

## Training Programme of Security Personnels

### TRAINING

Upon successful completion of the selection requirements each applicant must attend an Orientation Class and go through Pre-Assignment Training taught by a certified instructor. This session also involves acting out hypothetical situations with which security personnel may be confronted and learning how to use communication devices. Applicants must pass a test for every subject and only then will these applicants be considered for a position with KNS and given a right to proudly wear our uniform.

### Training Programmed:

General briefing at initial stage: 7 to 10 days of physical training and drill is given at KNS physical training institute.

### Duration of training: 4 weeks

After 7 to 10 days at physical training we shift our trainees to KNS, where both theoretical and practical. Training is given from physical drill. Basic lessons on security. Visual demonstration through video films and slide.

Maintenance of various registers and documentation.

### Training Techniques:

Class room lectures.  
Use of overhead projector.  
Use of video films.  
Simulation exercises.  
Fault finding exercises.  
Situation test exercises.  
Discussion amongst trainees.

### Extra emphasis is laid on:

Training security staff on fire fighting drill.  
Training security staff on collection of intelligence.  
Physical Private Security.

Public Relation & Customer Care.  
Patrol Techniques.  
Safety Procedure.  
Professional Attitude.  
First Aid.  
Fire protection training to selected guards.  
Moral conduct, prevention of theft, pilferage, crisis management during strike, bomb blast, sabotage, fire etc. After the training, trainees are passed out by a team consisted of Managing Partners, Head operations and manager of the company. Extension of training by 10 to 15 days, if required. If any trainee does not fulfil the standards of training, He is weeded out.

## SERVICES

1. Ex. & Civil Security Guard Supply.
2. Counselling About Security Services.
3. Personnel & Commercial Security Solution.
4. Cleaning & Housekeeping Services.
5. Skill & Non-Skill Manpower Supply.
6. Online Job Solution Services.

## TRAININGS

1. Civil Security Guard.
2. Language & Orientation Class.
3. Psychological, Theory & On the Job (OJT).
4. Public Relation & Customer Care.
5. Skilful & Employment Training.
6. Pre-Class of Army & Police.



## तपाईंको सुरक्षा, हाम्रो सरोकार



## कम्पनीको परिचय

देशमा बढ्दै गइरहेको हत्या, हिंसा, चोरी, लुटपाट, डकैती लगायत विभिन्न खाले आतंककारी गतिविधि र बिकृतिहरू दिन प्रति दिन बढ्दै गइरहेको यस विकराल परिवेशमा देश र जनता, व्यावसायिक फर्म, कल कारखाना, कार्यालय, स्कूल, कलेज, उद्योगहरू आदीको स्थिति अत्यन्त दयनिय अवस्थाबाट गुजिरहेको छ । देशका विभिन्न सुरक्षा निकायहरूबाट आवश्यक सुरक्षा सेवा उपलब्ध गराए बाबजुद पनि निजी क्षेत्रहरूबाट समेत उक्त सेवा सञ्चालन गर्न, गराउन पाउने नेपाल सरकारको नीति अनुस्यू स्तरीय, गुणस्तरीय र प्रभावकारी ढंगले सुरक्षा सेवा उपलब्ध गराउनको लागि राष्ट्रिय तथा अन्तरराष्ट्रिय विभिन्न सुरक्षा निकायहरू (नेपाली सेना, सशस्त्र प्रहरी, नेपाल प्रहरी र राष्ट्रिय अनुसन्धान) मा लामो समय सम्म सेवा गरी अवकाश प्राप्त अफिसरहरू,

उद्योगपति, व्यवसायी र समाजसेवीहरूको प्रत्यक्ष निगरानी र रेख देखबाट नेपाल सरकारको सम्बन्धित निकायबाट स्वीकृत लिई संचालित कम्पनी/संस्था हो **खुकुरी नेपाल सेक्युरिटी प्रा.लि.**। यसको रजिष्टर कार्यालय र कार्य संचालन केन्द्रीय कार्यालय काठमाण्डौ-१६, बनस्थलीमा रहेको र सम्पर्क कार्यालयहरू देशका विभिन्न स्थानहरूमा खोली २०६८ साल देखी निरन्तर रूपमा आफ्नो सेवा प्रदान गरीरहेको ब्यहोरा जानकारी गराउदछौ । यस कम्पनीको बिस्तृत विवरण [www.khukurinepalsecurity.com.np](http://www.khukurinepalsecurity.com.np) बाट हेर्न सकिने ब्यहोरा जानकारी गराइन्छ ।  
"सुरक्षा, शान्ति, सद्भाव र सहयोगको कामना नै हाम्रो चाहना" भन्ने मुलनारालाई आत्म साथ गरी नेपाल अधिराज्य भित्र आफ्नो सेवा उपलब्ध गराउदै आईरहेको छ ।

## कम्पनीको उद्देश्य

डर, त्रास र असुरक्षित वातावरणलाई हटाई, सुरक्षित, सभ्य र व्यवस्थित वातावरणको निर्माण गरी ब्यक्ति, समाज र देशमा परिवर्तन ल्याउने । स्वदेश र विदेशमा सुरक्षा सम्बन्धी कार्य गर्ने युवाहरूलाई सुरक्षा सम्बन्धी आवश्यक सम्पूर्ण तालिम दिई रोजगारीको लागि प्रतिष्पर्धी गराई रोजगारी उपलब्ध गर्ने, गराउने । रोजगारदाता कम्पनीहरूसँग आवश्यक समन्वय गरी माग भई आएका दक्ष र अर्धदक्ष जनशक्तिहरू आपुर्ति गरी रोजगारदाताको आवश्यकता पूरा गर्नुका साथै बेरोजगारी समस्या घटाउने ।

हाल दिईरहेको सेवा र संचालित सम्पर्क कार्यालयहरूलाई ब्यबस्थित गर्दै, दिईरहेको सेवा र संचालित सम्पर्क कार्यालयहरूलाई बढाउदै लैजाने । आफुले सिकेको शिक्षा, ज्ञान र अनुभव आउने नयाँ पिढीलाई हस्तांतरण वा सिकाउने कार्य गर्ने, गराउने ।  
"स्वास्थ्य नै धन हो" भन्ने मुल मन्त्रलाई आत्मा साथ गरी विभिन्न स्थानहरूमा शारीरिक फिटनेस क्लबहरू खोली Physical Training दिई स्वस्थ ब्यक्ति र समाजको निर्माण गर्ने, गराउने ।

## कम्पनिबाट उपलब्ध सेवाहरू

- (क) सुरक्षा सम्बन्धी तालिम :  
(ख) रोजगार र सप्लायर्स:

### (क) सुरक्षा सम्बन्धी तालिम :

स्वदेश र विदेशमा सुरक्षा सम्बन्धी रोजगारी गर्न चाहनेहरूलाई तपसिल अनुसारका विषयहरूमा आवश्यक तालिम दिई सो सम्बन्धी सम्पूर्ण विवरण Onlineमा राखिनेछ र जसलाई सम्बन्धीत पक्षले यस कम्पनीको वेबसाईड [www.khukurinepalsecurity.com.np](http://www.khukurinepalsecurity.com.np) मा गई Registration नं. Type गरी SUBMIT गरेमा सम्बन्धीत ब्यक्तिको विवरण हेर्न सकिनेछ ।

### तालिमहरू :

- (१) शारीरिक अभ्यास (Psychical Training)
- (२) शैद्धान्तिक अभ्यास (Theoretical Training)
- (३) भाषागत तालिम (Language Training)
- (४) आगो सम्बन्धी तालिम (Fire fighting Training)
- (५) Customer Care सम्बन्धी
- (६) First Aid & Access Control सम्बन्धी
- (७) दुबैको लागि DPS / PSBD सम्बन्धी
- (८) Electronic Device सम्बन्धी
- (९) संचार सम्बन्धी (Communication Training)
- (१०) OJT (On the Job Training) ।

### (ख) रोजगार र सप्लायर्स :

पूर्ण जिम्मेवारीका साथ आवश्यक सम्पूर्ण तालिम दिई तपसिलका क्षेत्रहरूमा आवश्यक कर्मचारीहरू माग भएको २४ घण्टाभित्र सप्लायर्स गरी सेवा दिईरहेको र दिईने ब्यहोरा जानकारी गराउँदै सोको सम्पूर्ण विवरण यस कम्पनीको

वेबसाईड [www.khukurinepalsecurity.com.np](http://www.khukurinepalsecurity.com.np) मा गई Registration नं. Type गरी SUBMIT गरेमा सम्बन्धीत ब्यक्तिको विवरण हेर्न सकिनेछ ।  
(१) सरकारी र गैर सरकारी कार्यालय, संघ, संस्था, अस्पताल, होटेल, रेष्टुरेन्ट, उद्योग, कल कारखाना र अन्य आवश्यक ठाउँहरूमा भुपु, तालिम प्राप्त र अनुभवी महिला, पुरुष सुरक्षा गार्डहरू सप्लायर्स ।  
(२) रोजगारदाता लाई आवश्यक पर्ने सरसफाई कार्य र सोलाई आवश्यक पर्ने जनशक्ति सप्लायर्स ।  
(३) रोजगार दातालाई आवश्यक पर्ने विभिन्न किसिमका दक्ष र अर्धदक्ष जनशक्तिहरू सप्लायर्स ।  
(४) सुरक्षा सेवा सम्बन्धी आवश्यक तालिम र परामर्श सेवा ।

### (ग) जिम्मेवारी र दायित्व :

"रोजगारदाताको सन्तुष्टि नै आफ्नो दायित्व र कर्तव्य हो" भन्ने मुल मन्त्रलाई आत्मा साथ गरी यस कम्पनीले आफ्नो सेवा प्रदान गर्दै आईरहेको ब्यहोरा अवगत गराउँदै, जिम्मेवारी लिएको कार्य/सेवा र कर्मचारीहरूको पुर्ण रूपमा व्यवस्थापन र जिम्मेवारी लिई कार्य गर्दै आईरहेको र सो कार्य/सेवा अझै जिम्मेवारीका साथ गर्ने प्रतिबद्धता जाहेर गर्दछौ ।

### (घ) सेवा सुविधा :

कार्यको प्रकृति र समय अनुसार रोजगारदाताहरूसँग आपसी छलफलद्वारा कार्य/सेवाको सेवा सुविधा निर्धारण गरीनेछ भने कर्मचारीहरूलाई दिईने सेवा सुविधाका प्रचलित नेपाल सरकारको नियम र कानूनको पालना गरी श्रम ऐन र नियमावलीमा व्यवस्था भए अनुसार उपलब्ध गराइनेछ ।

P.O. Box: 20395  
Kathmandu-16  
Banasthali, Nepal

+977 1 4365673

+977 98510 68380

+977 98510 47853

+977 98510 65437

+977 98499 82561

khukurisecurity@gmail.com  
khukurinepaltraining@gmail.com

www.khukurinepalsecurity.com.np  
www.khukurinepalsecurity.com



# Khukuri Nepal Security Pvt. Ltd.

## Training & Supply

"We believe in our easiest, fastest and smartest approaches on service delivery to our valued clients"



## Intruduction

Welcome to **KHUKURI NEPAL SECURITY PVT. LTD.** We are a Top list Certified Company and one of the first ten companies, to be registered under the Nepal Government Company Act, 2006 and the Nepal Private Security Agencies Regulation and Rules. We are ideal located in Kathmandu-16, Banasthali, Kathmandu Nepal. **Khukuri Nepal Security identifies with "Top Quality Management"** since 2012 & continuously upgrading our various quality improvement initiatives throughout the year where each employee is made aware of the set standards. Our team professionals, senior officers from armed forces, Police and civil administration. Our team of professionally trained team of senior officers from own forces, police and civil administration who are responsible for executing different security services as per the requirements of our clients. We provide security services as per the requirements of our clients. Our clients include big corporate houses, govt. / semi govt., private sector, farm houses multinational companies, government institutions, industrial units, financial institutions and educational institutions etc. We are committed to offer cost effective integrated security & other services to our clients as per their individual

requirement. We ensure immense sense of integrity and deep concern for our employees thereby ensuring satisfaction at each level. We are engaged in offering guarding services to the retail, commercial, industrial & others govt. and private sector at most competitive price. Our energetic and well-trained personnel are capable of providing the services like guard training services, dog squad services, security guard services, cash escort services, event security management and bodyguards security services. These services are highly in demand because of the following features:

- Reliability Efficiency.
- Proficiency.
- High business ethics.
- Immensely professional.
- Discretion.
- Confidential.

We are committed to offer cost effective integrated security & other services to our clients as per their individual requirement. We ensure immense sense of integrity and deep concern for our employees thereby ensuring satisfaction at each level.

## Vision & Mission

**We provide security services as per the requirements of our clients.**

Our clients include big corporate houses, govt./semi govt. private sector, farm houses multinational companies, government institutions, industrial units, financial institutions, manpower companies

and educational institutions etc. We are committed to offer cost effective integrated security & other services to our clients as per their individual requirement. We ensure immense sense of integrity and deep concern for our employees thereby ensuring satisfaction at each level.

## Our Services

We have been providing following services:

- |                              |                                    |
|------------------------------|------------------------------------|
| Personal Security Services.  | Industrial Security Services.      |
| Personal Body Guards.        | Lady Security Officers.            |
| Executive Security Services. | Manpower Recruitment.              |
| Armed Security Guards.       | Security Guard Training.           |
| Security Escort Services.    | Counselling of Security Service.   |
| Corporate Security Services. | Psychical Health Public Club, etc. |
| Event Security Services.     |                                    |

## Manpower Resources for Security personnel

Our security personnel came from different location in Nepal. Before the selection and training we completely verify their records with the help of police verification system. Our candidates shall obey all the rules and regulations of the company before taking the charge of security.

## Code of Conduct for Security Personnel

Following rules and regulations are necessary to obey by all the security personnel.

### Duties and Responsibilities:

Our security personnel will be responsible to security of the installations /premises. Other features are enumerated below:

- Checks buildings in assigned area for security and checks doors, windows, lights and equipment. Records any damage for repairs and for criminal incidents.
- Reports lights left on in buildings, turns outside lights on and off as directed, reports burned out.
- Building and street lights, and reports doors and locks that are not working properly.
- Keeps unauthorized personnel out of buildings after closing hours, controls access to areas based on.
- Assignments, maintains regular contact with other guards, & calls public safety officers in case of need.
- Locks and unlocks doors based on schedules and requests.
- Responds to questions and calls from people in the community to assist with directions, locations and other service-oriented needs.
- Assists with traffic control as needed upon request of public safety supervisor.
- Assists Public Safety personnel as an

assistant when called upon.

To keep liaison with the police/local authorities with a view to get timely help in the case of Contingency.

To advise the Management on such system as may be deemed necessary to carry out security activities effectively.

Checking of all incoming and outgoing material and keeping proper records there of the check Pilferage / mal practices.

To exercise access control and ensure that no unauthorized person enters the premises and also maintain record of all visitors.

Maintaining proper order & discipline in the unit area.

Duty allocation to watch and ward staff.

To carry out other ask allocated by management in the interest of security of the premises/installation.

Our security personnel will be at your services but the administrative control shall remain with us.

Preventive measures against theft, pilferage and sabotage.

Administration /Housekeeping /Reception duties.

Protection of personal equipment and materials with in establishment area.

## Our Network for Security Services

Khukuri Nepal Security is the top rated security agency in Nepal. Our array of security, disaster management and security services are besieged towards gratifying the requirements of our clients from commercial as well as residential sector. We render our services to:

1. Corporate & Business Houses.
2. Legal Agencies, INGO and NGO.
3. Banks, Finance and Co-operative firms.
4. Insurance Companies, Hospital and Nursing Homes.
5. Multinational and Local Companies.
6. University, College and Schools.
7. Homes and Residency.
8. Shopping Malls, Hotels and Restaurants.
9. Housing and Co-operative Societies
10. Government and Non-Governments Organizations etc.

## Manpower Recruitment Services

### Recruitment, Training & Outsourcing Manpower:

Our company has started a new division for recruitment, training of manpower and manpower outsourcing services. An operational head and team of qualified managers who head the respective verticals head the department.

### Objective:

Having taken great care in recruiting, the best of the applicants are chosen to become our security personnel. The basic objective of KNS is to hire the best applicants and keep them longer adding a level of continuity and experience rarely found around security firms.

Our company lays great stress and emphasis over recruitment and training. Senior Retired Officers from the armed/ police forces are in charge of the initial selection and recruitment. The final selection is made by a "selection team"

headed by director (Training & Recruitment). We carry out recruitment by advertising in leading newspaper by sending own teams to different areas and by our recruitment team located at different areas.

### Manpower Recruitment:

The applicants are recruited after some tests and knowing their skills so that they can be the best at the time of their work. Manpower is recruited through references, newspaper ads.

### Staff Training Services:

After recruiting, training of the staff is provided so that the security personnel understand their jobs responsibilities and duties. After every six months refresher course is done to enhance the skill of our staff.

### Manpower Outsourcing Services:

Manpower outsourcing services are also provided in the company as per the requirement comes from our clients.

## Selection Procedure of Security Personnel

Selection processes of security personals and manpower at **KHUKURI NEPAL SECURITY** personal is simple. However only those candidates who are honest, hard & willing workers, who fulfil the minimum following criteria, are considered for selection.

Basic qualification of security guard shall be more than 10th passed.

Average height shall be 5 feet 3 inch

A candidate shall be medically fit  
One should be fluent in Nepali language spoken and writing.

All new recruitments at all levels are done by a team of H R presided over by Chief Manager Administration & Operation & managing partner.