditions regarding demand and supply of manpower from Nepal. This agreement must be signed by both parties towards acceptance of stated terms to execution of the recruitment procedure.

Note:

This Demand letter / Power of Attorney must be duly endorsement by the Ministry of Foreign Affairs and Chamber of Commerce and finally attested by the Nepalese Embassy existing in the country of employment & Letter of Authority / Inter Party Agreement / Employment Agreement / Guarantee Letter must be attested by the Nepalese Embassy.sage and all other benefits to the workers.

DOCUMENTATION

Medical Check-up

Candidates have to go through different processes after final selection. This is aimed at selecting competent, disciplined and healthy manpower desired by an employer. Medical check-up too is one important process. We recommend all final selected candidates for medical examinations in the government approved hospitals or labs Only medically fit candidates are eligible to sign an agreement or contract paper for their further procedures.

Collection of Require Documents

After obtaining the medical fit certificates, they are allowed to go for further procedures. We collect the particular size, pieces, photos for their visa processing. We assemble their relevant certificates and documents as per the respective country's rules and sometimes on client's request the necessary attestation from the concern authoritis can be done.

Visa Endorsement

The visa endorsement process differs country to country. We dispatch all the documents relating the workers to the company's address for their visa application. But for the particular country like Saudi Arabia, Malaysia it does require to apply the original Passport & Medical fit report in Embassy has for visa endorsement since Saudi Embassy in Nepal already launched their operation. Other processes move ahead after the visa is endorsed by the embassy.

Orientation

Afterendorsing, the visa orientation is mandatory class organized by Nepal Government for selected workers which make them aware on local culture, tradition, social practices, social and religious taboos, norms and values. Orientation also takes the guideline in the field of their employment and directs them to maintain good relationship and motivates them to their duties / responsibilites. It does also provide the guidance to candidates from the departure to their destination.

Immigration Clearance

This is a major part and final point for the visa received candidates, after completion of above all the procedure, this is the final government process to be obtained. The deployment can be determined upon the acknowledgement of Immigration Clearance and following are the list of mandatory paper to be carried by candidate.

- 1. Copy of Final Approval
- Copy of Visa & Visa Translation
- 3. Copy of Employment Contract & Insurance
- 4. Original Medical Fit certificate
- Attendence Original Slip of Orientation Class
- Payment Voucher & Ticket Copy

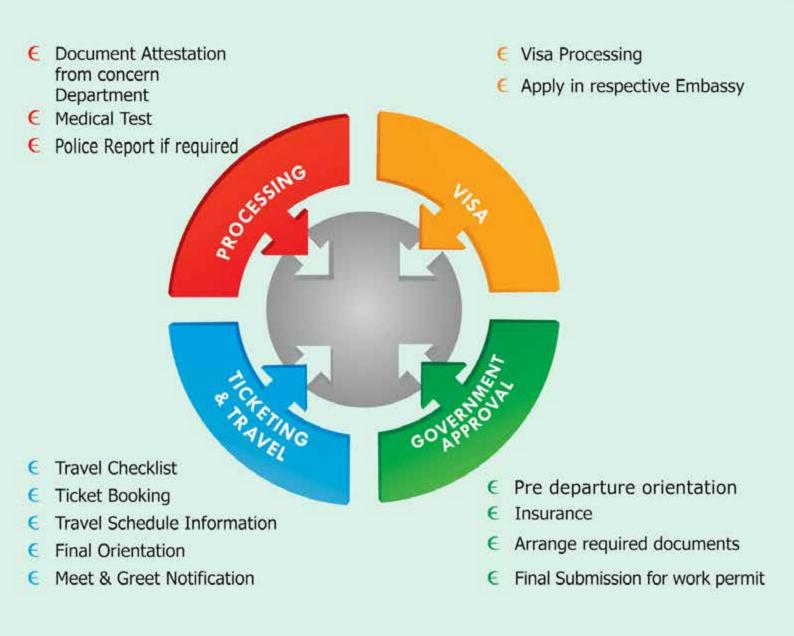
Deployment

After obtaining the Final Labour Clearance from the department of Foreign Employment, we send their passport cpies to the concern airlines to issue their ticket. But no lmost companies are providing joining ticket for their workers so we send to confirm candidates passport copies in order to issue their ticket...

VISA PROCESS & DEPLOYMENT

KSA - all shortlisted workers will be sent to Government Approved Hospital or Clinic for medical examination (To the GAMCA approved clinics in case KSA visa). After their medical fitness for employment they will be eligible to sign the employment contract before endorsing their visas in passports.

Malaysia and other countries – once we receive original visa copies, we require all the workers to go for pre-deployment 2nd round of medical check-up. When workers are medically certified to have been fit for job, then we process their exit formalities and arrange their departure.



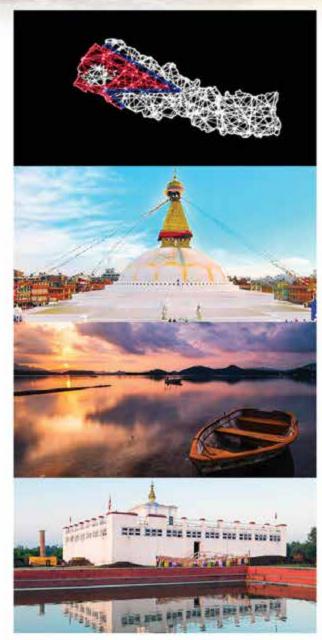


Nepal is an enchanting kingdom, nestled in the Himalayas between China and India. For a small territory, the country boasts an uncommonly diverse terrain, including eight of the world's top 10 highest mountains. Nepali folklore is often illustrated in dance and music and the people are open to sharing their traditions. Although tourism is steadily increasing, Nepal's remote location has kept the culture widely unaffected from outside influences...

Hindu and Buddhist traditions in Nepal go back more than two millennia. In Lumbini, Buddha was born, and Pashupatinath temple, Kathmandu, is an old and famous Shiva temple of Hindus. Nepal has several other temples and Buddhist monasteries, as well as places of worship of other religious groups. Traditionally, Nepalese philosophical thoughts are ingrained with the Hindu and Buddhist philosophical ethos and traditions, which include elements of Kashmir Shaivism, Nyingma school of Tibetan Buddhism, works of Karmacharyas of Bhaktapur, and tantric traditions. Tantric traditions are deep rooted in Nepal, including the practice of animal sacrifices. Five types of animals, always male, are considered acceptable for sacrifice: water buffalo, goats, sheep, chickens, and ducks. Cows are very sacred animals and are never considered acceptable for sacrifice.

Nepal Sumpada Sangha (Nepal Heritage Society) has compiled an inventory of 1,262 significant architectural and archeological sites in Nepal outside Kathmandu Valley.

Nepali, written in Devanagari script, is the official national language and serves as lingua franca among Nepalese ethno-linguistic groups. Maithili language that was originated in Mithila region of Nepal is the de facto official language of Nepal and Madhesh as a whole. Maithili is spoken in Nepal as a second language. Extinct languages of Nepal include Kusunda, Madhesiya and Waling.



Company Certificates





Company Documents







Government of Nepal Ministry of Labour, Employment and Social Security Department of Foreign Employment (Seal)

License No.: 810/065/066

Date: May 31, 2009 A.D.

LICENCE.

This License has been conferred to M/S MILESTONE EMPLOYMENT SERVICES PVT. LTD. permitting it to carry out the business of foreign employment, subject to the Foreign Employment Act, 2064 B.S. (2007 A.D.), Foreign Employment Regulation, 2064 B.S. (2007 A.D.) and the terms and conditions mentioned in this License.

REPLICA

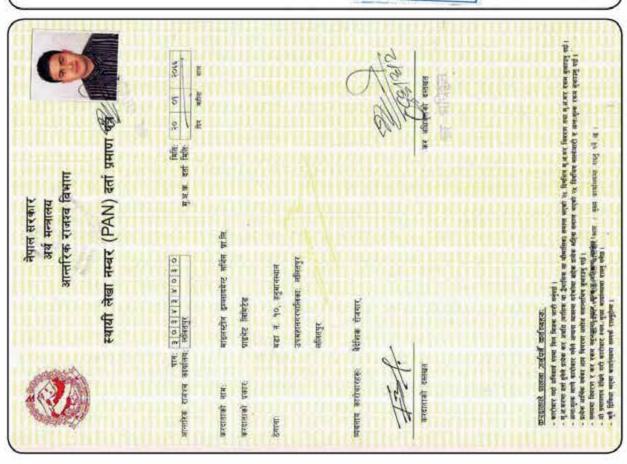
Sd. July 15, 2022 A.D. Pradip Kumar Dhakal Section Officer

License Issuing Authority's; Signature: Name: Mohan Krishna Sapkota Designation: Director General Date: May 31, 2009 A.D.

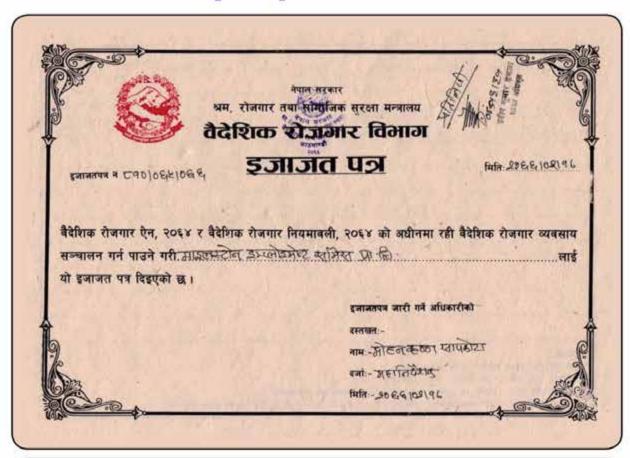
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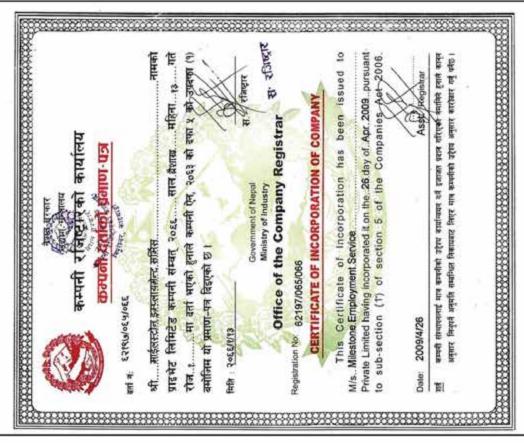






Company Documents





Our Valuable Clients









































































Photo Gallery of Interviews





























Photo Gallery





















"Best Service is Our Great Achievement"



MILESTONE

Employment Service Pvt. Ltd.

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E-mail: milesemployment810@gmail.com URL: www.milestoneemployment.com

ASSOCIATED WITH





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