



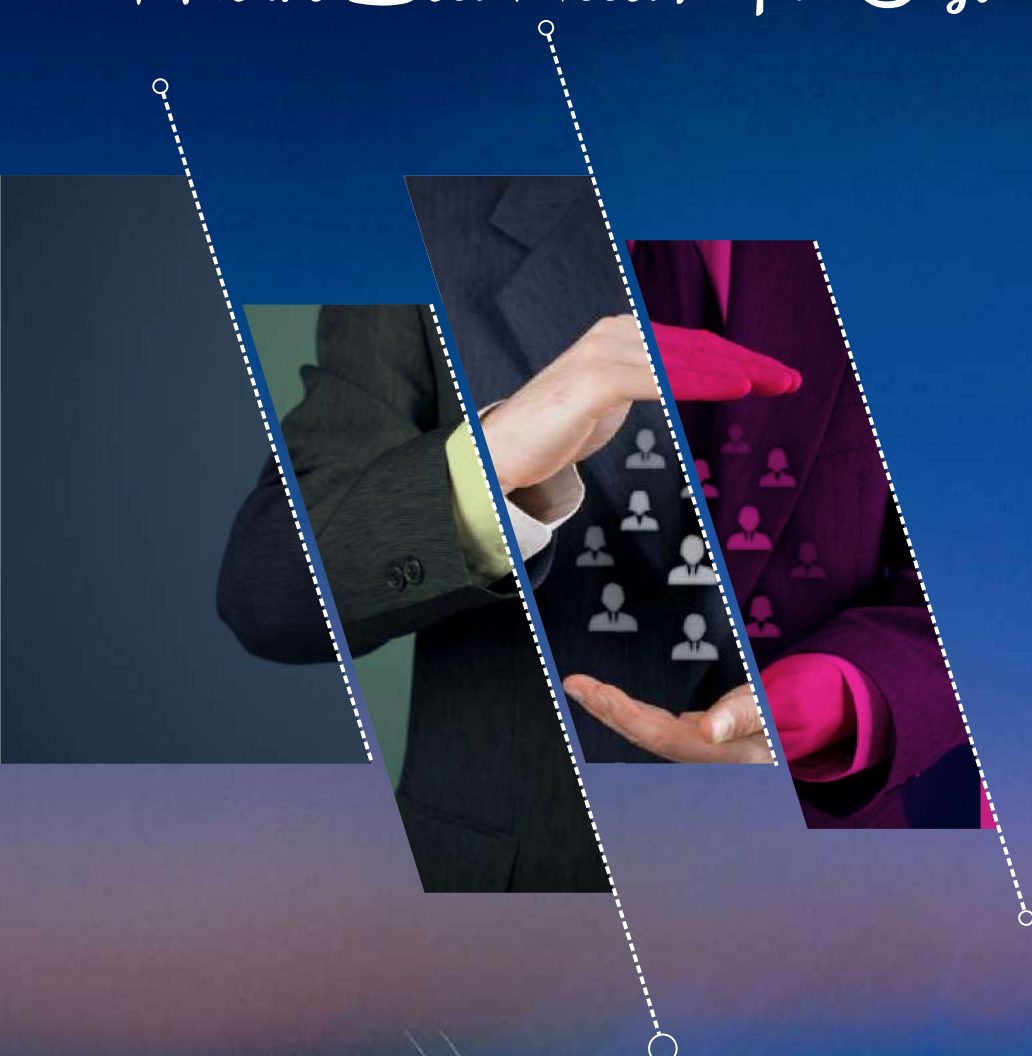
Zafco

Human Resource Management

GOVERNMENT APPROVED RECRUITMENT AGENCY

(Registration Certificate No.: B-0762/DEL/PER/1000+/5/9148/2015)

*At the end of the day
you bet on people not on strategies
"Hire the Best Asset for your Organization"*



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About us



“ZAFCO Human Resource Management” is a Delhi-based pioneering human resource management agency for exportation of manpower services across the Gulf region and other countries. The agency was established and approved by the Ministry of External Affairs, Government of India in 2015, under the License No. B-0762/DEL/PER/1000+/5/9148/2015. Being well equipped with the requisite infrastructures and 10-years long experience in the migration related activities, the organisation is poised to play a very impactful role in providing highly qualified, professionally advanced, technologically sound, and hard-working semi-skilled & unskilled human resources from India.

What We Do

Based in the heart of India's capital, we also operate through our business-consultants in all major metropolitan cities like Mumbai, Kolkata, Chennai, Bangalore, Cochin, Chandigarh, Lucknow etc. for the purpose of search and selection of best, talented, efficient and qualified workforce to fulfil the requirements of our clients abroad.

“ZAFCO Human Resource Management” comprises of a fully dedicated and enthusiastic team of professionals. The services provided by this team, are widely renowned for their hassle-free management, professional approach, reliability and cost-effectiveness among our clients.

The method that our company adopts in searching candidates for various posts, is driven by specific circumstances. We shortlist excellent candidates by looking into various aspects of this business like industry-specific skills and the location of such talent, as we find a sizeable concentration of candidates for various professions in many parts of India. Once we receive a demand from our foreign clients for the recruitment of any given number of workers, we activate our process by tapping the candidates from the market. Once the candidates have been identified, before presenting them to the foreign employer's representative/interview panel, we conduct in-depth pre-interview examination with each individual via telephonic call, and obtain detailed information (on topics such as educational background, experience, job history, career goals, personality traits etc). Our systematic and streamlined methodology of recruitment helps to provide apt manpower according to the Client's requirement at the stipulated time. We have qualified and efficient staff for testing, interviewing and assessment. The selection process is conducted by people with immense knowledge and experience in the relevant field, enabling us to tackle your requisition promptly.



MISSION



VISION

Our vision is to become the client's preferred manpower exporting Agency with utmost professionalism, honesty and integrity. We also strive to be the preferred platform for candidates to discover and pursue careers with their ideal organizations that we deal with. Our prime target is to emerge as a hub of manpower excellency and to be human resource arm of the corporate world globally.

OBJECTIVES

“ZAFCO Human Resource Management” serves as a connecting point between foreign employers and potential job seekers from India. The company cooperates and coordinates in all activities related to HR services. The main objectives set by our company, are as follows....

- To facilitate exportation of efficient and effective workforce to our foreign clients across the globe.
- To assist India's prospective job-seekers in exploring overseas employment opportunities.
- To serve our clients as well as our candidates up to their maximum satisfaction and win their confidence and appreciation.
- To discover new avenues of business in field of manpower recruitment and tourism sector.
- To bring India more close to the world in general and to the Gulf nations in particular, with more people-to-people contact in areas of trade, construction, health, agriculture, education and manpower.
- To uplift the economy of India by reducing unemployment rate and to help host countries in meeting the demand of growing workforce for their infrastructural and financial developments.

For providing best quality services to customers, our company “ZAFCO Human Resource Management” is backed by a talented team of professionals who are master in this domain. We work day and night to meet the huge market demands and ensure the satisfaction of the customers. Our team is capable, efficient and work hard to meet the goal of the company. “ZAFCO Human Resource Management” also offers growth-oriented career opportunity to the prospective job seekers. To attract the best talent from all corners of India, “ZAFCO Human Resource Management” has a very persuasive work culture whereas it uses pan-India database to fetch the most efficient and capable candidates to satisfy the need of our clients abroad.



PRINCIPLE AND PHILOSOPHY

We, at the “ZAFCO Human Resource Management”, firmly believe that we attain success only when our clients and customers succeed in realising the burning desires of their organisations. We, therefore, imbibe a complete set of ethical principles and philosophical values that define our functionality and dealing with others. The hallmark of our principle and philosophy consists of...

HONESTY

We, at the “ZAFCO Human Resource Management”, remain honest and truthful in all our dealings and we do not deliberately mislead or deceive others by misrepresentations, overstatements, partial truths or any other means.

INTEGRITY

We demonstrate personal integrity and the courage of our convictions by doing what we think is right even when there is great pressure to do otherwise. Our team is very much principled, honorable and upright; they will fight for their beliefs. They will not sacrifice principle for expediency and vantage.

PROMISE-KEEPING AND TRUSTWORTHINESS

Trust is a highly admirable attribute. Trust building is like building a tower stone by stone. On the contrary, lies topple the tower by removing stone by stone. We, at the “ZAFCO Human Resource Management” are truly worthy of trust as we are candid and forthcoming in supplying relevant information and correcting misapprehensions of fact, and we make every reasonable effort to fulfill the letter and spirit of our promises and commitments. We do not interpret agreements in an unreasonably technical or legalistic manner in order to rationalize non-compliance or create justifications for escaping our commitments.

LOYALTY

We also exhibit absolute loyalty and fidelity to persons and institutions in adversity, support and devotion to duty. We do not use or disclose information learned from our clients in confidence for personal advantage. We are loyal to our clients, their companies and colleagues and if they decide to depart from us and shift over to some other agency, we respect their decision and we do not disclose their proprietary information to any outsider, and we never engage in any activities that inflict undue harms on our previous clients.

FAIRNESS

We are fair and just in all of our dealings and actions. We do not exercise our position arbitrarily, rather we take decisions multilaterally. We, as well, neither use overreaching or indecent means to gain or maintain any advantage nor take undue advantage of another's mistakes or difficulties. We are open-minded; we are willing to admit where we are wrong and, where appropriate, change our positions and beliefs.

COMMITMENT TO EXCELLENCE

“ZAFCO Human Resource Management” pursues excellence in performing its duties, as we are well-informed, well-prepared, and constantly endeavour to increase our proficiency in all areas of responsibility.

REPUTATION AND MORALE

Our agency seeks to protect and build the company's good reputation and the morale of its clients, customers, candidates, employees and all associates by engaging in no conduct that might undermine respect and by taking necessary steps/actions to correct or prevent inappropriate conduct of others.

ACCOUNTABILITY

We are all accountable for the impact of our actions, behaviours and decisions on fellow employees, customers, Shukla's overall success, our shareholder and the communities in which we operate.

A GLANCE AT OUR MAJOR ROLES IN THE ENTIRE PROCESS

- “ZAFCO Human Resource Management” comprehensively understands its clients' recruitment need and it is well-positioned to serve them in the best possible way available in the market.
- “ZAFCO Human Resource Management” also works on the categorization of job description, search criterion and time frame.
- To source potential and efficient candidates, “ZAFCO Human Resource Management” takes the help of latest database from the various job portals and advertisements in the local, regional and national dailies.
- We at “ZAFCO Human Resource Management” also make efforts to screen and assess the right candidates and our preference in the regard is that the selection of candidates should be done either by the employers themselves or by their authorised representatives/ interview panel.
- After the final selection, “ZAFCO Human Resource Management” sends the candidates for medical checkup by the authorised medical centers set-up according to the guidelines and standards of the countries of employment.
- We also put forward application of selected candidates for visa endorsement in embassies where it's required.
- After furnishing all necessary recruitment formalities, we take care of emigration clearance for those who need it. And then, we make arrangement of air-ticketing to enable the candidates to join the work in the destination country as soon as possible.
- “ZAFCO Human Resource Management” also takes pain in providing basic guidance to the workers prior to their departure from the country of origin. In addition to their rights, workers are also informed about their duties and responsibilities while being abroad and first hand information about work environment & salient features of labor law in the destination country.

Hence, we further assure you that if our organisation is given an opportunity to serve you, we shall render our best and most efficient services for recruitment, arrangement of the interviews, shortlisting the candidates, visa processing and the deployment of the selected candidates.

WHAT WE COVER?

Countries We Cover:

We cover all countries. However, we focus on the following countries mainly.

- Kingdom of Saudi Arabia
- United Arab Emirates
- Sultanate of Oman
- State of Qatar
- State of Kuwait
- Kingdom of Bahrain
- Republic of Iraq
- State of Libya
- Republic of Indonesia
- Federation of Malaysia
- Nation of Brunei
- Republic of Singapore
- Federal Republic of Nigeria
- Republic of Algeria
- Others



Sectors We Cover:

- Medical (All branches)
- Information Technology
- Management
- Engineering (all branches)
- Science & Technology
- Health Care
- Civil Construction & Real Estate
- Education
- Hospitality, Food & Beverages
- Manufacturing & Production
- Highways & Roads
- Finance and Banking
- Administration & Management
- Ports & Marine Services
- Agriculture & Farming
- Power & Energy
- Automobile & Logistics
- Petro-chemical
- Industries
- Other

WHY ONLY US?

Our organisation is in this business since the oil-boom of 1970s when the actual migration of workers from the South Asia to the Gulf countries began. Hence, we are well-aware of the nitty-gritty of dynamics of migration process. This acquisition of broad knowledge pertaining to the recruitment & human resource issues with a deep understanding of all kind of industries, enable us to furnish best solution to our clients in their demand of workforce from India. To provide prompt and professional services to the foreign employers (Fes), “ZAFCO Human Resource Management” is well-positioned to deliver and meet their demands with world class HR solution professionalism.

Recruitment Process

“ZAFCO Human Resource Management” has a well-structured recruitment process for sourcing ideal candidates to our clients. Our aim is not merely to find a candidate to fill any position, rather we make all possible efforts to get a 'right person' for the 'right position' in accordance with the cultures and service ethics of our client's organisation. “ZAFCO Human Resource Management” also promises to uphold the integrity and values of our clients, acting as true representatives of the organisations we represent in the marketplace.

A GLIMPSE OF OUR RECRUITMENT PROCESS

Firstly, we ensure we have authorisation to recruit. We keep regular contact with all candidates. So, when a job comes in, our highly-efficient staffs already know what candidates would be suitable. Our website is our first port of call where we put an advertisement of the current opening. We, then, advertise the requirement on over dozens of job portals and sites as well as on all popular social media platforms.

Upon identifying the candidate's suitability, we conduct a second round of telephonic interview which is more specific to the job at hand. During this stage, we do not only make aware of our clients about availability and suitability of the candidates, but also we feel it is important to properly brief the candidates on the vacancy and company, in order to make them aware of the reality of job role and the problems that candidates might face.

The next stage of our process is by initiating screening a candidate from the database that we have downloaded from the job portals, by conducting a vacancy specific telephonic conversation to ascertain that the candidates we registered, are matched with the profile of job and they seriously intend to work abroad.

If we find suitable candidates beyond this stage, we then ask them to come in our office for a face-to-face interview. This process may seem to be very exhaustive, but quite often it's very necessary to get a complete assessment of not only candidate's experience but their personality and work attitude.

After these stages, we send their CV across our client. If our client wants to interview the candidate, we organise everything necessary to make it happen and present them to the employer's representative/ interview panel.

This is the standard process that we follow for the recruitment of professionals and highly skilled & skilled candidates. For the recruitment of semiskilled and unskilled workers, we follow the prevailing process in the market keeping in mind the considerations of industry-specific skill and capability of workers.





OUR SERVICES

Pre-Selection Services

- Seeking approval from labour authorities.
- Advertising in local newspapers.
- Screening of application and preliminary interviews by experts.
- Conducting Trade Test Whenever Required.
- Facilitating interviews by the client's representative if required for final selection.

Post-Selection Services

- Conducting complete medical test by medical practitioners
- Obtaining Police Clearance
- Completing Protectorate of Emigrants formalities
- Preparing other documents
- Authentication
- Visa formalities
- Finalising contracts
- Airline ticketing & travel formalities
- Orientation prior to departure
- Transport to Airport
- Keeping in touch with the clients continuously

Your satisfaction is our Success and your growth is our Growth.



ORGANIZATIONAL CHART



CANDIDATE ATTRACTION

Referrals

"ZAFCO Human Resource Management" and its sister organisations enjoy a good reputation in manpower business due to its huge experience, skillfulness and efficiency. That's why a large number of our placed candidates come via referrals and recommendations as it's said that 'good people tend to know good people.' So, we actively incentivise candidates to put us in touch with their friends, colleagues and contacts to find a higher number of 'passive job seekers'.

Advertisement in Dailies

The existence of newspaper or its great importance for the business/ employment sector is not at all a secret to anyone as it's the oldest form of advertising in the world. It is a platform, which the companies have been using to issue job vacancy advertisement for a long time. This method is very effective in the local area. Local newspapers are distributed in the locality and are read by almost everyone. Once received the demand letter from the foreign employers (FEs), "ZAFCO Human Resource Management" advertises in the local and national dailies depending on location and specialization.

Internet/Job Portals

We use a variety of websites/ job portals for advertising the jobs in hand and collecting CV databases to reach out to 'active job seekers', depending on location and specialization. For instance, Naukri, MonsterIndia, Timesjobs, NaukriHub, CareerJet, CareerAge, ClickJobs, Shine, FresherWorld, PlacementIndia, TopIndiaJobs, JobsEmpire, CarrierBuilder, Jobomas, NaukriGulf, Indeed, JobRapido, Freelancer, FreeJobAlert, etc. are the main sites we frequently engage with to attract candidates.

Social Media

More recently our focus has been on using social media to attract candidates from various networking sites. In fact, social networking sites such as Facebook, Twitter, Instagram and LinkedIn have, nowadays, become very powerful marketing and communication tools which were never before available or affordable. We believe that using these channels to easily communicate with our customers and clients is an excellent habit. So, "ZAFCO Human Resource Management" has also embraced this means as part of its recruitment strategy.

Walk-in

A walk-in interview is a job screening that happens without an appointment or scheduled meeting. We use walk in interview strategy as well to recruit candidates for various positions. It's generally used when we have huge openings. It gives opportunities to a lot of people to apply and get interviewed. It also saves our time, when we are in urgent need of conducting a process with many people. It helps us scan anyone who walks in and enables us to find good people among them.



Documents Required from Foreign Employers (FEs) for The Deployment of Indian Workers

India's Overseas Employment Division works under the Ministry of External Affairs. The Ministry has introduced in 2015 an online program namely eMigrate to bring various stockholders viz Indian Missions, Foreign Employers (FEs), Migrant Workers and Recruiting Agents (RAs) on a single platform for the purpose of enhancing the “Ease-of-doing-business” and keeping an eye on the movement of workers.

In the view of the above, it is now compulsory for the entire foreign employers (FEs) who seek the services of Indian workers to get themselves registered with Indian Mission in their respective country through www.emigrate.gov.in by filling in an online registration application which will be then vetted by the Indian mission. Now by using only this system, any foreign employer can raise the demand for Indian workers and seek a permit to recruit them through recruiting agents (RAs) in online manner only. Such FEs will be required further to declare the terms and conditions of employment for each category of job, at the time of demand registration. The declared terms and conditions of employment will act as a specimen contract and will form the part of employment contract at the time of actual recruitment. “ZAFCO Human Resource Management” needs two kind of documents from our foreign employers (FEs) to initiate the recruitment process.

Demand Letter

It is a formal letter from the foreign employers (FEs) who will issue it on the company's official letterhead in the favour of “ZAFCO Human Resource Management” New Delhi, clearly mentioning the following points:

- Job Description/ Category
- Monthly Salary
- Other amenities meant for workers such as food, health insurance, conveyance, air ticket, accommodation etc.
- Number of workers required in each category
- Duration of Contract

Power of Attorney

In addition to the above letter, the foreign employers (FEs) will also issue a power of attorney authorizing “ZAFCO Human Resource Management” to select, recruit and deploy India's prospective job seekers on the behalf of the client and to deal with the local authorities like consulate, embassy, health attaché & foreign affairs office.



OUR CLIENTELE

(Choose us for your manpower requirements)

