

## Important Information

- It is mandatory to be at least 18 years of age to go for foreign employment. Do not submit false details or documents to go for employment.
- When applying for foreign employment get enough information about recruiting agency. Do not attempt to go through an intermediary/agent or similar person. There is a strong possibility of being cheated and stranded abroad.
- Before joining the foreign employment recruitment process, be clear about the country you want to go to, the company, the work to be done, the salary to be paid and all other service facilities.
- When you go abroad for work, use Nepal's airport, otherwise there is a possibility of cheating. Do not go abroad for employment using alternative routes to other countries. If someone is trying to lure and take you, let the local police know.
- Pay special attention as there will be legal action when you go secretly for foreign employment, you will be stranded, you will have an accident, you will not be able to find work as per the agreement, it will be difficult to rescue and you will not get service from welfare fund, insurance company.
- Even after the expiration of the contract period, do not stay illegally without permission beyond the validity of the visa, otherwise action may be taken according to the law of the country concerned. Renew your passport in time before it expires.
- A person going for foreign employment should not stay or work abroad illegally after the period of permission as per the rules. As long as the contract is not broken within the period as per the foreign employment agreement, one should not leave the job and go to work elsewhere.
- After the expiration of the contract period, you have to re-insure and work only with a work permit, otherwise you will not get insurance and other financial assistance in case of an accident.
- Before leaving for a foreign employment, keep a copy of the employment documents you have received at your home and verify the documents you need to take with you, otherwise you may face problems in the immigration departure hall or abroad.
- Earned money should not be wasted, use the saved money to send to your relatives in Nepal from abroad through bank account or remittance companies. There are also informal and illegal means of sending money. It is advisable not to use such means as there is no guarantee of security of the money sent to such a mechanism and there is a possibility of money sinking.
- The laws and regulations of the country concerned must be followed.

**Since your voluntary and spontaneous initiative is the main basis of the ethical recruitment process, we request the applicants, their family members and stakeholders not to do any financial transactions or provide valuable items like gold, jewellery, mobile, watch, livestock including any kind of gift neither to Titanic Manpower Supplier Pvt. Ltd. nor any other person / organization for foreign employment.**

## Workers' Right

- Freedom in employment choice
- The right to work freely
- The right to participate in trade unions
- Human behavior
- Equal treatment without discrimination on the basis of caste, religion, gender, color, nationality, etc.

## Request of this Organization for those Who Want to go for Foreign Employment

- The demand letter received by this organization will be advertised through the national daily newspaper, FM radio, website and the official Facebook page of this organization. Therefore, anyone interested in applying is requested to not to use mediator / intermediary / agent and contact our office directly without any hesitation.
- As all the expenses incurred in the recruitment process and the service fee of this organization will be borne by the employer, we request the applicants not to do any financial transaction with anyone.
- This organization always encourages voluntary recruitment process. Applicants are required to participate in the Orientation Program provided by this organization before applying and we request to fill in the application form only after understanding all the details.
- For the process of foreign employment, no one has to submit their original passport and any other original personal documents including but not limited to citizenship, academic certificate, birth certificate, personal ID certificate, driving license, work experience certificates etc. to Titanic Manpower Supplier Pvt. Ltd., its employee or anyone else.

### Grievance

We prohibit bribery, corruption, gifts, forced labor and human trafficking. Therefore, if you have any information about it or any other complaint or response, please contact us as mentioned below. This organization will keep the identities of the people here secret and will proceed with the necessary process.

☎ +977-9801004345 ✉ grievance@titanicmanpower.com

### Other medium to register grievance

- Toll Free No. of Department of Foreign Employment: 166001099999 ☎ 01-4782616  
✉ complaint@dofe.gov.np 🌐 www.dofe.gov.np
- Call Center No. of Foreign Employment Board: 16600150005, 1141  
☎ +977- 01-5320311, 5320433 ✉ callcenter@feb.gov.np
- Toll Free No. of Embassy of Malaysia: 016-2472777  
✉ info@nepalembassy.com.my



### Titanic Manpower Supplier Pvt. Ltd.

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# Foreign Employment Opportunity in Zero Cost

**TITANIC**  
Ethical Recruitment Agency  
Since 2002

"An Ethical Recruitment Agency  
Where Integrity Matters"

## Introduction

TITANIC was founded in 2002 AD with the principle of honesty and self-realization. Since its inception, it has been operating with dedication and commitment. This philosophy has become an integral part of our business activities. We are committed to operating the business in compliance with the prevailing national and international labor laws, rules and regulations.

This organization has been ISO accredited since 2007 and is committed to continuous improvement in its business activities. Over more than two decades, we have continuously strived to improve our business processes and systems.

Since 2013 we started to work with the companies affiliated with Responsible Business Alliance (RBA) - an organization committed to upholding the rights of migrant workers. This organization is always committed to operate ethical recruitment by adopting the laws, rules and regulation of the RBA. Meanwhile, we are equally dedicated to crafting a better picture for the recruitment industry by providing high level of professionalism which can change people's perceptions and make a positive impact in all sectors of society.

With the aim to make foreign employment more effective and responsible, we are continuously coordinating with other national and international organizations related to this business. In addition to this, we are actively participating in trainings, seminars, workshops and other programs organized by various organizations like ILO-International Labour Organization, RBA, IOM-International Organization for Migration etc. From this, we are learning to make foreign employment business more systematic and responsible.

Since this business affects not just one person's feelings and future, but the whole family, we recognize that it is not just a business, but also a human service.

Finally, we urge employers, applicants and all other stakeholders to encourage ethical recruitment and to participate spontaneously in this process.

## Vision

To change the perception of recruitment by providing ethical and professional services and make a positive impact on client, candidate, society and the nation as a whole.

## RBA and Zero Cost Recruitment Process

### Responsible Business Alliance (RBA)

RBA is the world's largest non-profit industry coalition dedicated to corporate social responsibility in the global human resource supply chain. The organization is committed to supporting the rights, entitlements and progress of workers in the human resource supply chain. Employers affiliated with the RBA are committed to fulfilling their social and ethical responsibilities in their supply chain by adhering to its code of conduct.

### Zero cost recruitment process

All the expenses incurred in the foreign employment process such as passport, photo, transport, food, accommodation, medical examination, calling visa and entry visa, orientation training, insurance, welfare fund, social security fund (SSF), labor approval, air ticket along with the service charge of the recruiting organization is borne by the employer is called zero cost recruitment process, under which workers are provided equal opportunity without any discrimination.

## Foreign Employment Recruitment Process



\*DoFE – Department of Foreign Employment

## IMPORTANT NOTICE

**All the applicants who apply for foreign employment can apply voluntarily without fear, pressure or threat from anyone. The applicants are selected for the employment solely based on their personal competency rather than personal characteristics.**

**In addition, there is no any kind of discrimination to the applicants on the basis of age, gender, race, religion, political affiliation, geographical location, different ability or any other basis in the recruitment process.**

## Commitment

We are committed to upholding ethical recruitment under zero cost by ensuring transparency, fairness and protection of the rights and well-being of all candidates. We are dedicated to comply with International Labour Organization (ILO), Responsible Business Alliance (RBA) including local and international laws, regulations, and best practices, promoting diversity and inclusion while maintaining the highest standards of integrity in all our business interactions with clients, candidates and stakeholders. We guarantee that our recruitment procedures are unbiased, transparent and considerate of the rights and welfare of both job seekers and employers.

## Demand Letter and Application Process

### Information about demand letter

The Demand letter received by this organization will be advertise through the national daily newspaper, FM radio, website ([www.titanicmanpower.com](http://www.titanicmanpower.com)), information board of the office and the official Facebook page of this organization.

### How to apply

**Website:** You can apply by logging on to our website ([www.titanicmanpower.com](http://www.titanicmanpower.com)) and fill the necessary information.

**Email:** You can apply by sending your personal details to our e-mail address ([recruitment@titanicmanpower.com](mailto:recruitment@titanicmanpower.com)).

**Facebook page:** You can apply by sending personal details through the official Facebook page ([www.facebook.com/TitanicManpowerSupplier](http://www.facebook.com/TitanicManpowerSupplier)) of this organization.

**Contact to office:** You can come to the office of this organization and submit the application form.

## Insurance and Welfare Fund

### Insurance

In order to go for foreign employment, it is mandatory to get accident insurance for the duration of the contract with the insurance company specified by the Government of Nepal. Its purpose is as mentioned below.

- Minimize the financial crisis of medical treatment, if you have to return home injured or maimed in any accident during or outside the company during employment.
- In case of death of the worker due to any reason, the relatives of the deceased will receive the compensation amount as mentioned in the life insurance policy.

### Welfare Fund

Before going for foreign employment, the worker must deposit the amount prescribed by the Government of Nepal in the Foreign Employment Welfare Fund before getting the work permit in his name and the amount of this fund is used as mentioned below.

- To repatriate workers in case of any inconvenience while living abroad,
- To provide financial assistance in case of illness or mutilation or death due to accident,
- In case of death of the worker, to pay compensation to the family of the deceased through the Foreign Employment Promotion Board as per the fixed amount,
- To provide scholarships for the children of deceased workers for education up to secondary education.