

## COMPANY PROFILE

ProCareers is one of the fastest growing HR Firms with focus on Premium Placement Service. Our Endeavour is to provide simple, strong, fast, dynamic and responsive experience to our valued customers in their quest for searching the best manpower available. Our well-trained Staff combines speed and experience to find the best possible talent, in the most demanding skill areas too.

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### Our Values:

- We believe in disciplined people thoughts and actions.
- We recognize our responsibility the careers and lines through our insight, advice and solutions.
- We strictly adhere to code of Professional ethics with an emphasis on honesty and integrity.
- We ensure quality through efficient and tailor-made process for all the function.
- As a partnership, we value long-term relationship of our own people and in technology.
- This distinctive culture continues to attract exceptional people to our firm and we are resolved to continue teaching pinnacle of professionalism of work

### **Anatomy of ProCareers Infotech Solutions:**

- We can provide you with wide spectrum of candidates because of our network of local agents are spread all over the local market, from skilled to unskilled, and from Manufacturing to Service sector, we are specialized in the searching any type of candidates throughout our network.

- Profoundly relevant industry and vertical recruitment experience.
- We are affiliated with Training Institute and we can provide refreshment training as well as full training to the applicant whenever required.
- Seeing and understanding Business Drivers and accordingly spotting talent to run that business.
- Quality assurance to our clients.
- We maintain the quality of our services and make extra efforts for sending candidate who are renowned for their hard work, honesty, high sense of responsibility and discipline.
- We understand the needs of the client both specified and unspecified, so we really value the time of our clients. Hence, our team is committed to produce the result on time.
- Redefined Listening skills: aids in understanding needs of companies as well as potential applicants
- We are responsive as well as communicative, so we do not let any gaps in between the client and us. We are transparent and make the recruitment process as simple as possible.
- Ability to take heavy lifting projects.
- We are very cost effective without compromising with the quality. In today's world money minded people are found in each and every steps of our life. Such people always think about self-benefit only and do not care about the problem of others. Even once, to get in hand of such people can be great loss for anyone. To avoid such types of loss one has to be very careful in selecting the partner. The partner must not be conscious about his/her benefit only, but also about the transactions of partner.

## RECRUITMENT PROCEDURE

### Information:

We have to receive the following information from employer concerning to the requirement of candidates.

- Exact Job Description
- Required No of Candidates
- Basic Salary
- Allowance if any
- Job Starting Date
- Other Terms and conditions if any

### Pre – approval:

Once we receive pre –approval documents duly attested, after verification of the documents we would arrange the interview and collect the documents of the applicant.

### Advertisement:

We will publish the “REQUIREMENT” notice to a Local newspaper and National as per the requirement of the company.

Interview for the post, could be conducted at our branch office or as desired by the company, and the sub agent of the company will be actively involved for sourcing the applicant.

### Pre-Selection Interview:

We will do the pre-selection interview at the given place & time which is being mentioned on advertisement. Our managerial level person or the company professional will do the pre-interview.

On the interview, we will inform to the applicant each and every details which is mentioned on sample of employment contract. Also we will inform about the training and cost, if applicable. Once we select, we will inform them about the final interview schedule and location.

## Training if required for the candidates

1. Who has working experience and just need to give them short training.
2. Who doesn't have working experience and need to give them full training.
3. Who doesn't need training because they have applied for unskilled job?
4. We will start the training as per the categories, training will be given as per the instruction given by the selection committee and training will follow accordingly, and keep complete check of the progress of the trainee

## COMPANY CONTACT DETAILS

Thanking you,  
Regards,

**PROCAREERS INFOTECH SOLUTIONS**

**Mr. Sarang Giri**

(Managing Director)

Contact number: +919606910681

Email id: [hrd@procareers.in](mailto:hrd@procareers.in)

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**PROCAREERS INFOTECH SOLUTIONS**

#12, Second Floor 3<sup>rd</sup> Cross, Patel Narayana Reddy Layout,  
6<sup>th</sup> Block, Koramangala Bangalore-560095

Email Id- [hrd@procareers.in](mailto:hrd@procareers.in) [www.procareers.in](http://www.procareers.in)