

Timeous

Making
Business Smarter

Technetronic



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1.0 TIMEOUS – Brief Profile

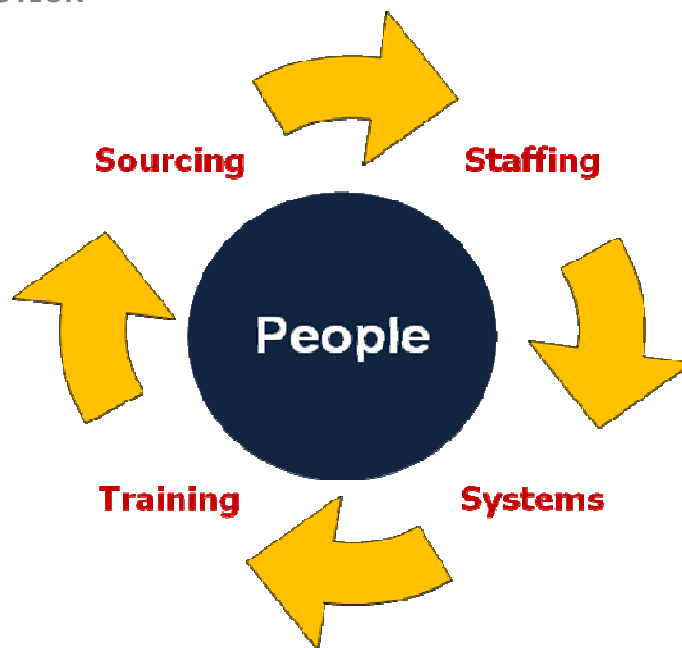
Right from our days of diversification back end support solutions, we have been setting standards for providing staffing solutions & project execution through unflinching commitment to our client needs and requirements. We provide strategic solutions based on opportunities created by the rapid growth due to economic liberalization in India.

We understand that adherence to timelines is an activity which is to be assured under all circumstances.

Timeous was started its operations in 2011 as a software development company to provide the services and solutions in the area of information technology and management with Microsoft and Java Platforms. Services are conceived and developed to provide a competitive edge to the client's business. Then Timeous entered into the Automation & Security system in 2012.

In short span of 2 years, Timeous has established itself as most trustworthy business partner to quite a few renowned Domestic & International corporate houses in both the area.

ONE STOP SOLUTION



1.1 QUICK STATS

- One of India's upcoming multi interest Consulting Firm.
- Offices in India: New Delhi, Bangalore, Bhubaneswar.
- Over 2 years of experience in end-to-end staffing & project execution.
- Major clients in area of Project Execution & Back-End Operation: **Honeywell, Schneider Electric, Argentums Motors (Formerly Known as Daewoo Motors), Upkar Engineering, Aesthetics & the list goes on...**
- Annual Organizational Growth at 72%.
- State of Art Infrastructure & Technology.
- Online Administrator Support.
- Multiple hiring options to replenish high operational manpower attrition.
- Highly concerned about the manpower welfare.

- Keep track of each & every step & development in the project execution & report time to time to the concern project manager.
- High rigor to customize, Make utmost scalable & inculcate stamina in every client association.

1.2 OUR PROMISE

As experienced with some of our major clients, followings are the most important deciding criteria for engaging a Manpower Consulting Firm, we follow:

- Their understanding of client's Manpower needs & Project's Scope.
- Their quality of work & staff.
- Their area of specialization/core competencies.
- Their search methodologies and recruitment process for staffing.
- Their work methodologies to execute a project.
- Their experience in servicing in relevant field/sector.
- Proof of their delivery speed (Turn-around Time) & Accuracy (CV Sent & CV Shortlisted).
- The amount of innovation they bring in.
- Their corporate credibility & Brand Name.

1.3 OUR EFFICACIES

1.3.1 Database Selection

- Primarily addresses requirements for Entry/Middle Management staffs.
- Database of 50,000 professionals and growing.
- Automated web-enabled database for speedy matching of profiles.
- Quick response time to client requirements.
- Already shortlisted CVs save time.,
- Informed sourcing.

1.3.2 Vendor Management Services

- Targets specific segments of professionals for specialized roles.
- Strategic choice to handle volume of requirements & budgets.
- Eases the process of finding suitable candidates.
- To create awareness and interest in clients organization.
- Dedicated team to understand client's needs.
- Deep analysis of organization structure, culture & the role of linkages.

1.3.3 Turn-key Projects Execution & Recruitment

- Turnkey recruitment is best suited for start-ups, new project execution, manning & delivery centres expansions.
- Suited for scale-up of team sizes & geographical expansions of teams.
- Mobilize internal resources to process large volume responses.
- Manage the selection of required personnel.
- Manage administrative details & logistics.
- Provide "ready to work" work force against time schedule.
- Mass recruitment & project implementation at multiple locations.

1.3.4 Project Execution.

- Direct involvement in new project execution and proper management for timely completion.
- Monitoring and managing the available man power and other resources for a streamlined operation.
- Executing the Service Level Agreement for already developed application or third party application software.
- Proper coordination with the end users of the projects.
- The projects development knowledge in ASP.Net, PHP, MS SQL, My SQL & Oracle.
- Projects executed for different types of verticals (i.e. PSU, Banking, Airport, Railway, etc).

1.4 BUSINESS LINE

- Staffing Solutions
 - Temp/ Contract Staffing
 - Payroll & Benefits Management
 - Project Resourcing
- Recruitment Solutions
 - addressing your quality manpower requirement
- HR Outsourcing
 - addressing your HR process management requirement

1.5 STAFFING – AN OVERVIEW

1.5.1 NEED

People are the most powerful assets of a company and the ability to choose the right people is most strategic for any company today. Companies across the globe lay critical emphasis on their human resources and in the process, newer methods have evolved to enable them to get the right people for the right job at the right time.

Some of the underlying reasons that have made companies opt for temporary staffing:

- Need to contain headcount
- Seasonal increase in business,
- Need to lower employment costs and
- Demand for niche skill sets

1.5.2 OUR UNDERSTANDING

Staffing (Temping) is outsourcing of Manpower

- Begins with workforce design and includes recruiting, assessment, development, workforce planning, and retention.
- May involve any combination of employees, contingent workers, contractors, consultants, and outsourced operations.
- Offer a variety of services, including temporary help, permanent placement, temporary-to-permanent placement, long-term and contract help, managed services, training and human resource solutions.
- Responsibility for recruitment, payroll & benefits, human resources, statutory compliance and employee services etc.

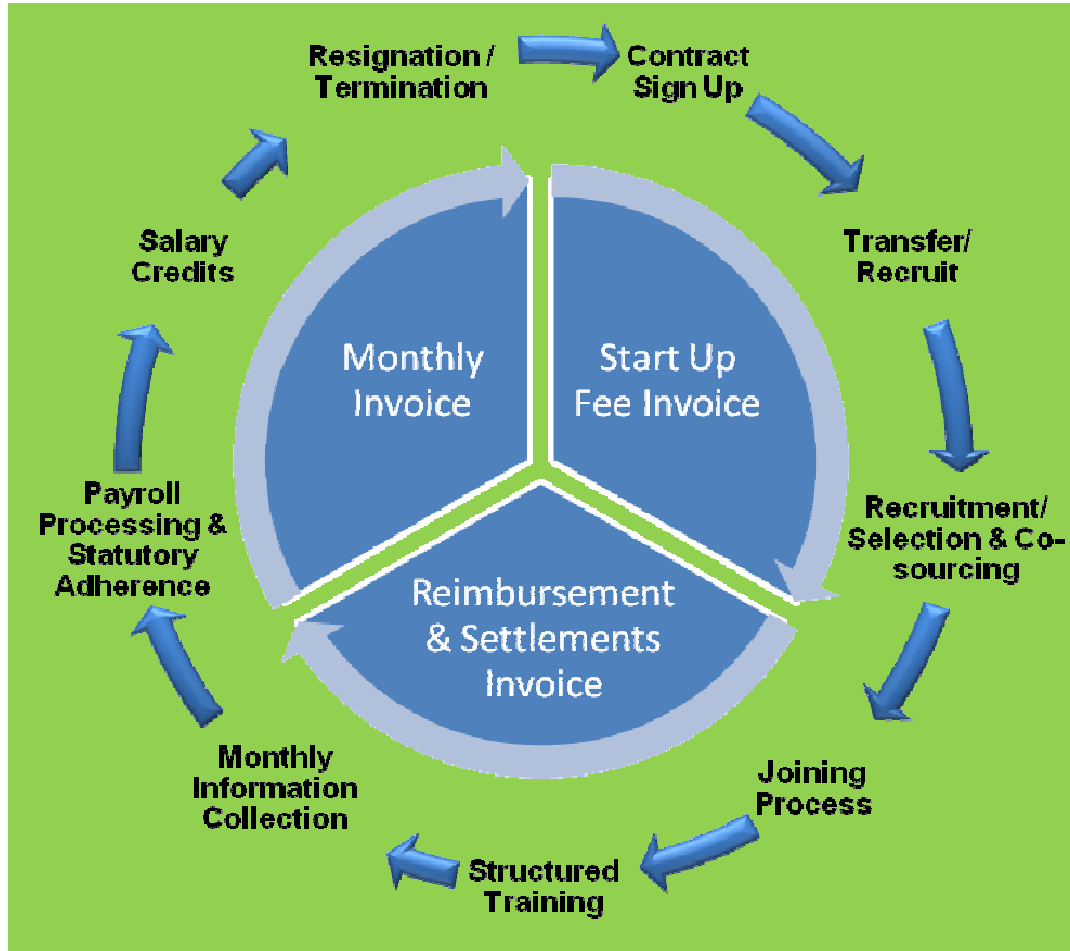
1.5.3 ADVANTAGES OF STAFFING

- Focus on core business activities
- Addresses headcount limitations squarely
- Just in time workforce
- Control over long term costs
- Improved competitiveness
- Shrink HR and Administration costs (Payroll, Benefits, Training, Accounting)
- Ease of handling – Planned & unplanned absences
- Retain and attract talent
- Regulatory and Statutory Compliance
- Better Employer – Employee relations

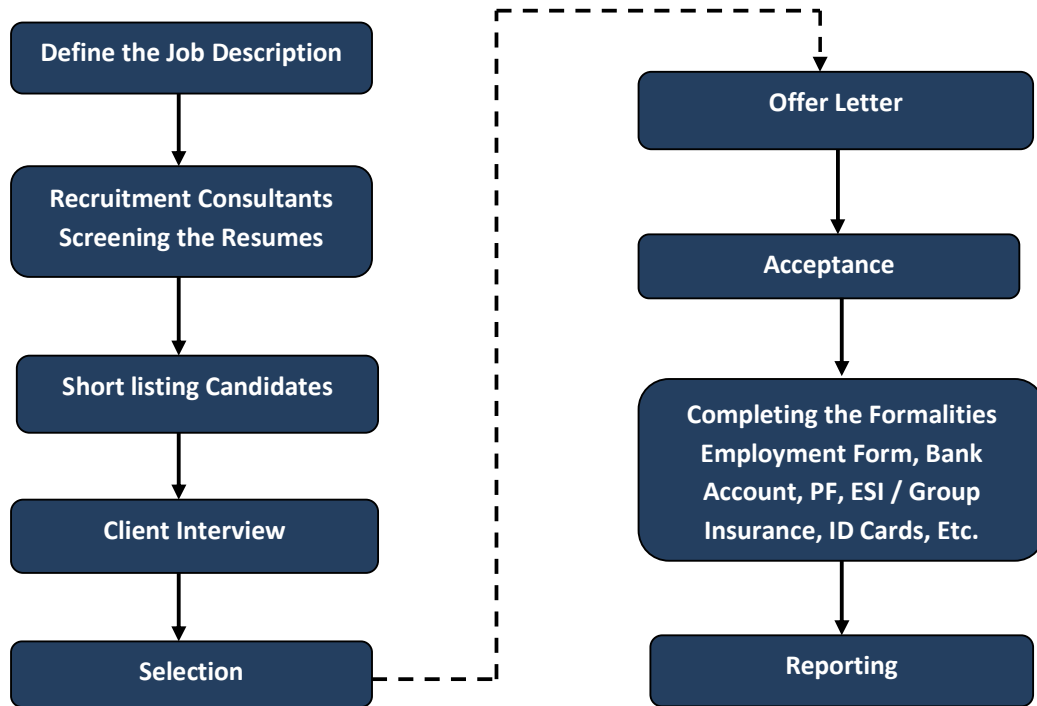
1.5.4 BENEFITS OF STAFFING

Benefits to Employers	Benefits to Employees
<ul style="list-style-type: none"> • Just-in-time workforce • Temp to perm possibility • Easy recruitment and demobilization • Control over long-term costs • Outsourcing of invisible costs • Specialists with wide experience 	<ul style="list-style-type: none"> • Entry into blue-chip firms • Work for respected company • Dignity of employment • Statutory benefits • Enhanced employability • Temp to perm possibility

1.5.5 STAFFING CYCLE



1.6 SOURCING METHODOLOGY



At Timeous, we combine our experience, technology, accurate pay-rolling & strict compliance adherence ensuring satisfying outsourcing experience. The core methodology behind Timeous’s Client Servicing Model is to offer Customized End to End Manpower Staffing.

Stage 1: Getting to know you better.

Understanding your work culture & business team is critical to do expectation mapping & customize bridging processes. We therefore undertake complete due diligence get to know you & your organization in terms of existing business activities, organizational structure & culture, future growth plans, existing pain areas and one on interface with Central/Location wise SPOCs.

Stage 2: Understanding your Requirements.

Timeous’s objective is to attract the right manpower. We gather as much information as possible about the job role. We recommend face to face briefings for all new vacancies/projects with your assigned SPOC & understand the position intricacies i.e. key result areas, reporting and supervisory matrix, working condition/environment, job specifications, approximate compensation, location & other relevant details.

Defining Job Description – After understanding the requirement of client and the job role, the required job is described by us as per the KRA.

Stage 3: Devising Appropriate Sourcing Strategy.

Appropriate understanding of the Job Requirement, attracting the current manpower pool is executed through our recruitment teams combing mass confluence areas, related Client Competition, referral programs. Recruitment Consultants screen the resumes of all the candidates to map the right match with the job description.

Stage 4: Short Listing Candidates

Being the most critical part, our recruiters conduct one to one meeting, understand the reason of change, evaluate the communication skills, knowledge of trade, and knack for the said role. Do the personality assessment & understand the flexibility parameters.

Stage 5: Skill Testing.

Having domain specialist recruiters enables Correct Selection at the First Time, tough this activity is highly case and client sensitive.

Stage 6: Reference Checking.

All our candidates are thoroughly reference checked before the final selection is presented for your consideration.

Stage 7: Coordinating the Client Interviews.

We liaise with the selected candidates to arrange interviews at your convenience, ensuring they are fully briefed about the exact nature of the position and your company's background and culture.

Stage 8: Selection

After the interview the shortlisted candidates are intimated about their selection for the job requirement and

Stage 9: Negotiating Offers / Offer Letter

Following selection we assist with the negotiation of offers right through to the successful completion of the placement.

Stage 10: Acceptance

After the offer letter is given to the candidate the acceptance is received from the candidate as a conformation against the offer letter.

Stage 11: Complete Formalities

All the formalities like completing the employment forms, submitting the required documents, opening of bank account, insurance a/c, ID cards, etc are carried out before the candidate report to the job location of the client.

Stage 12: Reporting

After all the formalities are carried out, the candidate reports the client at the location specified in his/her contract papers.

Stage 13: Strong Post offer Follow Up.

Follow-up with client & candidate subsequent to candidate joining the organization, to ensure satisfaction on both sides.

1.6.1 OUR APPROACH

Step 1: Client Relationship Management

- Consultative approach to drafting requirement
- Feasibility study & Scope and terms
- Sign Partner-MOU

Step 2: Delivery management

- Sourcing and deployment of associates
- Transfer of associates to Timeous
- Associate induction & training

Step 3: HR Process Management

- HR support for Associates
- Leave & Attendance Management
- Payroll Management
- Statutory Compliance Management
-

Step 4: Associate Relationship Management

- Support
- Leave and attendance management
- Salary and payments disbursement

1.7 CLIENT DELIVERY MODEL

Resources at Timeous have been divided into two groups: Core Group & Support Group.

A team of consultants from the support group will be dedicated to the client's requirements under supervision of a member from the core group. The number of consultants to a client would vary depending on the nature and critically of the requirements. The sourcing team at Timeous relies heavily on search and headhunting activities for sourcing relevant profiles from the best available in the industry. The existing databases are utilized effectively for supporting the search activity. This helps in sourcing the relevant updated profiles with a low TAT.

Core Group:

Responsibility Areas: Client Interaction, Personal Interaction with Candidates (Interview, Testing, Negotiation stages), Candidate Testing, Major Specs Profile Match, Interview Scheduling at Client Premises, Monitoring Candidate Progress, Finalizing Recruitments.

Support Group:

Responsibility Areas: Search, Headhunting, Database Management, Broad Specs Profile Match, Support Group Interaction, Referral Checks & Validation, Updating of Profiles during recruitment procedure, Report Generation, etc

1.8 OUR FOCUSED VERTICAL

Timeous's Staffing Solutions are custom-designed to suit most of the organizational requirement and it is supported by an expert execution team that tailors services to meet unique HR needs. We offer an array of end-to-end manpower management services.

Timeous operates through domain-specialist teams spread across many cities and provides high quality services to meet its clients' specific requirements. Our Recruitment Solutions are focused on these specific industry areas:

KSC : Knowledge Services & Consulting.
IT : Information Technology.
ITES : IT Enabled Services.
EMPI : Engineering, Manufacturing, Process & Infrastructure.

1.9 WHY TIMEOUS

- End-to-End Staffing Solutions
- Experienced & Highly Qualified Recruiters.
- Proven track Record in Staffing Solutions.
- Project deployment
- Staff Training & Deployment
- Payroll & Benefits management

2.0 TIMEOUS ADVANTAGE

- I – Cards for all associates
- Bank A/C For all associates
- Insurance Coverage – Med claim/ Personal Accident
- Timely error free payroll
- Guaranteed employability & growth prospect
- Training
- Associate portal (to be launched)
- Referral Program
- Structured migration process
- 100% statutory compliance

2.1 WHAT MAKES US SPECIAL

Critical Deliverables	Traditional Industry Process	Timeous’s Process
<ul style="list-style-type: none"> • Key motivation for Relationship • Definition of Goal & Objectives • Management of Relationship/Engagements • Vender Management • Management’s Approach 	<ul style="list-style-type: none"> • Cost • Tactical • Activity Focused • Vender as Contractor • Disjoined Principles 	<ul style="list-style-type: none"> • Long term strategic value • Strategic • Outcome Focused • Vendor as Partner • Common Principles & Goals