

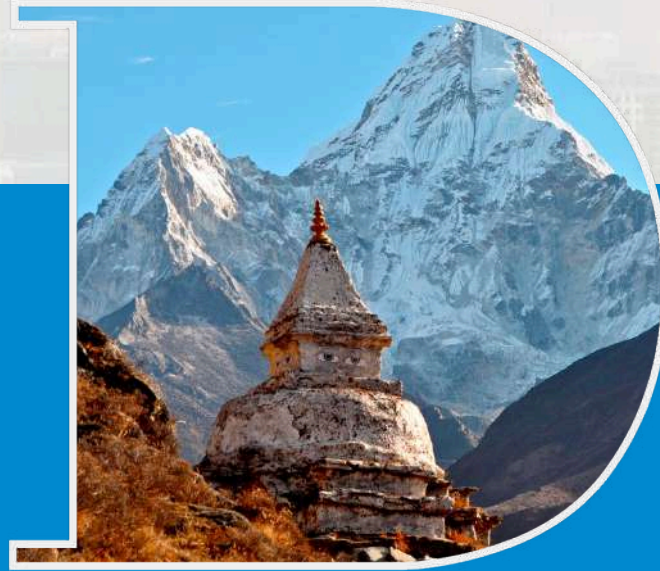


Govt Lic. No.: 1171/073/074

PAN No.: 605964518



**NEPAL'S FIRST**  
FULLY DIGITALISED ETHICAL  
MANPOWER AGENCY



**DITYA INTERNATIONAL  
PRIVATE LIMITED**

**दित्या इन्टरनेशनल प्रा. लि.**  
**دیتیا الدولية الخاصة المحدودة**



📍 Sinamangal-9, Manpower Bazar  
Kathmandu, Nepal

☎ 01-5912818

🌐 [dityainternational.com.np](http://dityainternational.com.np)  
✉ [info@dityainternational.com.np](mailto:info@dityainternational.com.np)  
📺 DityaInternational  
🐦 @Dityaintl  
📘 Ditya International Pvt.Ltd



# ABOUT US

Ditya International, headquartered in Nepal, is a globally recognized recruitment and manpower agency. Our Organization is dedicated to providing high quality services and is staffed by extensively trained and skilled professionals who excel in addressing the unique requirements of both employers and job seekers. From unskilled workers to highly specialized professionals. From unskilled workers to highly specialized professional, regardless of gender, our candidates undergo rigorous screening, training and testing to ensure that clients received the top-notch workforce they deserve. Our extensive pool of qualified candidates ensures swift assistance for international clients.

We take pride in positioning ourselves as a leading global provider of Human Resource Staffing Solutions. Our achievement in this realm is the result of establishing strong strategic partnerships with domestic and international offshore associates and collaborating with branch offices across the world.

We recognize that our clients demand nothing less than excellence from us. Consequently, we are committed to not only meeting but surpassing their expectations, upholding the trust they place in us. Our daily operations are conducted with unwavering dedication, persistence, determination, and handwork. As we continually strive to enhance our services and excel in our field, we aspire to transform our vision into a tangible reality.



## MESSAGE FROM CHAIRMAN

Ditya International was founded with a clear vision of modernizing the field of recruitment. We have made it our mission to stay ahead of the curve by staying informed about the latest developments in the global economy and various business sectors. Our goal is strategically empower our clients in different parts of the world.

One of our primary sources of pride is the high-quality services we offer to our clients. Our dedication to excellence has been instrumental in building the trust that both our clients and job seekers place in us. It's my personal commitment to motivate and guide our team, ensuring that we never compromise on the quality of our services. I'm pleased to say that we have been successful in this endeavor.

At Ditya International, we provide comprehensive end-to-end manpower

recruitment solutions that cater to a wide range of business sectors. We specialize in sourcing and recruiting individuals who are unskilled, semi-skilled, or skilled workers. Our reputations for excellence have been cemented through numerous accreditations and the recognition we've received in the form of awards and accolades.

Ditya International is driven by a forward-thinking vision that adapts to the ever-evolving landscape of recruitment. Our commitment to quality, dedication to our clients, and our ability to provide top-notch manpower recruitment solutions has established us a symbol of excellence in our industry.





## Message From International Marketing Director

I wanted to take a moment to express my sincere gratitude for the opportunity to collaborate with Ditya International Manpower. Our partnership has been nothing short of exceptional, and I am thoroughly satisfied with the level of professionalism, dedication, and quality of service provided by your team.

From our initial discussions to the execution of our international marketing strategies, every step of the way, Ditya International Manpower has demonstrated unwavering commitment

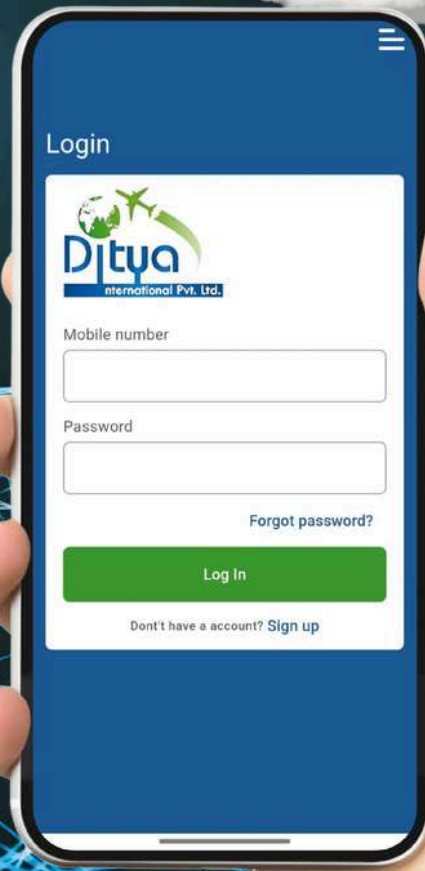
and expertise. Your team's ability to understand our needs, navigate cultural nuances, and deliver results has been truly impressive.

I believe that our collaboration has not only strengthened our brand's presence in new markets but has also laid the foundation for long-term success and growth. I am confident that with Ditya International Manpower as our partner, we will continue to achieve great milestones together.

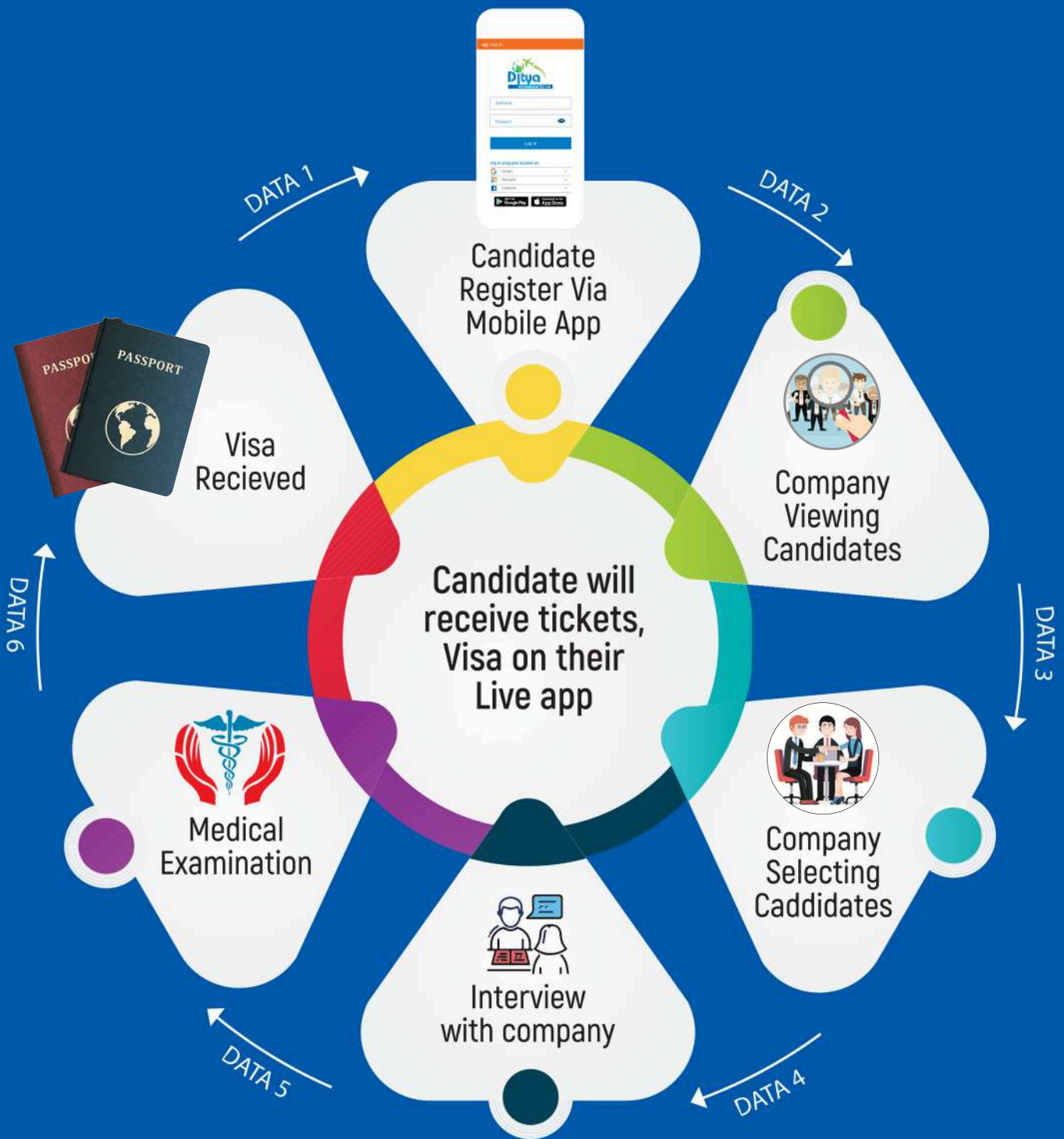


# NEPAL'S FIRST FULLY DIGITALISED ETHICAL MANPOWER AGENCY

Access  
**(Millions)**  
of employee in just  
**Single Touch**  
Open your Job Account



# How It Works



At ditya International Private Limited, We're more than just a manpower company - We're innovators in the field, dedicated to reshaping the recruitment process with cutting-edge digital solutions, as pioneers in the industry, we proudly introduce the first fully digitized requirement-to-development service, powered by our own comprehensive resources.

# Unlocking the Power of **Digital Recruitment**



## DITYA INTERNATIONAL

In a world where digital innovation shapes every aspect of business, Ditya International stands at the forefront of revolutionizing the manpower industry with our fully digitized approach to recruitment. We're not just another agency; we're your strategic partner in navigating the evolving landscape of talent acquisition with efficiency, precision, and unparalleled expertise.

### Embracing Digital Transformation

At Ditya International, we understand the imperative of embracing digital transformation to stay ahead in today's competitive market. Our fully digitized manpower agency harnesses the latest technologies to

streamline every stage of the recruitment process, from sourcing and screening to onboarding and deployment.

### Cutting-Edge Technology at your fingertips:

Gone are the days of sifting through countless resumes and endless paperwork. With Ditya International, you gain access to a sophisticated digital platform that automates and accelerates the hiring process. Our advanced algorithms match your requirements with the most qualified candidates in our extensive database, ensuring a perfect fit for your organization's needs.





## UNLOCKING THE POWER OF **DIGITAL RECRUITMENT**

### **Personalized Solutions for Every Client:**

**Tailored Approach:** We understand that each client has unique requirements and preferences.

**Customization:** Our solutions are personalized to fit your specific industry, company culture, and hiring objectives.

### **A Seamless Experience from Start to Finish:**

**Intuitive interface:** Our platform offers a user-friendly interface for easy navigation and accessibility.

**Real-Time Tracing:** Track the progress of your hiring process in real-time, gaining full visibility into each stage.

**Transparent Communication:** we prioritize open communication, keeping you informed at every step of the journey.

**Logistics Management:** Leave the logistics to us- from candidate screening to final deployment, we handle it all seamlessly.

### **Experience the Future of Recruitment Today:**

**Forward-Thinking Approach:** Embrace digital recruitment to stay ahead in today's dynamic marketplace.

**Competitive Edge:** Gain a strategic advantage by leveraging cutting edge technology and innovative solutions.

**Industry Leadership:** Join the ranks of leading companies that are pioneering the future of talent acquisition with Ditya International

### **Partner with Ditya International:**

**Collaborative Partnership:** We're more than just a service provider we're your strategically in achieving your recruitment goals.

**Expert Guidance:** Benefit from our expertise and Industry insights to make informed hiring decisions.

**Start Your Journey:** Take the first step towards a brighter future by partnering with Ditya International. Contact us today to explore our digital recruitment solutions and unlock new opportunities for success.

# Services We Provide

At Ditya International, our mission is clear: to redefine the way organizations find and deploy talent. We strive to seamlessly connect businesses with top-tier candidates while streamlining the recruitment process through advanced technology and unparalleled expertise.



## Digital Recruitment solution

Our proprietary digital platform leverages the latest advancements in technology to match employers with the perfect candidates swiftly and efficiently.



## Comprehensive Support

Our team of experts is dedicated to providing unparalleled support at every step of the recruitment process, ensuring a hassle-free experience for our clients.



## End-to-End Manpower Services:

From initial recruitment to final deployment, we handle every aspect of the process, ensuring a seamless experience for both employers and job seekers.



## Customized Solutions:

We understand that every business is unique. That's why we offer tailored manpower solutions to meet the specific needs and requirements of each client.



# SERVICES WE PROVIDE

Our array of services encompasses the entire spectrum of recruitment processing, and deployment, ensuring a comprehensive and streamlined approach to workforce management.

## Candidate Sourcing

Our process begins with the proactive search and identification of potential candidates. We utilize various channels, including job boards, databases, and industry networks, to source individuals who match our clients' specific job requirements.

## One-on-One Interviews and Web-Based Interviews:

As part of our thorough assessment we conduct one-on-one interviews with candidates to evaluate their skills, experience, and suitability for the positions. We also offer web-based interviews to accommodate remote candidates.

## Screening, Pre-qualification, and Short-Listing of Candidates:

To ensure that we present our clients with the most suitable candidates, we conduct rigorous screening and pre-qualification processes. This include reviewing resumes, assessing qualifications, and evaluating relevant experience. We create a shortlist of candidates who meet the criteria established by our clients.

## Medical Examination

Ensuring the health and well-being of candidates is paramount. We arrange for comprehensive medical examinations to confirm that candidates are physically fit for the intended roles.



RECRUITMENT

www.difninternational.com.np

09



## Revolutionize your workforce with Zero-cost Hiring: Ditya International

At Ditya International, we're proud to introduce a ground breaking zero-cost hiring solution that shifts the paradigm of recruitment. With our innovative approach, businesses can access top-tier talent without bearing any upfront expenses. Our zero-cost model ensures that employers only incur expenses after the successful hiring of candidates, streamlining the recruitment process and optimizing financial resources.



### Benefits:

- **Financial Efficiency:** Minimize upfront expenses and allocated financial resources strategically. 
- **Risk Mitigation:** Mitigate financial risk associated with recruitment by deferring costs until after successful hiring. 
- **Enhanced Flexibility:** Adapt to changing staffing needs with agility and without financial constraints. 
- **Transparent Process:** Full visibility into costs and expenses, fostering trust and transparency.
- **Access to Top Talent:** Gain access to top-tier talent pools without breaking the bank. 



## VISION

Our vision is to boost Nepal's economy in the process of nation building through addressing unemployment problems by providing high quality international recruitment services for employers and job seekers.

## MISSION

Our mission is to contribute to nation building process by providing skilled Nepali Ditya International Pvt. Ltd. to reputed global companies/agencies and there by boost the country's economy and address the nation's unemployment problems through proper placement of skilled work forces to global companies.

## OUR VALUE



The **Ditya International Pvt. Ltd.** Practices professional ethics and integrity. Employers and candidates alike receive courted outstand timely communication where confidence and privacy is always maintained:

### Integrity

We uphold the highest standards of integrity in all of our actions. Recruitment process is analyzed and validated regularly to determine returns on investment.

### Commitment

We develop relationship that make positive difference by offering consistence communication and opportunities for solicitation of feedback.

### Quality

We are comprised of professional and experienced recruiters providing outstanding and unsurpassed service throughout the process of finding quality candidates.

### Teamwork

We work to get her to meet needs

of our clients and to help the company identify top talents.

### Respect for People

We value people, encouraged envelopment and recognize team performance.

### Communication skill

We skillfully communicate available opportunities and manage the hiring process in an efficient manner.

### Personal Accountability

We are personally accountable for delivering services.

### A Will to Win

We exhibits strong will to win the market place by utilizing innovative recruitment initiatives.

## OBJECTIVES

We provide global employment opportunities for skilled, dedicated and highly motivated Nepali workers to different overseas countries as required by our valued clients.

As overseas employers and job seekers have been satisfied with our fast, transparent and trust worthy services; so, we explore international opportunities and extend the horizon of global recognition of Nepalese work forces.

We want to exponentially grow the service we provide in all fields and have now become distinctive among the overseas recruiting consultancies of Nepal. We assure you to effectively screen candidates and ensure right persons in right places.

Above all, we are fond of building professional relationships with overseas organizations or agencies/companies in order to provide them skilled human workforces.



## Ditya Ethics

### Speed

Our core belief centers on the idea that the key to achieving success lies in the combination of delivering high-quality work swiftly. At the heart of our operational philosophy is the understanding that efficiency and excellence should go hand in hand. We place a premium on the value of time, recognizing that the ability to act promptly can often make the critical difference in achieving our clients' goals. This principle guides us in our pursuit of providing services that are not only of highest quality but are also executed with a keen sense of urgency.

### Trust Integrity & Confidentiality

Trust, integrity, and confidentiality form the bedrock of our interactions. We believe in treating everyone with respect, valuing our relationships, and conducting ourselves with transparency and honesty. Our commitment to maintaining the highest levels of integrity ensures that we do not make commitments we cannot fulfill while also upholding the confidentiality of the information entrusted to us. This approach underlines our dedication to building lasting trust with our clients and partners, fostering a climate of respect and ethical conduct in all our endeavors.



# RECRUITMENT PROCESS

Recruitment Process Outsourcing Lifecycle



## Visa Processing

We assist candidates in the visa application process, handling the necessary paperwork and Liaising with relevant authorities to expedite the visa approval process.

## Airline Booking

Our services extend to booking airline tickets for candidates, ensuring they have hassle-free travel arrangements to reach their works destinations

## Pre-Employment Orientation Seminar (PEOS)

We offer pre-employment orientation seminars to prepare candidate for their roles and the working conditions they will encounter in their destination countries. This helps candidates adjust to their new work environments more effectively.

## In-House Pre-Departure Orientation for Workers:

In addition to external seminars, we conduct in-house pre-departure orientation sessions to further prepare candidates for their overseas assignments. These sessions cover a wide range of topics, from workplace expectation to cultural adaptation.

# OUR PARTNERS

## PARTNERSHIP

Our relationship with client extends far beyond a transactional dynamic. We operate as genuine partners, seamlessly integrating our services as an extension of our clients' offices. Our approach is one of focused collaboration, rooted in deep knowledge of our clients' needs and objectives. The enables us to provide decisive and dedicated support ensuring that our clients benefit from a reliable and synergistic partnership that enhances their success.





## 1. Recruitment

In the recruitment phase, we employ a multi-pronged approach to identify potential candidates for job openings within our organization. We utilize both traditional and modern methods collaborating with our network of agents who assist in scouting and selecting candidates.



## 2. Interview and Selection

Once we have identified potential candidates, the next crucial step is the interview and selection process. During this phase, we thoroughly assess the qualifications, skills, and suitability of candidates for specific roles within our organization.



## 3. Orientation

The orientation stage plays a pivotal role in preparing candidates for their journey with our organization. We conduct pre-departure orientation and training programs to equip candidates with the knowledge and skills they need to excel in their roles.



## 4. Medical Examination

The health and well-being of our candidates are of paramount importance. As part of our commitment to their safety and the safety of our workforce, we facilitate comprehensive medical examinations for all candidates.



## 5. Deployment

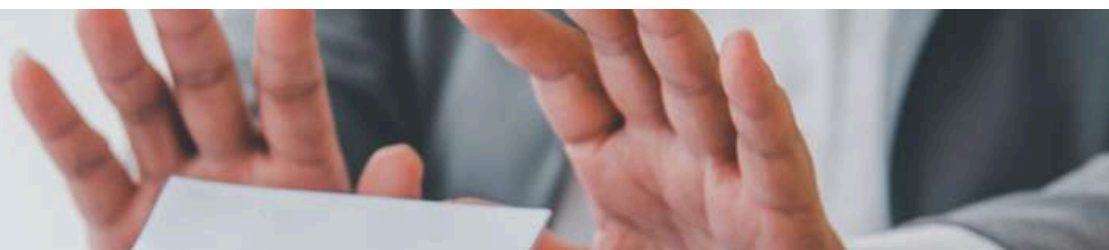
The final stage of our recruitment process is deployment. Once candidates have successfully completed the necessary assessments, training and medical examinations, they are deployed to their respective roles within our organization.

# Policy Commitments of Ditya International

1. **Ethical Recruitment:** We are committed to following ethical hiring practices, ensuring transparency and fairness throughout the recruitment process.
2. **Zero Placement Fees:** We strictly adhere to a no-fees policy for job seekers, ensuring no financial burden on candidates during recruitment.
3. **Compliance with International Standards:** Our recruitment processes comply with both Nepali and international labor laws, prioritizing the safety and rights of all candidates.
4. **Transparent Communication:** We provide clear, honest, and timely information regarding job roles, salaries, and working conditions.
5. **Worker Welfare:** We ensure the welfare of all recruited employees, providing support throughout the employment process, from pre-departure to post-deployment.
6. **Partnerships with Reputable Employers:** We collaborate only with reliable and ethical employers in Malaysia and the Middle East to ensure safe working environments for all employees.
7. **Non-Discrimination:** We uphold equal opportunity hiring practices, free from discrimination based on race, gender, religion, or any other factor.

## Anti-Bribery Policy

1. **Zero Tolerance:** Strictly no bribery or corruption in any part of our operations.
2. **Legal Compliance:** Adhere to all Nepalese and international anti-bribery laws.
3. **Employee and Partner Responsibility:** No staff or partners may engage in bribery; violations result in disciplinary action.
4. **Gifts and Hospitality:** No gifts or benefits influencing business decisions are allowed.
5. **Reporting:** Encourage reporting of any bribery concerns with confidentiality and whistleblower protection.
6. **Training:** Regular anti-bribery training for all employees.
7. **Monitoring:** Periodic reviews to ensure policy compliance and integrity.





# Social and Environmental Responsibilities



At Ditya International, we believe that social and environmental guidelines reflect a commitment to ethics, responsible, and sustainable business practices. We aim to create a positive workplace culture, protect employee rights, and contribute to environmental conservation.

## **Employee Welfare:**

This involves prioritizing the well-being of all employees, within the organization and the ones we recruit. It encompasses fair compensation, providing safe and healthy working environment.

## **Diversity and inclusion:**

Embracing diversity means recognizing and valuing differences among employees, such as those related to race, gender, age religion, or background.

## **Ethical Recruitment**

Ethical recruitment practices involve treating all job candidates fairly and

with respect. It includes providing accurate information about job roles, compensation, and working conditions.

## **Compliance with Labor Laws**

Adhering to labour laws and regulations is crucial for both employee rights and legal compliance. This means following laws related to wages, working hours, overtime, and employment contracts, among others.

## **Sustainable Sourcing**

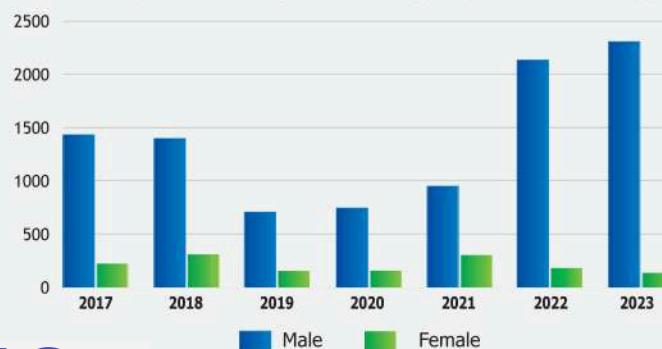
Sustainable sourcing involves providing recruitment services to companies involved in procuring materials and resources in an environmentally.



Company Name	<b>DITYA INTERNATIONAL PVT. LTD.</b>
Company Name	1171/073/074 issued from Department of Foreign Employment under Ministry of Labor Employment and Social Security, Nepal
Establishment Date	2014
Chairperson	Sandhya Kumari Bohara
No. of Staff	25
Functional Departments	Administration, Liaison, Counselling, Documentation, Finance, Flights & Deputation and Compliance Department
Certified	ISO 9001:2015
Physical Address	Sinamangal-9, Near by Airport, Prakash Sanyash Aasram, Nepal
E-mail Address	<a href="mailto:info@dityainternational.com.np">info@dityainternational.com.np</a>
Telephone	+977-1-5912818
Website	<a href="http://www.dityainternational.com.np">www.dityainternational.com.np</a>
Legal Advisor	Himalaya Law Firm, New Baneshwor
Auditor	SPSA Associates, New Baneshwor, Kathmandu
Global Network	Malaysia, UAE, Qatar & Saudi Arabia

## ANNUAL DELPOYMENT

### Annual report of Migrants Deployed for Malaysia



#### Malaysia Migrant Worker Deployment (2017-2023)

Bargraph shows number of Malaysian Migrant Workers deployed abroad (2017-2023). Blue = Male, Green = Female




# LEGAL DOCUMENTS

Renewal Date	Validity of the renewal date	Renewal Fee	Additional renewal fee	Signature of re-officer and
2074/2/12 (26 May, 2017 AD)	Up to 2074 End of Ashad (Up to 15 July, 2017 AD)	New	(Office Seal)	Sd.
2074/3/29 (13 Jul, 2017 AD)	Up to 2077 End of Ashad (15 Jul, 2020 AD)	30,000.00	Sd. Section Officer (Office Seal)	Sd.
2077/4/32 (16 Aug, 2020 AD)	Up to 2078 End of Ashad (15 Jul, 2024 AD)	10,000.00		Sd.
2078/3/31 (15 Jul, 2021 AD)	Up to 2081 End of Ashad (15 Jul, 2024 AD)	30,000.00		Sd.
2081/4/19 (24 Aug, 2024 AD)	Up to 2082 End of Ashad (15 Jul, 2025 AD)	10,000.00		Sd.

**Terms:**

- No activity shall be done by opening the branch office without obtaining approval.
- No activity shall be done through an agent without obtaining approval.
- No worker shall be sent in any manner to any country other than those countries for which the license has been obtained.
- In addition to provisions laid down in the laws in force, the directives issued by the government from time to time shall be complied with.

"The Translation Copy is True and Verified"  
Signature: *Hemrajendra Bikram G.C.*  
Date: 27/07/2017  
Certificate Number of the Notary Public: 1907  
Date of Expiry of Certificate: July 25, 2024 AD  
Seal of the Notary Public



Department of Foreign Employment

## License

License Letter No. 1171/017/018 Date: May 26, 2017


This license is presented to Ditya International Pvt Ltd. to run foreign employment service abiding under the Foreign Employment Act, 2007 and Foreign Employment Rule, 2007.

License Issuing Officer  
Sd.  
Name: Bishwo Raj Panday  
Post:  
Date: May 26, 2017

"The Translation Copy is True and Verified"  
Signature: *Hemrajendra Bikram G.C.*  
Date: 27/07/2017  
Certificate Number of the Notary Public: 1907  
Date of Expiry of Certificate: July 25, 2024 AD  
Seal of the Notary Public



Distributed by:  
Nepal Notary Public Council  
S.N. 4783490



Coat of Arms of Nepal

Government of Nepal  
Ministry of Finance  
Department of Inland Revenue  
(Official seal)

Photograph  
Sd.

### Permanent Accounts Number (PAN) Registration Certificate

Income Tax:	Regd. Date
25 04 2017	
VAT:	
Excise Duty:	

PAN: 6 0 5 9 6 4 5 1 8  
Office of Inland Revenue: Battispatali


Name of Transaction: **Ditya International Pvt. Ltd.**  
Type of Taxpayer: **Private Limited**  
Address: **Ward No. 9, Sinamangal  
Metropolitan City: Kathmandu  
Kathmandu**  
Business Activities: **Abroad Employment**

(Signed) Tax Payer's signature  
(Signed) Signature of Tax Officer  
25<sup>th</sup> April 2017


**Duties to be abided by the taxpayer:-**

- Bill and invoice shall be compulsorily issued at the time of transaction.
- A person who is going to be registered in VAT, shall submit the statement of VAT and pay the amount of VAT within 25 days after expiry of every tax period (every month or every two months, or every four months)
- A person who is carrying on the business subject to excise duty, shall submit a monthly statement and pay the amount of excise duty within 25 days after expiry of every month unless the arrangement has been made otherwise.
- Tax return of every fiscal year shall be submitted by Mid October.
- If a Tax return is not submitted and the amount of tax is not paid in time, fee interest and fine shall be imposed.
- This certificate shall be displayed at the place of transaction/main office in a manner conspicuous to all.
- Please keep in contact with this office if there is any confusion.

"The Translation Copy is True and Verified"  
Signature: *Ambika Pd. Mersybo*  
Date: 17 JUN 2017  
Certificate Number of the Notary Public: 1907  
Date of Expiry of Certificate: July 25, 2024 AD  
Seal of the Notary Public



Distributed by:  
Nepal Notary Public Council  
S.N. 4783491



Coat of Arms of Nepal

Government of Nepal  
Ministry of Industries  
Office of the Companies Registrar  
(Seal)

### Certificate of incorporation of company


Registration No.: 167099/073/074

This certificate of incorporation has been issued to M/S Ditya International Private Limited, having incorporated it on Thursday the 13<sup>th</sup> day of April, 2017, pursuant to Sub-Section (1) of Section 5 of the Companies Act, 2006.

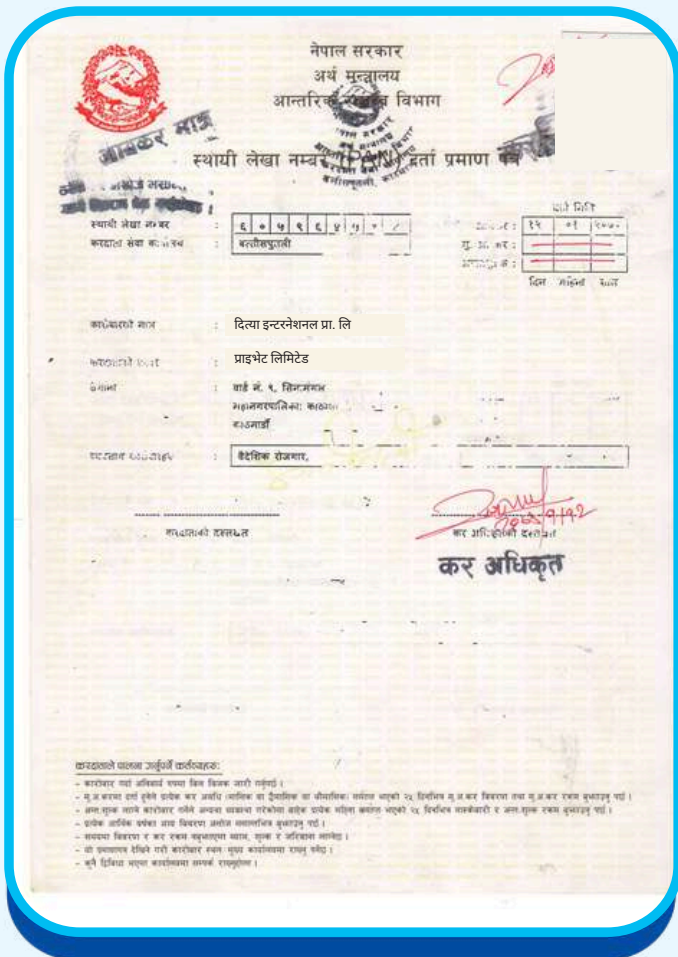
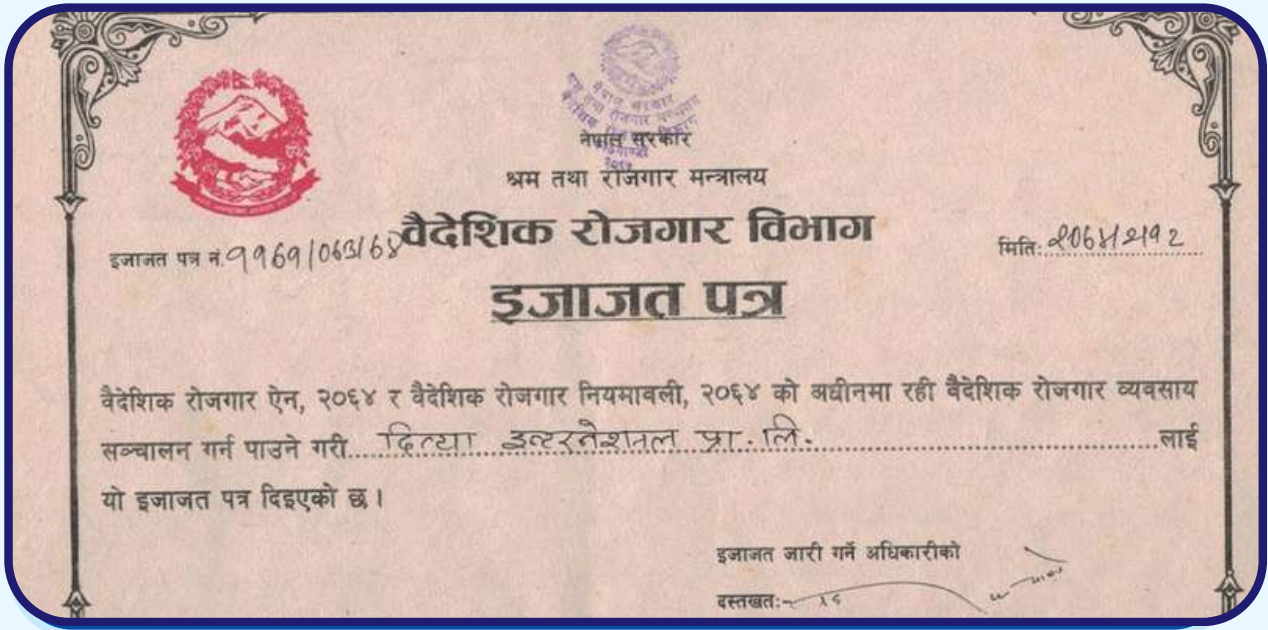
Date: 13<sup>th</sup> April 2017  
Sd.  
Asst. Registrar

**Terms:** The business as per the objectives of the Company should be carried out only after obtaining permission from the concerned body which is to be obtained in accordance with the law because the registration of the Company shall not be deemed to have also been granted license for implementation of the objectives.

"The Translation Copy is True and Verified"  
Signature: *Hemrajendra Bikram G.C.*  
Date: 27/07/2017  
Certificate Number of the Notary Public: 1907  
Date of Expiry of Certificate: July 25, 2024 AD  
Seal of the Notary Public




# LEGAL DOCUMENTS AND CERTIFICATE





# Ditya

International Pvt. Ltd.

दित्या इन्टरनेशनल प्रा. लि.

FAIR ETHICAL RECRUITING AGENCY



📍 Sinamangal-9, Manpower Bazar  
Kathmandu, Nepal

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✉ info@dityainternational.com.np  
🌐 www.dityainternational.com.np



Visit Our  
Website