

# Pertificate

**CB 022** 

# Indraprastha SystemCert Pvt. Ltd.

Certificate

This is to Certify that the Quality Management System

of

# M/s Alankar Manpower

Hariwansh Parwatti Complex, 1st Floor, Shop No. - 8, 9, Jamal Road, Patna - 800001

> has been assessed and found to be in conformance to the requirements of the Quality Management Standard

> > ISO 9001:2008 for the scope of

**Human Resource Consultant & Travel Agent** 

subject to continued satisfactory conformance of governing standard, This certificate is

Certificate No.: DI 120609

Date of initial registration
Date of this certificate
Certificate expiry
Recertification Due
09-07-2012
09-07-2012
08-07-2013
08-07-2015

Authorized Signatory

ISSUED

For Conditions of Certification, see www.systemcert.org
Indraprastha SystemCert Pvt. Ltd.

BMS Business Centre, 2, Gujarat Vihar, Vikas Marg, Delhi-110096 INDIACCREdited by Member of International Accreditation Forum





CERTIFICATE NO. B - 0108 PER/1000+/5/8585/2009 Form - V

# **GOVERNMENT OF INDIA** MINISTRY OF OVERSEAS INDIAN AFFAIRS CERTIFICATE

[See rule 10 (2)]

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, Mrs. Alankast Man Power

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 Sahe bgan i Kaporapatti, Chapora, Bihar-841301

Ç	that this certificate is valid for a period ofyears or
1	that this certificate is valid for a period of the long to
iro	till the completion of the recruitment of 1000+ (Unimite
00,	) 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
	the certificate on production of evidence of details and a sub-
	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/partners/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 premises of the business. Also, a copy attested by the registering 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;
- (v) that the holder of the certificate shall normally conduct the business from the place indicated in the application for registration. For opening a Recruitment centre at a place other than the place indicated in the application, the holder of the certificate has to obtain the prior approval of Registering Authority

	-				
PARTICUL	ARS	OF:	THE	AGEN	ICY

- Registration Certificate
  Number 8-0108/K64/PER/1000+/5/8585/2009
- 2. Name of the Agency MIS Alankase Man Powese
- 3. Office Address of the Agency Sahebgan
- Kapsapatti, Chapsa, Bihase-841301
- (Company / Proprietorship firm/
  Partnership firm)
- Name of RC Holder Sh. Ajit Kumase Aseya
- Date of birth of the 25-02-1988 RC Holder.....
- Nationality of the RC Holder Indian 7.
- Position in the Agency Paroparie toac
- Telephone Number 0 6152 243733 of the Agency......

	Fax Number of the Agency 06132-243155
11.	Email address of the Agency a lankatiman power agmai
	Date of issue of RC 29-12-2011
13.	Period of validity
	from 28.12 -2011 to 08/11/2016
14.	Date of expiry of validity
15.	Limit of workers to be recruited 1000+ (Unlimited)

SIGNATURE, NAME AND SEAL OF THE REGISTERING AUTHORITY

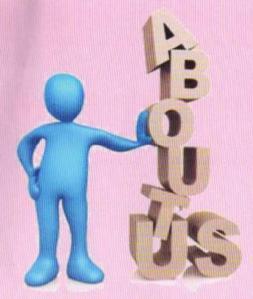
Protector General of Emigrants Ministry of Overseas Indian Affairs Government of India, New Delhi

SPACE FOR RECORDING RENEWAL OF THE CERTIFICATE FROM

Validity of the Registration Certificate extended upto 08.11. 2021

Protector General of Emigrants

उत्प्रवासी महासंरक्षी' Protector General of Emigrants



# **Our Commitment:**

- Value Add in your business.
- Quality placement & dedicated service.
- Business of long term relationships.

Alankar Manpower is a manpower consulting firm and system integrated services, tailored to client's needs. Established in 2005, we deliver value to our clients by combining knowledge of their businesses with expertise.

We at **Alankar Manpower** believe and understand that an Organization's success depends on its Core Values and the excellent competence of its Human Resources. We strongly believe in the positive strength of Human Values and our professional expertise strives to ensure that, it is the core of every successful team and organization. Our solutions revolve around our belief.

We have built enduring relationship with our client across India. As a corporate partner, we source professional with intellectual horsepower to help organizations build their human capital on one hand and on the other we help

individuals optimize their career.

# **Our Values:**

Alankar Manpower Consultants maintains the highest standards of ethical behavior & professional Integrity. We work with transparency in our operations and professional code of conduct. We will indulge in hiring only the very

best people with right attitude.

# Our Vision:

To be one of the most preferred 'One-Stop HR Solution Provider' for Clients, by becoming the topmost group of company

# Our Mission:

Empowering clients and deliver value added cost effective solution to our honorable Clients to Realize their Potential by Continuous Value Addition.

# Where we are going:

# Aspiring to be one of the top professional One Stop HR agencies in India.

Our focus is on providing a fast, effective, personal service for clients with high standards demanding high caliber candidates, properly screened & briefed, with expectations that meet the client's objectives. We target to bridge the gap between the candidates and the employers and cater to the Human Resource requirements of a certain number of companies. We believe in establishing a long-term relationship with our clients by delivering valueadded cost effective services of high quality. We also ensure that all our processing will be reliable, fair minded and efficient.

As an exclusive division, Alankar Manpower aims to provide quality solutions to all your recruitment strategies.

Our consultants work on, specialist teams covering fresher, junior, mid and senior level appointments in India in various functional areas.

#### Our Team:

Our Team Consists of experienced team members hailing from diverse backgrounds ranging from Business Management to HR. Team members of the Planning and Execution teams are certified practitioners in their respective area of expertise.

# Apart from that, we are:

# QUICK

We understand their business needs and meet their requirement quickly. The secret to effective speed in this business is People networking and we are constantly networking to ensure that our client do not have to wait for a solution.

# **EFFECTIVE**

The emphasis is on quality solutions. This way we ensure that our client gets the best. Solutions provided by us are lasting and effective. Our team brings to you knowledge and experience in both business and technology that help smooth your way through the intricate hurdles of Human Resource.

# VALUE ADDITION

Alankar Manpower have been able to meet the clients HR Facility Management, Payroll software needs, Managing Payroll Process and even Conducting Training for the development of the employees. We have got extensive database of candidates from all functional areas where technology is given very high priority.

Majority of our candidates come from diverse technical skills and CMM Level. All our candidates undergo a preliminary assessment, ensuring thereby that they are the right candidates to fulfill your requirements.

Alankar Manpower prides itself on its attention to detailed and quality service. We are almost certain, that our clients that we work would feel the same about their own organizations. However, when it comes to recruitment, it is surprising to see how many get it wrong! Your recruitment process is quite often the first impression that a new employee has of your organization it is essential that this process is handled in an efficient and professional manner to maintain your name in the market.

Alankar Manpower can help you to streamline your recruitment process, improve efficiency and ensure that you never have to search for new talent - They will come to you!

Alankar Manpower charges the client company a professional fee, which would amount to certain percentage of the annual gross salary of the selected candidate. Candidates are exempted from remitting any fees for the service rendered.

# Our Services

Recruitment

**Career Consultation** 

**Overseas Placement** 

Professional Resume Maker

**Corporate Training** 

**HR Outsourcing** 

**Payroll Processing** 

Integrated HR System

**Online Survey** 

Recruitment

**HR Audit** 

Psychometric Profiling

Training and Development

**Integrated HR Services** 

Competency Mapping

Organisational Development Performance Management Sys

**HR Systems** 

The FACILITY MANAGEMENT SERVICE (FMS) of Alankar Manpower addresses exclusively to the needs of large turnkey staffing assignments. FMS will manage the entire staffing function from identifying potential candidates and bringing the selected candidates onboard. Our residential HR provides the clients with Facility management Service.

Apart from that EXECUTIVE SEARCH WING (ESW) offers a complete recruitment solution, within tightly defined time schedules, with extremely attractive cost savings, ensuring your freedom to focus on your other core competencies.

CORPORATE I INSTITUTIONAL TRAINING SERVICES: Alankar Manpower's trainers are well

experienced

and have professionally provided training to both Corporates and Institutions. Training that been covered is both on IT and Non-IT.

Some of the Training includes:

- · Basic Computers & M.S Office Training
- Sales & Marketing Skills Training
- Negotiation Skills Training
- · Presentation Skills Training
- · Team Management Skills
- · Time Management Skills
- Soft skills (communication skills, negotiation skills, presentation skills, email etiquette)
- · Finance (tax planning, corporate finance)

# INTEGRATED HR SERVICES

In our Integrated HR services, we provide a whole package of benefits that are customized to suit the client's specific focus, needs and requirements. While recruiting, we do not merely forward the screened resume against a requirement but also perform a thorough assessment of the candidate through standard psychometric tests. Thereafter, we attach the psychometric profile to the candidate's resume and forward it to our clients to aid them in taking a speedy decision on the candidate's selection.

Once the selection is done, we assist the company in finding out if gaps exist between the person and the job. This is possible if competency mapping has already been done in the company. If not, we first map the competencies for the jobs and then analyze the gaps.

Gap analysis gives us an insight into the training and development needs of the candidate. To eliminate the identified gaps we train the candidate and ensure a good person-job fit. When we conduct Training programmes as part of the value addition services, we charge a very nominal fee for it (just enough to cover our costs). Also, for large assignments, psychometric testing is offered absolutely free of charge.

If you do not wish to avail of the whole package then you could even choose and seek benefits of some particular service/s. This would then necessitate extra charges.

#### HR SYSTEMS

We help organizations establish and strengthen their HR Departments by Designing, Developing and Implementing HR systems which benefit the clients not only to help the organizations achieve their objectives by acquiring, developing and retaining the best talents.

These HR systems comprise of most suitable practices, tools & techniques which ultimately results in clients increase in top line as well as bottom line.

# **OUR SERVICES IN HR SYSTEMS**

- Setting up HR Department
- Strengthening existing HR Department
- Manpower Planning and Forecasting, Hiring Strategy
- Designing & Developing the Hiring and Selection System
- Designing & Developing Performance Management System
- Career Planning
- Policy Formulation and HR Audit

# ORGANIZATIONAL DEVELOPMENT INTERVENTIONS

Our Organizational Development interventions help organizations to acquire and retain valuable workforce with a view to grow exponentially in the dynamic world of today. We assist organizations to build their own future. Our services in this area are:

- Change Management
- · Organizational (Re)structuring
- · Group and team interventions
- · Focused group discussions to resolve organizational issues
- · Counseling of personnel.

# **PSYCHOMETRIC PROFILING**

We provide a whole range of psychometric testing and profiling services.

# APPLICABILITY OF PSYCHOMETRIC PROFILING

- · As part of the Hiring & Selection System
- To assess Cultural Fit in campus recruitments
- To support Training and Development System
- To appraise Potential for Promotions and Transfers
- To assess Individual's Compatibility in a given team/s
- To assess Person-Organization (P-E) Fit and Person-Position (P-P) Fit

# **COMPETENCY MAPPING**

- Competency Modeling
- Development of Model
- Validation of Model
- · Competency Assessment
- Competency Development
- Competency Based HR Systems
- Design
- Implementation



We understand your needs...

# Flexible Recruitment Solutions:

**Traditional Recruitment** 

**Premium Job Posting** 

# **Features**

# **Traditional Recruitment**

# We enable you to:

- Source the best talent from a huge pool of database.
- Get more than 40 million resumes from world's leading job portals.
- No any hassle of searching resumes from different job portals. We search the resumes for you.
- Get the resumes in Word format along with an Excel sheet where you can easily update your comments.
- We screen the desired candidates for you according to your needs.
- Cut down your time & expense in calling candidates & conducting initial screening. We do it for you.
- Forget paying huge amount of money every month for multiple Job portals.
- Post your jobs at ease.

# **Recruitment Process** Requisition In-Take Process MINISTRATIVE SUPPORT AC 067 **Position Profiles &** Job Specifications Research & Sourcing Strategies **Candidate Flow** landad. Direct Sourcing Passive/Active DVANCED **Candidate Screening** process Facilitation & Selection Candidate Management

# **Premium Job Posting**

- · Post a job in easy steps.
- · Receive applications same day.
- Save time & receive relevant resumes.
- Easy Payment facility.

# A) Simple Classified Job Post

- Your posting would be added in our website.
- Your Company Name & Company Profile along with the desired candidate requirements will be published in our website.
- You will receive CVs in your inbox with candidates full contact details.
- You can setup maximum of 2 email ids for receiving CVs.
- Job Seekers can visit your posting in our website for 30 days after which it will get deleted automatically.
- Candidates with matching profiles are sent email alerts to apply for the job and links to your website is also shared in the email.

# **B) Premium Classified Job Post**

- Your posting would be added in our website under Hot Vacancy.
- Your posting would also be added automatically in other leading job portals.
- You can also use your Company Logo within your post.
- You will receive CVs in your inbox with candidates full contact details.
- You can setup maximum of 5 email ids for receiving CVs.
- Job Seekers can visit your posting in our website for 30 days after which it will get deleted automatically.
- Candidates with matching profiles are sent alerts (email/SMS) to apply for the job and links to your website is also shared in the email.
- You get a webpage via which candidates can directly send you CVs.





**Building Construction** 

Oil Plants

Automobile

Pharmaceutical

Banking & Finance

Telecom

Information Technology

Retailing

Media

Manufacturing

**FMCG** 

**FMCD** 

Customer Care / BPO

Sales & Marketing

Travel

Engineering

Hardware & Networking

**Tourism** 



For any enquiry, reach us at:

# www.alankarmanpower.com

# **Alankar Manpower**

# Chapra Office:

Alankar Manpower

Shebganj, Kaprapatti Chapra

Bihar-841301

Email: hrsolutions@alankarmanpower.com

Phone: 06152-243733 Fax: 06152-245733

Mobile: 09334766510

# Alankar Manpower

# Patna Office:

Alankar Manpower

Hariwansh Parwati Complex ,1st Floor

Shop - 8, 9 Jamal Road, Patna

Bihar-800001

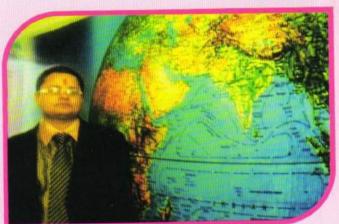
Email: hrsolutions@alankarmanpower.com

Phone: 0612-2233666 Mobile: 09334766510



















# Redco International



UrbaCon Trading & Contracting أورباكـــون للتجــارة والمقــاولات







































# **CONCORD STARS CONTRACTING LLC**



Mechanical And Civil Engineering Contractors Company Limited



टोक के स्वतंत्र हप से आने-जाने हैं, इसके दुवारा, शास्त्र गणराज्य के राष्ट्रपति है कि वे धारक को विना किसी रोक-के नाम पर, उन सभी से जिनका इससे संबंध हो, अनुरोध एवं अपेक्षा की जाती और सुरक्षा प्रदान करें जिसकी उस और उसे हर तरह की ऐसी सहायता आवश्यकता हो।

PROTECTION OF WHICH HE OR REQUIRE IN THE NAME OF THE MAY CONCERN TO ALLOW THE BEARER TO PASS FREELY WITHOUT LET OR HINDRANCE AND TO AFFORD HIM OR HER, PRESIDENT OF THE REPUBLIC THESE ARE TO REQUEST AND OF INDIA ALL THOSE WHOM IT SHE MAY STAND IN NEED. EVERY ASSISTANCE

BY ORDER OF THE PRESIDENT OF THE REPUBLIC OF INDIA

भारत गणराज्य के राष्ट्रपति के आदेश से



Passport Office, PATNA

कार्यालय

A88+864 Chakrabort चक्रवत

> सहायव पासपार

# गणराज्य



Min

टाईप/Type

ARYA

राष्ट्र कोड / Country Code IND

पासपोर्ट मं./ Passport No.

H5309667

दिया गया नाम / Given Name(s)

AJIT KUMAR

उपनाम / Surname

राष्ट्रीयता / Nationality

िंग / Sex

जन्मविधि / Date of Birth

M

25/02/1988

INDIAN

जन्म स्थान/Place of Birth

CHAPRA BIHAR

जारी करने का स्थान / Place of Issue

PATNA

जारी करने की तिथि / Date of Issue

समाप्ति की तिथि / Date of Expiry

02/06/2009

01/06/2019

P<INDARYA<<AJIT<KUMAR<<<<<<<<< H5309667<3IND8802255M1906017<<<<<<<<<<<

केन्द्र में अपना पंजीकरण करवाएं विदेशों में रहने वाले भारतीय नागरिकों को सलाह दी जाती है कि वे निकटतम भारतीय मिशन,

वतावन

प्राधिकृत व्यक्ति के कब्जे में ही होना चाहिए। इसमें किसी भी प्रकार का फरबदल या विकृति वह पासपोर्ट भारत सरकार की सम्पत्ति है। इस पासपोर्ट के बारे में किसी पासपोर्ट अधिकारी यह पासपोर्ट डाक द्वारा किसी भी देश से बाहर न भेजा जाए। यह पासपोर्ट धारक या उसके द्वारा इसके धारक को यदि कोई सूचना मिलती है जिसमें पासपोर्ट लौटाने की मांग भी शामिल उसका तुरत अनुपालन किया जाए।

डुप्लांकट पासपाट जारा किया जाएगा । पासपोर्ट गुम हो जाने, चोरी हो जाने अथवा नष्ट हो जाने पर उसकी सूचना भारत में सबसे निकटतम पासपोर्ट अधिकारी को अथवा चदि पासपोर्ट धारक विदेश में है तो निकटतम भारतीय मिशन/केन्द्र और स्थानीय पुलिस को तत्काल दी जानी चाहिए। विस्तृत पूछताछ के बाद ही

नहीं की जानी चाहिए।

# REGISTRATION

THEMSELVES AT THE NEAREST INDIAN MISSION/POST. INDIAN CITIZENS RESIDENT ABROAD ARE ADVISED TO REGISTER

# CAUTION

PASSPORT AUTHORITY REGARDING THIS PASSPORT, INCLUDING INDIA. ANY COMMUNICATION RECEIVED BY THE HOLDER FROM A IMMEDIATELY. DEMAND FOR PASSPORT IS ITS SURRENDER, SHOULD BE COMPLIED WITH THE PROPERTY OF THE GOVERNMENT

OR OF A PERSON AUTHORISED BY THE HOLDER. IT MUST NOT BE POST. THIS SHOULD BE IN THE CUSTODY EITHER OF THE HOLDER ALTERED OR MUTILATED IN ANY WAY. THIS PASSPORT SHOULD NOT BE SENT OUT OF ANY COUNTRY BY

ENQUIRIES SHALL A DUPLICATE PASSPORT BE ISSUED. MISSION/POST AND TO THE LOCAL POLICE. ONLY AFTER EXHAUSTIVE LOSS, THEFT OR DESTRUCTION OF THIS PASSPORT SHOULD BE IN INDIA OR IF THE HOLDER IS ABROAD, TO THE NEAREST INDIAN IMMEDIATELY REPORTED TO THE NEAREST PASSPORT AUTHORITY

पिता / कानूनी अभिभावक का नाम / Name of Father / Legal Guardian

#### KRISHNA KUMAR ARYA

माता का नाम / Name of Mother

# SAROJ DEVI

पति या परनी का नाम / Name of Spouse

पता / Address

KAPRAPATTI CHAPRA SAHEB GANJ

SARAN BIHAR 841301

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान / Old Passport No. with Date and Place of Issue

फाईल नं./ File No.

