



**NecoJobs**  
For Excellence



# Nepals #1 HR Training With Market Expert Trainer

**1 Months Comprehensive HR Training**



**25+**  
Assignments



**24 x 7**  
Support



**4.9/5**  
Google rating



**25**  
Case Studies



**2000**  
Carrier Transition



**500+**  
Hiring Partners



**1.1**  
Mentorship



**Career**  
Assistance



**Direct Mentorship**  
with the Faculty



**Practical**  
Learning

# MEET OUR MENTOR

**J**aydev Kalauni is a seasoned HR Professional and Trainer, and serves as the Founder Director of NecoJobs, NicoFire, and Neco Shoes. He began his journey in HR and business consulting around 2014, accumulating over a decade of experience .

He holds a Master's degree from Nepal Mega College and has sharpened his HR credentials through hands-on roles—especially in strategic HR planning, training and development, and team leadership .

As an HR Trainer, Jaydev combines his entrepreneurial mindset and self-learning ethos to deliver practical, interactive, and locally relevant training. He specializes in areas like recruitment, performance management, and legal compliance, tailored to Nepali organizational needs. His guided sessions empower both emerging and veteran HR professionals, contributing significantly to human capital development in Nepal.



FOUNDER &  
DIRECTOR OF



**NecoJobs**  
For Excellence



**NICO**FIRE



**NECO**  
SHOES YOUR STYLE

## Jaydev Kalauni

Entrepreneur | Business Consultant |  
Self learner | HR Professional | HR Trainer  
| Enthusiastic

 <https://www.linkedin.com/feed/>

 <https://www.facebook.com/jaydev.kalauni>

 <https://www.instagram.com/jayddevkalauni/>

# Advance HR Training



## Certification



Course Fee  
**NPR 12,500+VAT**



Duration  
**1 month (60Hrs)**



## ► Case Studies



**5 Global Brands**  
HR Case studies



**20 Domestic**  
Company Case Studies

## ► 500+ Hiring Partners



## ► Past placement



Taruka Shrestha

Before  
HR Assistant



After  
HR Officer

**vrittech**



Sushma Jangam

Before  
Training Coordinator



After  
HR Officer

**DASH**  
LOGISTICS



Ashmit Gurung

Before  
Techer



After  
HR Officer

**TRI**  
TECHNOLOGY RESOURCES



Roji Lama

Before  
Machine pasal Nepal



After  
Sr. Recruitment officer

**N** **NecoJobs**  
For Excellence



Asmita Tamang

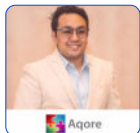
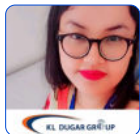
Before  
Human Resource Executive



After  
Sr. Human Resources

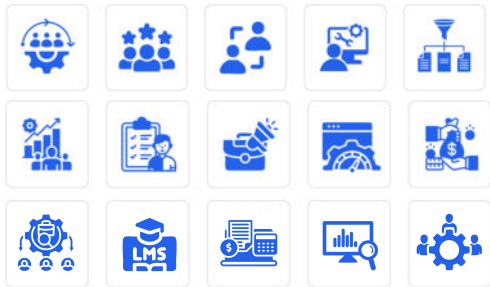
 **SolarisTech**

## ► Our Alumni Are Working Top Brands



## ► Tools Covered

The program covers key HR tools including HRMS (HRIS), ATS, LMS, performance management software, payroll processing, employee engagement platforms, time and attendance systems, recruitment marketing tools, benefits administration software, workforce analytics, data analytics, and ESS portals.



# ▶ Course Content

## Module 1:

### Introduction to HRM

- HR Management
- Functions of HR
- Historical Evolution of HR
- HR Jargon
- Types of HR Professional
- Role of HR Department in Organization
- Organizations Hierarchy
- Types of Organization Chart
- Nepali HR Landscape Overview

## Module 3

### Data-Driven Talent Acquisition

- Data-Driven Talent Acquisition
- Organizational needs analysis
- Job requisition approval
- vacancy intake
- Selection criteria and methods
- Searching and attracting
- The selection process
- Onboarding
- Evaluation

## Module 5

### HR Budgeting

- What is an HR Budget?
- HR Budget Items
- Why Do You Need to Plan Your HR Budget?
- Budget?
- HR Budget Planning Process
- HR Budget Examples

## Module 2:

### Primary HR Responsibilities

- Managing the documents
- Background check
- Maintaining Records
- Post Joining Procedures
- Employment Documentation
- Preparing Reports
- Handling Exit Formalities
- Training & Development Programs
- Retention Management

## Module 4

### Job Analysis and Job Designs

- What is job analysis?
- Functional Job Analysis Template with 3 Example
- What is Job Dsign ?
- Job design strategies
- Job rotation
- Job Enlargement
- Job enrichment
- Job simplification

## Module 6

### Performance Appraisal

- What is a Performance Appraisal?
- Performance Appraisal for managers
- Performance Appraisal for Employees
- Purpose of Performance Appraisal
- Method of Performance Appraisal
- Employee Performance Appraisal Form (6 Example )

# ▶ Course Content

## Module 7

### Learning And Development

- Learning & Development strategy
  - Skill gap analysis
  - L&D analytics
- 

## Module 9

### Social Security Fund (SSF) in

- Introduction
  - Why SSF ?
  - International Labor Organization (ILO)
  - Social Security Convention (C102)
  - Global Practices
  - History of SSF in Nepal
  - Who is Covered?
  - SSF Contribution– 4 Categories
    - Health & Maternity
    - Accident & Disability
    - Dependent Family
    - Pension & Retirement
  - SSF Calculation Examples
- 

## Module 11

### Employee Relations & Grievance

- What is employee grievance?
- Types of Employee Grievances
- Employee Grievance Procedure
- Employee Grievance Examples
- Employee Grievance Form

## Module 8

### Payroll Processing

- Salary Components and Structure
  - Designing CTC , Salary Processing , Professional Tax and TDS
  - Overtime (OT) Wages
  - Practical Exposure to Payroll Software
  - EPF (Employees Provident Fund) and SSF (Social Security Fund) calculation
  - Highlights of Legal and Regulatory Framework
  - Labour Act, 2074 Orientation
  - Insurance (Medical, Accidental and its claim process in SSF and other insurance Companies)
- 

## Module 10

### Compliance

- Types of Employment (Section 10)
- Contract paper
- Probation Period
- Working Hour
- Overtime Payment
- Festival Allowance
- Types of Leaves
- Payment of Remuneration (Section 35)
- Disciplinary Action
- Notice Time

# ▶ Course Content

## Module 12

### HR KPI'S

- Time to Hire
- Quality of Hire
- Source of Hire
- First-Year Attrition
- Hiring manager satisfaction
- Candidate Job Satisfaction
- Grievance solution Time
- Average Employee Tenure
- Voluntary vs. Involuntary Turnover
- Appraisal Completion Rate
- HR Report Timeliness
- Regulatory Compliance Rate
- Employee Satisfaction Score
- Payroll Accuracy Rate
- Training Completion Rate
- Performance Goal Achievement Rate
- HR Cost Efficiency
- Job Description Accuracy
- Role Clarity Index

## Module 14

### HR Budgeting

- Preparing for the Future of Work
- Understanding the Impact of AI and Automation on HR
- Adapting to the Gig Economy and Flexible Work Arrangements
- Best of Strategic Human Resource Management in Nepal

## Module 13

### HR Policy

- What is HR Policy?
- Key Components of HR Policies
- Types of HR Policies
- Appointment & Probation
- Employee Classification
- Compensation & Wages
- Work Hours & Attendance -.
- Leave
- Maternity & Paternity Leave
- Public Holidays
- Bereavement Leave
- Overtime And Compensatory Leave
- Resignation, Exit & Clearance
- Code of Conduct
- Anti-Harassment & Gender Sensitivity
- Non-Discrimination
- Equal Opportunity
- Disciplinary
- Retaliation
- Conflict of Interest
- Indemnification
- Confidentiality & Data Protection
- Nepotism & Relationship Disclosure
- Remote Work & Hybrid
- International Remote Work
- Social Media
- Electronic Communication
- Generative AI Usage
- Recruitment & Hiring
- Background Verification
- Work Authorization
- Document Retention
- Workplace Safety & Injury Reporting
- Employee Resource Groups (ERG)
- Sabbatical/Extended Leave
- HR Policy Examples

# ▶ Course Content

## Module 15

### HR Audits

- HR Audit
  - Employee Lifecycle
  - Evaluation Criteria
  - HR Focus Area
  - priority of Work
  - HR Audit Template (Example)
- 

## Module 17

### Nepali labour-related acts and regulations Handling

- Bonus Act
  - Labour Law 2074
  - Labour-Audit-Standard
  - Sram-Niyamawali
  - SSF Law
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## Module 19

### HR Tools

- Recruitment Software
- Staff Leave Management Tool
- Training Management Tools
- Talent Management Tools
- Time Attendance Management Tool
- HR Analytics

## Module 16

### Monthly HR Report

- Executive Summary
  - Manpower Database
  - Employee Movements Details
  - Manpower Dashboard
  - Employee Movement Dashboard
  - Attrition Report
  - HR Initiatives
  - Training plan
  - Recruitment Details
- 

## Module 18

### Interview Preparation

- Resume Building
  - Mock Interview Preparation
  - LinkedIn Profile Optimization
  - Communication Skills
  - Problem-Solving & Critical Thinking
  - Statistics & Business Case Studies in Critical Thinking
  - Learning How to Learn
  - Corporate Culture & Behavioral Skills
  - Employee Benefit
  - SSF Contribution
  - SSF Schemes
- 

## Module 20

### Case Studies

- 25 Case Study

# Eligibility Process

 Registration



 Submit Your Document



 Select Your Bactch



 Pay Your Fee



# Course Details Registration



**Duration: 1 Month**



**Mode: Online / Offline  
(Both Options)**



**Shift: Morning, Day &  
Evening**



**Timing: 6 days/week  
( 1.5 hours per class)**



**Fees: NPR 12,500  
(For Discount, contact Us)**

## Contact & Registration

Call/WhatsApp:

9801855634

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Office:

New-Baneshwor, Kathmandu

Website: [https://www.necojobs.com.np/](https://www.necojobs.com.np/training/practical-hr-function-training-0011)

training/practical-hr-function-training-0011

**Limited Seats Available**

**Enroll Now**

**Next Batch Starting Soon  
Don't Miss Out!**

**Still in doubt?**

Talk to our consultant and get personalized  
guidance: 9801855634