

PROFILE

Venus HR is a premier manpower sourcing organization and a center for quality employment opportunities. In Venus HR we maintain vast database of highly qualified and experienced candidates, diversifying across all industries and different departments.

Venus HR is a young, energetic, innovative organization, committed to creating a revolution in staffing and recruitment solutions. We have made a successful presence in the southern region of India during the last fifteen years.

For the past ten years we have been servicing as a recruitment partner for entire South India for Andhra, Mumbai & Chennai based recruitment agencies for overseas placements (**UAE, Saudi, Bahrain, Oman, Kuwait, Qatar, Maldives, Malaysia, Singapore etc.,**)

Our ability to work with diverse industry segments and address staffing needs, across all disciplines, has been largely due to our conviction to spend quality time with client organizations and to understand their perceptions & requirements.

At Venus HR, our main objective is to help the corporate to build up on their people asset-base and stay ahead in the business. Our meticulously researched and classified database enables us to offer tailor-made solutions as per client's specific requirement.

We provide the following HR Services.

Domestic Clients:

1. Manpower Outsourcing (all over India)
2. Recruitment
3. Placements
4. Employment Process Outsourcing
5. Management Consultation
6. HR Training & Solutions

Overseas Clients:

1. Manpower Outsourcing
2. Recruitment
3. Placement Guidance

With us, the resonances of your passionate thoughts on getting right personnel have come to an end.

1. Manpower Outsourcing:

Our team of Professional recruiters and research staffers exercise their expertise by keeping constant touch with professionals, getting referrals, browsing the net & head hunt the talents. Our efforts in maintaining the vast data bank enable us to identify the potential candidates as per our client's requirements quickly. Through carefully applied methodologies we assess strength & weakness to find people who are suitable to our client. We are mainly focusing on,

1. Engineering (all discipline)
2. Oil & Gas, Chemical & Petrochemical
3. Information Technology
4. Textiles, Garments & Leather Industry
5. Medical, Bio- Medical & Food Industry
6. HR & Admin
7. Accounts, Finance & Banking
8. Marketing & SCM
9. Manufacturing Industries
10. Technical & non-technical, Skilled & Semi skilled etc.,

2. Recruitment & Placements:

1. Clarifying the job description & Candidate requirements
2. Designing the message & Overview the search process
3. Recruiting
4. Qualifying the candidates (Telephonic discussion)
5. Direct or Skype Interviewing
6. Reference & credential checking
7. Selection, offer & acceptance
8. Placements

3. Employment Process Outsourcing:

If you want to have a lean & thin organization, we can undertake some of your non-core activities in HR, to enable you to concentrate in your main deliverables. For example, we can take responsibility of individual activity such as response handling, resume screening, staffing, employee induction etc., Also we can be your HR, Payroll and Employee service providers. We can setup and administer your HR, payroll as required by your parent organization.

4. Management Consultation:

The Management Consulting division is engaged in studying the existing Personnel / HR / Administration policies of the organization and compare it with various organization including small, medium and large scale industries, Hospitals, Shops, Factories etc., which is relevant to your industry and recommend the introduction of appropriate systems and procedures to run the business in the professional way with key attention to the best and quality results adopting / effective cost saving methods.

TERMS AND CONDITIONS

- Venus HR means “Venus HR Consultancy & Solutions”. Venus HR is a short form.
- Venus HR would provide manpower requirements, as specified. Venus HR will coordinate with the candidate, till the date of joining.
- In case, Venus HR organizes the interview on behalf of the employer, all charges relating to that, shall be borne by the employer.
- Venus HR shall maintain confidentiality of all information received from and by the employer and shall not disclose the information without written permission from the employer.
- The employer should give Venus HR in writing/mail, the requirements and terms & conditions of the position in advance.
- The Resumes sent by Venus HR to the employer is valid for a period of one year from the date of agreement.
- Venus HR will never be responsible for the personal character, behavior & conduct of the candidate in any aspect. The employer has sole discretion in the selection process.
- The employer will coordinate only with Venus HR and not with the candidate directly, till the joining date of the candidate, recommended by Venus HR. The employer needs to send a confirmation mail to Venus HR regarding the candidate joining in the position.
- A copy of the offer letter made to the selected candidate by the employer should be endorsed to Venus HR, indicating the gross remuneration offered to the candidate.
- The employer shall maintain confidentiality of all information furnished by Venus HR and no information shall be disclosed to any other person without written permission.
- Replacement of a candidate is possible (one time), if a candidate himself / herself leaves (strictly not for termination) from the employer **within 60 days** from the date of joining. Or, 50% of the service charges will be refunded to the employer if replacement not possible.
- The employer should make all the important correspondence (like manpower requirements & details, shortlisted list, interview schedule, selection, offer details, candidate joining / leaving confirmation etc.,) with Venus HR, by mail/post only.
- The employer may have manpower requirements throughout the year, but the employer should make the payment to Venus HR time to time for every placement as per the terms.

Venus HR Placement Service Charges:

If an Employer do not have their own Website and own E-mail related to that Website, then Venus HR service charges will be **Rs.2,000/- INR in advance** (as a non refundable advance, which includes on-line advertisement charge, manpower outsourcing confirmation charge & placement agreement charges etc., This advance amount will be deducted from the actual service charges. Rs.2,000/-INR in advance is applicable for First Time Placement / Recruiting). Actual service charges will be **8.33% of candidate's first annual gross salary (if CTC upto 6 lakh) & 12% of candidate's first annual gross salary (if CTC above 6 lakh)** as mentioned in the offer letter / mail (Service tax as applicable). The Total Annual Gross Income of the candidate would indicate monthly basic/consolidated salary, HRA, DA if applicable, conveyance (fixed), LTA, Medical, P.F., (Company contribution), Gratuity, Superannuation and other monthly allowances paid, irrespective of the mode of payment.

- For overseas placements **8.33% of CTC (candidate's first annual gross salary)**. It is fixed for all the Entry level to Senior level positions.
- The employer shall make **full Payment within two weeks** of candidates joining the post.
- Payment shall be in favor of **"Venus HR Consultancy & Solutions" or "Gowtham"**.
- **All disputes are subject to Tamilnadu Jurisdiction only, with 60% rate of interest (p.a) if the employer / consultant refuse / fail to make the service charges.**

Feel free to contact us for any clarifications. Thanking and assuring you of our best services at all times,

Employers read this form carefully, sign and send this form either by post or by mail (scan copy) along with the advance payment.

For Venus HR Consultancy & Solutions

Manager - Recruitment

**Regd. Office: No: 129, Karur Main Road ,
Kolathupalayam Post, Dharapuram Taluk, Tirupur Dist
Tamil Nadu, India – 638661.**

Mobile: +91 9159212456

E-mail info@venushr.in Website: www.venushr.in

We accept the terms of services (Page 1,2,3 & 4):

Organization Name & Address :

Authorized Person :

Designation :

Contact Phone/Mobile No's :

E-mail ID & Web site :

Signature with date & Office seal :

For Venus HR

For (Employer Name, Signature with Seal)