

Welcome To Jobsecure

“Believes in Systematic, Innovative & collaborative consulting approach”





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COMPANY BACKGROUND:

Job Secure is considered one of the fastest growing talent search houses in Delhi/NCR.

Our network of resources has the flexibility to meet the different requirements of Recruitment, Staffing, HR Outsourcing and Interpretations Services. Job Secure is aligned in Industry

specific practices and provide HR services as well as Interpretation Services to the following verticals.

- Information Technology -Software/Hardware/ Networking/Telecom
- Engineering
- ITES (BPO / RPO / KPO)
- Healthcare/Pharmaceutical
- Manufacturing
- FMCG

Job Secure has established operations in Delhi and also caters to clients in all over India. Our clients span high profile early stage/startup to large Fortune 500 companies. Job Secure, today is a Team of 10 consultants and executives having specialized skills and has a vision to be the “Industry Best Service Provider” & to be recognized for “Best For customer satisfaction in Recruitment Process Outsourcing”.



OUR VISION

“To be the Industry Best Service Provider & to be recognized Best for customer satisfaction...”

OUR MISSION

“To provide the quality & satisfactory services to our customer, clients, employees & business associates...”

OUR SHARED VALUES

- *Building long-term relationships with our clients.*
- *Applying a systematic, innovative and collaborative consulting approach that ensures consistent delivery and satisfaction.*
- *Adherence to ethical standards, with complete confidentiality.*

Our Services

RECRUITMENT & STAFFING SERVICES



Permanent Recruitment

Advertised Selection

- To reach the widest possible candidate base from a variety of Backgrounds & skill sets.
- End to End service with comprehensive feedback.
- Analysis & MIS reports
- Creative Informative advertising.

Turnkey Solution

- Large-scale recruitment through a time and budget bound approach. Database selection,
- Advertised selection and executive search
- Resume Validation
- Administering Tests
- Interview Coordination
- Customized analysis / reports

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Executive Search

Catering to senior level positions across industry verticals encompassing

- End to End Search
- Skill Matrix
- Grade Equivalence
- Competency mapping

Database Selection

Fulfill requirements through profiles available in-house and the support of our channel partners

- Current & Large Database
- Validated talent pool
- Strong technology support systems



Our Expertise

Technical Recruitments Expertise – IT & Other Technologies

- MICROSOFT Technologies:
- TELECOM Technologies:
- EMBEDDED Technologies:
- Networking & Storage
- VLSI Technologies:
- ERP:

Functional Recruitments Expertise – ITES & NON - IT

- SALES & MARKETING Professionals:
- FINANCE Professionals:
- BPO Professionals:



Effective Staffing Practices:

We believe that the best approach to deliver effective recruitment services is to use competent recruitment and selection methodologies, take a meticulous and focused approach for each skill, and to have dedicated recruiters, trained and knowledgeable in the skill sector that they serve.

We have large database of Software and telecom professional personnel. With our dedicated efforts and effective placements, our database of Regional as well as Global candidates is expanding continuously. Apart from that, we proactively expand our database using the Internet, strategic alliances, a network of sub-vendors, and referrals. This enables our consultants to identify suitable candidates quickly in response to your requirements

APPROACH

Our research based approach ensures that we understand the business that the organization is in, the work culture, the details of the job, and the prospective executive's profile, to enable us to search suitable profile for the impending position, thus minimizing the risk of a mismatch.

We would then monitor and discuss the progress at each stage of the recruitment process both with the client and candidate. Where relevant, we would interface with the client, to iron out issues and concerns, at both ends, to pave the way for a common meeting ground, including salary fixation, other terms and joining formalities.



PROCESS OF SELECTION:

- The client company would inform to us of the requirements through E-mail/telephone or any other mode of communication.
- We accept an assignment with an exclusivity period of 1-2 weeks. During this period we conduct a focused search from our database, other resources and also track down appropriate profiles from industry.
- The agency would do the initial screening of the prospective candidates and match them against the given specification/benchmarks.
- We would send the resumes along with the interview impressions of only those candidates who would fit the given specifications.
- The client would inform us the name of the candidates who have to be called for the further interviews. We at Job Secure coordinate the telephonic interviews and meetings between the client and the candidate.
- The client would give the selected candidates an offer depending on the availability of a suitable position.
- We would be informed of the outcome of the selection process for each candidate, with a copy of the appointment letter.



WHY Job Secure RECRUITMENTS ??

1. Having undertaken an assignment, we try to understand given requirement comprehensively by reading through website, and also combining Job Securer's Industry knowledge with given requirement specification.
2. We prefer to work on 1 or 2 requirement at a time and then we move to next requirement, after completing the previous assignment. (If we are not able to complete the assignment, we sit and discuss the reasons before moving further.)
3. Since your requirements are given to industry experts/consultants at Job Secure, the resumes are sent to you in next 24 working hours or earlier.
4. Since, we try our best to close a junior/middle level recruitment assignment in next 7-15 working days, we request you for prompt feedback or a call to Job Secure for feedback/update, as required.
5. We have a strong internal database containing thousands of resume for all vertical from Junior, middle to Senior level professionals i.e. Information Technology / Finance / ITES / Sales & Marketing / Engineering etc...
6. We believe in Building long-term relationships with our clients & To work in close coordination with our clients for their manpower needs...

WHY Job Secure RECRUITMENTS ??



- 7. Adherence to ethical standards, with complete confidentiality.
- 8. Applying a systematic, innovative and collaborative consulting approach that ensures consistent delivery and satisfaction.
- 9. We provide guarantee period for each and every recruitment and selection
- 10. We thoroughly check short-listed candidates' diligence



Summary of Employment Activities:

1) RECRUITMENT

Providing help in identifying appropriate number and quality of prospective employees by:
Using our active Talent Bank Resource
Head Hunting
Drafting attractive recruitment advertisements, releasing them in most appropriate publications and scheduling them as per most cost effective media plans
Campus Recruitment, etc

2) SELECTION

Conducting written tests, Group Discussions and Interviews for all categories of personnel.
Scrutiny of applications to decide on which candidates to call.
Screening of suitable candidates by conducting preliminary interviews or by scientifically devised psychological or skill tests to arrive at a shortlist.
Associating for final interviews if needed to cut down the managerial time involved in the selection process and also negotiable with selected candidates for appropriate compensation packages



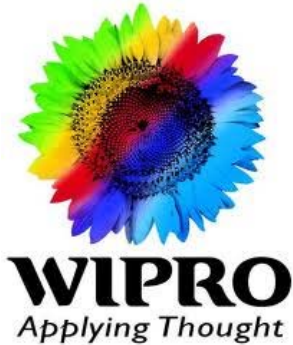
3. PLACEMENT

Suggesting placement of the selected candidate in the most appropriate slot.

4. JOINING FORMALITIES

Suggesting appropriate steps before and after the candidate joins e.g., joins e.g., medical examination, filling of various forms, antecedent verification.

Our Client's



Contact US :



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