



# iSPARROW

## HR Solutions

“We Build Organisations & Careers”

### HEAD OFFICE (AHMEDABAD- GUJARAT)

501/ B , Silicon tower, Nr. National Handloom, Law Garden, C.G. Road, Ahmedabad, Gujarat-380009.

Ajay Limbachiya-9512445788/8160991800/ Unnati Limbachiya:- 7045630023. [www.isparrowsolutions.com](http://www.isparrowsolutions.com)

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**BANGALORE-KARNATAKA|BHAVNAGAR-GUJARAT|SURAT- GUJARAT**

Sparrow is the fast mover & market leader. Comprising of an energetic, enthusiastic and creative team, Sparrow has expanded within a short span of time to a team of 100 people and over 4 locations in Gujarat and 1 Location in Bangalore, growing further at a very aggressive rate on a weekly basis.

iSPARROW is leading It companies in India. Established in 2014, and now we are start up manpower outsourcing company corporate office in Ahmedabad Gujarat state of India

We find winners who build business. As passionate experts in executive service industry we build leadership terms of our clients every day. Orchestrating a process end in the hiring of world class talent

Requires a true partnership with the trusted outside advisor. Maximize your exposure to the global executive talent pool and fully leverage the experience of our executive search consultants.

## **Team**

We being managed by professionally qualified. Long experience team members in the field of personnel, Administration, Legal and HR. the team has diverse knowledge and know-How of different industries. This enables us to understand your requirement as well as serve you better.

## **Staffing**

Staffing is the one of the most important function of management. In fact, It is the process of filling vacant position by appointing the right personnel at the right job, at the right time. Hence, everything will occur in the right manner.

Staffing is the process of providing jobs to deserving people, through the function of recruitment, selection and training with-a-view to getting benefits from them, for the achievement of pre-set goals of organization

## **Recruitment / Placements**

- We undertake all your recruitment needs and fulfill it according to your specifications. We are able to cater to your recruitment needs for.
- Senior Level Recruitment
- Middle Level Recruitment
- Junior Level Recruitment
- Fresher, Technical and Experienced Candidates
- Skilled/Semi-skilled/Unskilled Candidates

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## Recruitment Process:

- Receipt of client needs
- Assessment of Needs
- Screening and counseling of suitable candidates from different sources
- Forwarding of updated bio-data to the client company
- Short listing of bio-data from the client company
- Communication and Interview Management
- Selection and Offer by the client
- Offer Confirmation
- Reference check and compensation check of selected candidates
- Joining and Final Placement
- Post Recruitment Follow-up and Feedback

## Services Provided by isparrow HR solutions :

- **Turnkey Recruitment Projects:** We provide in-time mass recruitment solutions across verticals and departments to address recruitment in special conditions like massive expansions, , new product launch, project implementation or cultural turnaround exercise through quality talent injection from outside the company.
- **Interim Management:** Executive placement at the highest level to provide immediate short-term infusion of management skills and fresh thinking, which in the long-term would bring change and value addition embedding good practices and leaving a legacy of improvement.
- **Corporate Training / HR Solutions:** Customized solutions for Corporate as well as for Individuals designed to help in career development, increased job satisfaction, enhance team effectiveness, identification of strength and weakness of own leadership style and eventually leading to better life balance.
- **Platinum Consulting:** It is a highly personalized and customized advisory service to select candidates, information gathering, resume making, search support, company reference check and authentication, interview guidelines, negotiation assistance, documentation guidance, and post selection handholding, training need analysis etc.
- We are not liable on any legal or equitable basis, including in negligence, for any acts or omissions of employee:

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**BANGALORE-KARNATAKA| BHAVNAGAR-GUJARAT| SURAT- GUJARAT**

- Performing professional, scientific, engineering, technical or similar services
- In workplaces which are unattended or have inadequate or inappropriate internal controls or safeguards
- Handling cash, negotiable instruments, valuables, merchandise or any other property of value
- Operating and referred by us , as independent contractors and signed to payroll activities

#### **Terms & Conditions for Permanent Staffing:**

##### **Professional Fees Charged for Permanent Staffing:**

- For All positions, 8.33% on Annual C.T.C.

##### **Disbursement:**

Invoice will be raised once candidate joins the organization. Payment needs to be made within 90 Days from date of candidate joining the organization

##### **Replacement:**

A free replacement will be provided in case of any candidate's leaving job within 90 days from joining date. No replacement of replacement.

##### **Validity / Renewal:**

This agreement would be valid until either party has given a written intimation for discontinuation or renewed at mutually agreed upon terms and conditions. Charges for the candidates selected from the CVs submitted during the validity of this agreement would be as per the terms and conditions agreed upon in this agreement.

##### **General Terms & Conditions:**

- All applicable local taxes will be applied to the total invoice value. In the event of any changes in the local statutory contributions, necessary adjustments would be implemented in the payment and invoicing process.
- The Client should determine whether the candidate referred to them is suitable for employment, as there is no liability for any claim for loss, expense, damage or delay as a result of our referral or the Client's employment of a candidate.

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**BANGALORE-KARNATAKA| BHAVNAGAR-GUJARAT|SURAT- GUJARAT**

- We are not liable on any legal or equitable basis, including in negligence, for any acts or omissions of employee:
  - Performing professional, scientific, engineering, technical or similar services
  - In workplaces which are unattended or have inadequate or inappropriate internal controls or safeguards
  - Handling cash, negotiable instruments, valuables, merchandise or any other property of value
  - Operating and referred by us , as independent contractors and signed to payroll activities

### **Acceptance of Above Terms and Conditions:**

You may please formalise the mandate by accepting the above Terms and Conditions

For, Accurate Placements  Proprietor:  Date:  Place:   Company Seal:	Accepted by  For,  Authorized Signature  Date:  Place:   Company Seal:
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