



TO GET THE RIGHT CANDIDATES ON DEMAND

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Subject : STAFF PROVIDING IN YOUR COMPANY

Respected Sir/Mam

Hello

We are **supplying manpower** in all North India.

We take this opportunity to invite you to be a part of a leading Human Resource Consulting Organization with experience of over 8 years. We specialize in the Executive Search and recruitment of top-notch professionals at Senior, middle & junior levels across a broad range of industries including IT, FMCG, Telecommunications, Banking, Insurance, Pharmaceuticals, Healthcare, Automobiles, Electronics, and Hospitality etc.

Our team of Providers personally commit themselves to each assignment and assures the speed of execution, absolute market coverage, and highest level of quality match and nonetheless successful delivery of each assignment.

Our recruitment based activities includes:

- Executive Search
- Coordinate/Schedule meeting with the candidates
- Referrals from our own database
- Recruitment Coordination
- Resume collection and Preliminary Screening
- Tabulation of Summary Resumes

Terms and Conditions :

Organization is required to submit the details like company profile, background, employment details, salary offered, job hours, nature of job, eligibility conditions, Gender preference or any other related terms and conditions on the prescribed format or on the letter head of the company or through email from official email id with the name of contact person, so as to enable us to enable us to shortlist best candidates as per your requirements.

Service charge :

We would be pleased to offer our services on the following terms and conditions:

We charge only **15 days** of the monthly gross salary of each selected candidate to be paid within **15 days** from the date of joining

A copy of the appointment letter along with a detailed break up of remuneration package will be made available to us within 10 days of the candidate joining your organization.

Should any candidate recommended by us join your organization within six months from the date of sending his/her resume and/or the first interview, you shall still be required to pay our professional fees, as applicable.

Incase the resumes sent by us are already in your databank, you will immediately intimate about the same or if the said candidate is selected the placement charges will be payable.

On receipt of the information regarding the manpower requirement, we will send the relevant resumes by email based on Job Description, Salary and Location provided by you.

You will inform the names of short-listed candidates screened from the profiles of the candidates accepted through us.

We will keep in touch with the candidates to facilitate his/her joining your organization and keep you informed regarding any development.

We will help you organizing the meeting/interview as per your request. This will be done either by arranging a meeting at specified time, date and venue and we will provide you with necessary assistance.

Maintain confidentiality in all the transactions carried out with us.

The Services other than our regular package do not form part of a Recruitment Package; we can work on a Retainer Arrangement or bill you for individual Services,

depending on the nature and frequency of the services.

We thank you in anticipation that you will provide us with a chance to serve your esteemed organization with our value added services at competitive prices.

If you would like further information on how we can help you, please contact us at

Our Procedure:

1. We shortlist the resumes as per requirements and guidelines of the organization.
2. We call the short listed candidates before forwarding their resumes so as to screen suitable candidates and those who are willing to appear for interview.
3. The final short listed resumes are forwarded to organization for doing the needful.
4. We inform the short listed candidates for interview.
5. Fix a date for interview with the help of HR Deptt. of the organization or as suggested.
6. After approval, we do inform candidates about their selection and joining details if provided to us.

So, if you require consultancy services in Punjab especially Ludhiana, we would like to hear from you.

Accounting/ Tax/ Company Secretary/Audit
Graphic/Web Designer/Multimedia
Corporate Planning/ Consulting/ Strategy
Industrial Marketing/International Marketing
Merchandising/Fashion/Export Documentation
Front Office Staff/Secretarial/Computer Operator
Hotels/Restaurant Management/Hospitals
Customer Service/Telecalling/BPO
HR/Admin/PM/IR/Training/Time Office Executives
Legal/ Law/Legal Representatives
Medical Professional/Healthcare Practitioner/Technician
Mktg/Advtg/MR/Media Planning/PR/Corp. Comm.
Packaging Development
Production/Service Engineering/Manufacturing/Maintenance
Project Management/Site Engineers
Purchase/SCM
R&D/Engineering Design
Sales/ Business Development/ Client Servicing
Education/Language Specialist
Top Management

Jobs Guru The Placement Consultants offers some of the best opportunities in different segments of technology. We have an impressive portfolio of Major players in IT/Mechanical/Chemical and many more industries. We have been engaged to recruit professionals in following areas, with special focus on IT & FINANCE.

Technical Non-technical
Information Technology
Biotechnology
Mechanical
Chemical
Pharmacy
Automobile
Textile
Civil
Finance and accounts
CA, ICWA, CFA
Company secretary
Sales and marketing
Human resource professionals
Public relation professionals
Market Research and Analyst

Selection Process :

Using our long-term experience in this field, we have built a resourceful data bank of resumes comprising disciplines from various industries/functional segments.

We have an internal system that ensures you get only the best talent and skill.

We conduct preliminary interview with candidates to determine their background, skill, competence and to verify their past experience, certificates and testimonials.

Special Recruitment efforts for specific needs are used, like advertisements in the print media, etc.

All enquiries are treated confidentially with priority.

Please give us chance to serve for your esteem organization.....

Thanks & Regards

Vivek Joshi

Jobs Guru The Placement Consultants

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