

# P. S. Consultants


بي . ايس . للاستشارة



Total Manpower Solutions

LIC. No. B-0436/DEL/PER/1000/5/8451/2009



  
**PROTECTOR GENERAL OF EMIGRANTS**  
 Ministry of Overseas Indian Affairs  
 Government of India, New Delhi

**CERTIFICATE NO. B -** 0430  
 PEA/1000/5/0451/2009 Form - V  
**GOVERNMENT OF INDIA**  
**MINISTRY OF OVERSEAS INDIAN AFFAIRS**  
**CERTIFICATE**  
 [ See rule 10 (2) ]

With reference to the application dated 23/01/2009  
 for grant of a Certificate under Section 10 of the Emigration Act,  
 1983 to commence or carry on the business of recruitment for  
 deployment of Indian workers with foreign employers,  
 M/s. P.S. Consultants  
 is hereby granted the said certificate effective from the date  
 of issue of this certificate, subject to the following terms and  
 conditions, namely:-

(i) that the business shall be conducted at 104, 1st Floor,  
 Shah Kunal Singh Tower, Flat  
 No - C - 58, Community Centre,  
 Janakpuri, New Delhi - 110058

(ii) that this certificate is valid for a period of 5 years or  
 till the completion of the recruitment of 1000 (One  
 thousand) workers, whichever is earlier. In the event of  
 the recruitment of the specified number getting completed  
 before the specific period, the holder of the certificate  
 can be permitted to continue recruitment upto the expiry  
 of the certificate on production of evidence of actual  
 demand and on furnishing additional security under sub-  
 rule (2) of Rule 8;

(iii) that the holder of the certificate shall conduct business  
 under signatures and seal of the director /partner/ proprietor  
 and the certificate shall not be transferable;

(iv) that a photocopy of this registration certificate shall be  
 prominently displayed at a conspicuous place in the pre  
 mises of the business. Also, a copy attested by the regis  
 tering authority with an endorsement of having authorized  
 the recruiting agent to carry on the business at additional  
 premises, if any, shall be displayed at a conspicuous place in  
 the business premises of such Branch Office. Original  
 Certificate shall be produced on demand by the emigration  
 authorities/law enforcing authorities and employers;

that the holder of the certificate shall normally conduct  
 the business from the place indicated in the application  
 for registration. For opening a Branch Office at a  
 place other than the place indicated in the application,  
 the holder of the certificate has to obtain prior  
 approval of Registering Authority, indirectly in the  
 form of a separate application.

## عن الشركة :

ان بي . أس كونسلتنتس هي شركة هندية تم تأسيسها في عام ٢٠٠١ و مسجلة علي وجه المطلوب تحت وزارة الشئون الهندية لما وراء البحار لحكومة الهند بموجب رقم التسجيل بي - ٠٤٣٦ / ديل / بير / ١٠٠٠ / ٥ / ٨٤٥١ / ٢٠٠٩ / بغاية المقابلة لمتطلبات الايدي العاملة الهندية لما وراء البحار .

اننا نختص في الحل الفني لخدمات الاستقدام للمصادر البشرية الذي يساعد زبائننا في وجود الشخص المناسب للوظيفة المختصة . اننا الشريك بزبائننا في متطلباتهم و ايضا اننا نعمل بالقرب مع المرشحين الذين يطلبوا الفرصة . نحن نقوم باعمال الاستقدام بانشاء العلاقات و نستمر باضافة القيم الى خدماتنا بزيادة الانتاج و قائمة الزبائن .





# INTRODUCTION



We are pleased to introduce our company P. S. Consultants as a complete Resource augmentation & Manpower Solution company that provides distinctive support and comprehensive recruitment solutions to leading businesses across the world. An Indian owned company established in the year 2001 & duly registered under Government of India with the intent of meeting the increased demand for Indian manpower abroad.

Our specialized technical solution in recruitment services of Human Resource helps our clients to find the right people for the right job. We not only partner with our clients on their recruitment needs but also work closely with candidates who are seeking an opportunity as we strongly believe in building relationships which continuously adds value to our line of services with an increasing productivity and client list.

**P. S. Consultants** is embonded by a highly motivated team that believes in the philosophy of value for time and money. We specialize in providing total manpower solutions to leading corporations located across the world which includes construction, maintenance & operations of Oil & Gas, Petrochemical, Refineries, Fertilizers and Power Plants (including shutdown projects).

Besides this, we have also carried out recruitment for Manufacturing, Sales/Trading, IT (Information Technology) & Telecommunications, Banking, Insurance, Shipping, Marine, Hotels, Aviation, Airlines & Travel Agencies, Paramedical and other industries.


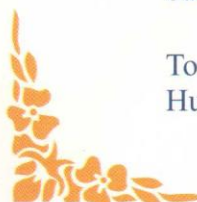
**P. S. Consultants** expertise encompasses assignment for Contractors, Consulting Groups/Engineers, Project Management specialists and Architectural practices ranges from recruitment (Employment & Supply) of highly skilled, semi skilled, unskilled workforce to individual professional staff (Executive to Managerial Level) to resorting and mobilizing full project management teams throughout the world.

*We maintain the most comprehensive computerized data bank of over 20,000 CV's updated every six months.*

Our current portfolio of clients includes many prestigious and renowned groups in the **Middle East, Far East, Europe, Africa** and other parts of the world. Over the years we have updated our resources and methodology to suit our client's requirement and have adhered to prompt service. The repeated & quality services to these clients itself speaks for the confidence reclined in **P. S. Consultants**.

We are located in the heart of New Delhi and are very close to Domestic and International Airports as well as to well known 3/5 Star Hotels. Our spacious office is equipped with latest and advanced communication facilities thus making every aspect of our setup geared to the client's need.

To summarize, **P. S. Consultants** has the expertise and experience to cater all kind of Human Resource requirements.





## RECRUITMENT PROCEDURE

On receiving the confirmed demand/requirement from the client along with the job brief like classification of workforce needed, required qualification, experience and other details such as remuneration/salary package and other facilities offered. We refer to our computerized data bank for a suitable candidate.

*If required we also advertise in local newspapers on behalf of the client.*

Shortlisted applications screened by our experts are forwarded to the client along with a tabulation sheet with the comments of our experts.

Interviews are then conducted by the clients giving atleast one week notice to call the candidates.

*Interviews can be carried out in any part of India depending on the numbers of candidates.*

We will provide the necessary assistance and logistic support to conduct interviews and if required we can provide facilities like Workshop/Trade center, testing equipments and computers etc for any kind of practical/written test.

*Trade Testing of Tradesmen can be carried out as per client's requirement.*

Post selection service includes informing the candidates about their selection, acceptance of appointment letters, pre-departure medical tests by reputed and GCC approved medical centers, Emigration clearance, Ticketing etc.

Proper counseling given to the candidates about the Employer, job and general information about the country.

### DOCUMENTS REQUIRED

#### For Emigration Clearance

- a) **Power of Attorney** : A power of attorney in our name to recruit Indian workers on employer's behalf in the format enclosed.
- b) **Demand Letter** : A demand letter with details about categories of workers required with salary offered and other terms & conditions.
- c) **Employment contract agreement** : Individual Agreement in accordance with norms, laid by the Indian Embassy.
- d) **Authorization Letter** : A letter addressed to your consulate to get their permission for visa processing. (In case of K.S.A. and The State of Qatar)

These documents should be attested by the Chamber of Commerce, Foreign Ministry and at the same time it should be attested by the Indian Embassy, in the respective country of Employment.



## DEMAND LETTER

# P. S. Consultants

## TOTAL MANPOWER SOLUTIONS

(Regd. By : Ministry of Overseas Indian Affairs Govt. of India)

104, 1st Floor, Shahpuri Tirath Singh Tower, C-58, Community Centre,  
Janak Puri, Near Janak Cinema, New Delhi-110058

Email : info@psconsultants.biz Web : www.psconsultants.biz

Visa No. : .....

Dated : .....

### Sub. LETTER OF DEMAND

Gentlemen,

We require \_\_\_\_\_ personnel from India as listed below:

Category	Number of Personnel	Basic Salary / Month
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Other Terms and Conditions

01	Food & Accommodation	Free
02	Medical Facilities	Free
03	Probation Period	90 Days
04	Contract Period	2 Yrs. renewable on mutual agreement
05	Working Hours	8 Hours
06	Over Time	As per Labour Laws of the host country
07	Passage	Economy class Air Ticket from India & back after expiry of contract

Signature & Seal of Employer



**P. S. Consultants** has facilities through their Associates in Punjab, besides the office in Delhi, It has associated office in Gorakhpur, Siwan, Cochin for recruitment of personal from various field promptly & effectily.

**P. S. Consultants** has vast experience in recruitment of :

**Construction** : Civil Engineering, Project Manager, Civil Foremen / Supervisor, Draughtsmen, Surveyors, Masons, RCC, Steel Fixers, Plumbers, Welders, Electricians, Crane operators, Asphalt Foremen/Workers, Heavy Duty Drivers, Light Drivers, Heavy Equipment/Machine Operator, Mechanics-Hydraulic/Diesel.

**Electronics/Computer** : Electronic Engineers, Telecom Engineers, Instrument Technicians, Computer Programmers, Computer Technicians, Computer Operators, Office Equipment Technicians, Satellite Technicians, Telephone/Fax/Technicians.

**Administrative** : Accountants, Auditors, Materials Controllers, Store Keepers, Secretaries, Office Clerks, Typists, Telex Operators, Sales/Marketing Staff

**Agriculture** : Agriculture Engineers, Gardeners/Farmers, Horticulturists, Landscape Specialists, Water Treatments Specialists, Garden Labour/Helper Etc.

**Industry** : Mechanical/Electrical Engineers, Designers, Machinists, Fitters, Turners, Electricians (Industrial), Fabricators, Machine Operators, Draughtsman (Industrial), Time Keepers, Quality Controllers, Etc.

**Air Conditioning/Refrigeration** : A.C. Technicians, A.C. Duct Fabricators, A.C. Engineers, A.C. Insulations, Etc.

**Auto Mobile** : Auto Mechanics (Petrol/Diesel), Auto Electricians, Denters, Painters, Tyre Retreaders, Car A.C. Technicians.

**Paramedical** : Pathologist, Radiologist, Laboratory Technicians, Nurses, Mid Wife, Male Nurses Etc.





# بي . ايس . للاستشارة

متخصصين المتكاملين للقوى العاملة  
(مسجل لدى وزارة عبر البحر للشؤون الهندية)

العنوان :

١٠٤ - دور اول - شاه بوري تيرت سنغ برج  
سى - ٥٨ , المركز الاجتماعى , جنك بوري  
قرب جنك سينما , نيو دلهى - ١١٠٠٥٨

اي ميل : [info@yahoo.co.in](mailto:info@yahoo.co.in)

ويب : [www.psconsultants.biz](http://www.psconsultants.biz)

تلفون : ١٩-١١-٢٥٥٤٦٤٦٧

فاكس : ١٩-١١-٤٥٦٠١٤٥١



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Email : [info@psconsultants.biz](mailto:info@psconsultants.biz)  
Web : [www.psconsultants.biz](http://www.psconsultants.biz)

