



**vara**

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**SMART SOLUTION PROVIDER**



## **Vision**

**To Become the Global institute of Leadership excellence by being the**

- 1) Consort and the most reliable and trusted Management Solution Partner for the Corporate Companies and Education institutions in India and overseas and People at large**
- 2) Companion for Setting up or turning around business ventures through demonstrated Capabilities**
- 3) Catalyst for holistic growth and architect of change business ventures through demonstrated capabilities**
- 4) Creating Academy for Excellence**

## **Mission**

- 1) Increase the value of stakeholder (Customers, Investors and Employees) by delivering integrated and Sustainable management solutions, adopt customers' objectives as ours and help in clearly exceeding their goals**
- 2) Bring client's needs and quality resources together for achieving service excellence**
- 3) Nurture a collaborative environment founded on mutuality of responsibilities, trust and rewards**
- 4) Stay ahead of competition by innovation newer lines of service offerings based on the changing needs of the clients, market trends and technological advancement.**

**VARA SOLUTION SUPPORT**

**>> RECRUITMENT PROCESS OUTSOURCING**

**>> LEARNING & DEVELOPMENT**

**>> CONSULTING**

**> BUSINESS**

**> HR**

**>> TEMPORARY STAFFING**

**>> CONTRACTUAL STAFFING**

**>> STRATEGIC CONSULTING**

**>> FACILITY MANAGEMENT**

**>> CONCIERGE SERVICES**

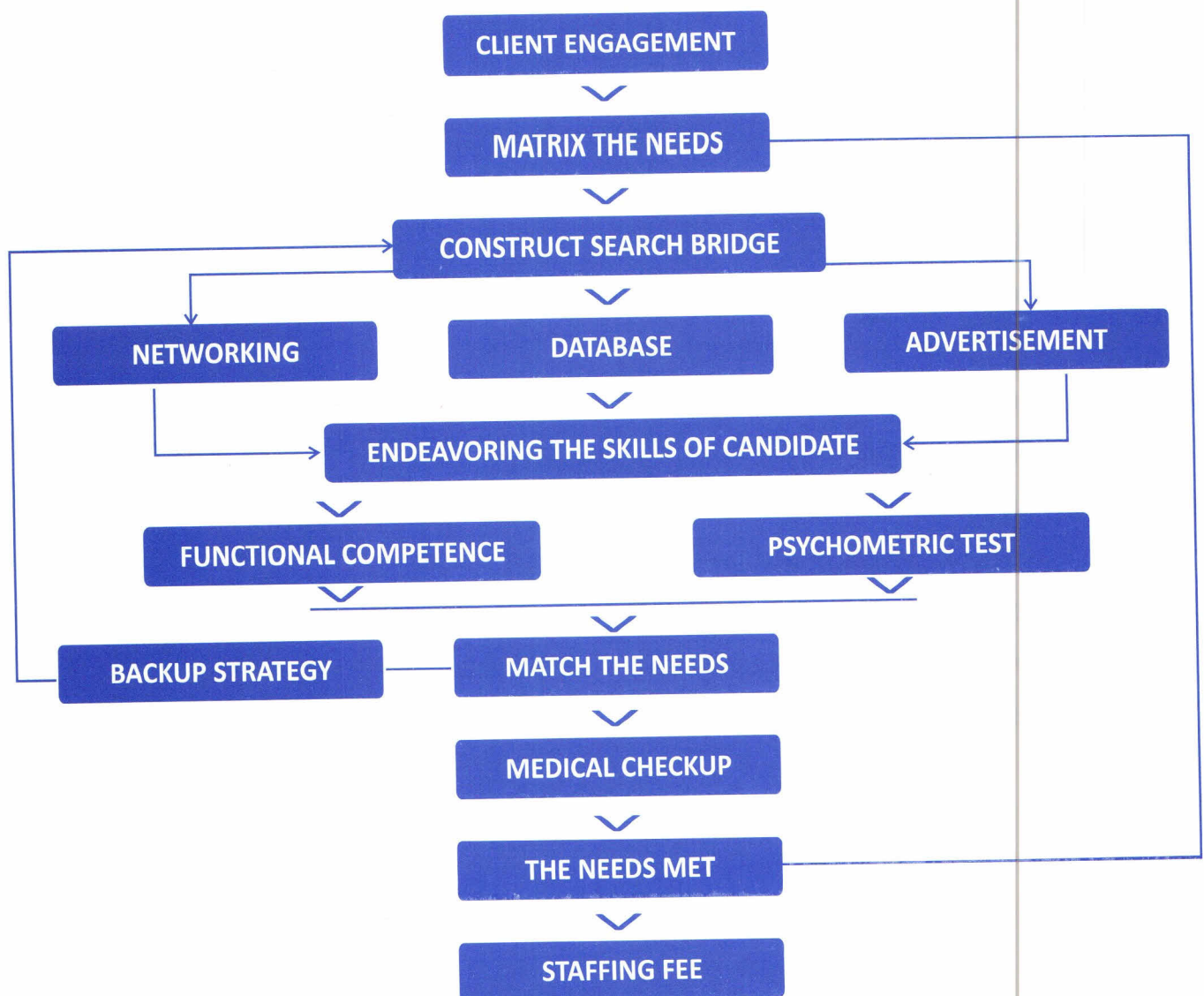
**>> ADMINISTRATION SUPPORT**

## **EXECUTIVE SEARCH**

- >> Recruitment service across industries and sectors for sourcing solutions**
- >> Recruitment Process Outsourcing**
- >> Candidate career mapping, placements & Value-added talent acquisition**
- >> Requisition assessment & comprehension**
- >> Strategy deployment for staffing solutions**
- >> Candidate profiling & screening for match**
- >> Candidate interview, assessment, compensation fixing**
- >> Coordination and rigorous follow - up til joining**
- >> Candidate background & referral checks**



## RECRUITMENT PROCESS FLOW



## **BUSINESS CONSULTING**

Organizational turnaround and transiting

Philosophy of creating, sharing and caring to achieve growth, learning and longevity in business.

## **BUSINESS SETUP**

Extending Holistic Support for setting up new venture, including Government approvals, manpower and CSR activities

## **BUSINESS CONSULTING**

Organizational scanning

Restructuring

Process re-engineering

Setting up green field units

Change and performance management

## **BUSINESS RE-ENGINEERING**

Vara Business Re-Engineering and Business Process Outsourcing initiatives rationalizes investments to return value in a short span of time. We emphasize on innovation, flexibility, quality, service delivery, and cost control by re-engineering business methods and supporting process using state of the art methodologies.

## **HR CONSULTING**

**As a Part of our HR Consulting we partner with our clients to create the state-of-the-art practices in the following areas :**

## **COMPENSATION MANAGEMENT**

- >> Payroll Administration
- >> Compensation Review and Analysis
- >> Job Evaluation study

## **PERFORMANCE MANAGEMENT**

- >> Performance review Management
- >> Progression Management
- >> 360° Performance management
- >> Performance Analytics
- >> Career Transition

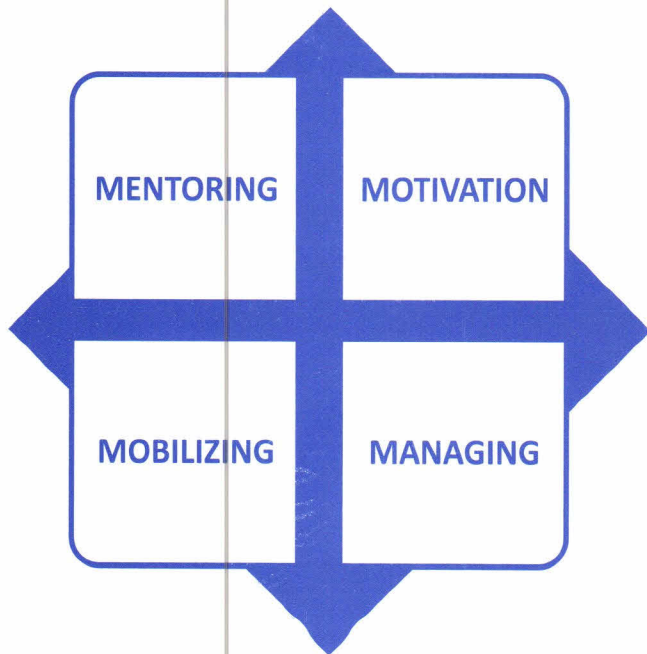
## **WORKFORCE MANAGEMENT**

- >> Employee Data Management
- >> Workforce Analytics
- >> Regulatory Controls Management
- >> Statutory compliance
- >> HR Policy Dynamics



## EARNING AND DEVELOPMENT

Organizations, ensuring that the workforce is in tune with the organization goals is a challenge. We accept the challenge and train the workforce through simple but effective and powerful process and learning tools to help drive the performance specially when the situations are demanding and complex.



## **VARA SOLUTION SUPPORT PVT. LTD**

**Client Analysis** - We understand your requirement thoroughly and discuss and suggest how we can be your perfect staffing partner.

**Partnering Agreement** - We enter into contractual agreement. In the staffing Agreement - contractual relationship and the role and responsibility are defined. Vara as an employer for contract manpower and take full responsibility for all employment related and legal matters i.e. Salary, Provident Fund, Employees state Insurance Contribution, income Tax, professional Tax, Leaves and Holiday Records, Bonus/Ex-Gratia or any other records as per the policies of Human Resources Division and applicable Statutory Government Regulations.

**Sourcing** - After entering into agreement, our team starts locating candidates through our various sourcing strategies

**Screening** - We identify the required skills, experience and the critical attributes for successful placement and get final approval from client

**Selection & Placement** - We make an offer Client the Candidate becomes the associate of Vara and he / she is given the assignment letter and placed at client's work places

**Monitoring** - We monitor performance continuously to provide highest level services

## **Why Temping is good for your company**

- >> Lets you focus on core business activities
- >> Address headcount limitations
- >> Improved competitiveness
- >> Shrinks hidden HR and Administration costs
- >> Retain and attract talent

## **Capability to serve**

- >> Right Person at Right time
- >> Provide resource on TAT
- >> Strategies, Plan Replacement & Buffer Resources ( Pipeline Resources - Benching & Training )
- >> Adhering Compliance
- >> Prompt Payment (Employees & Statutory )
- >> Proven Clientele

## **Contractual Staffing**

### **To the company**

- >> Just - in time workforce
- >> Temp to perm possibility
- >> Easy recruitment and demobilization
- >> Control over long-term costs
- >> Outstanding of invisible Costs
- >> Specialists with wide experience

### **To the Employees**

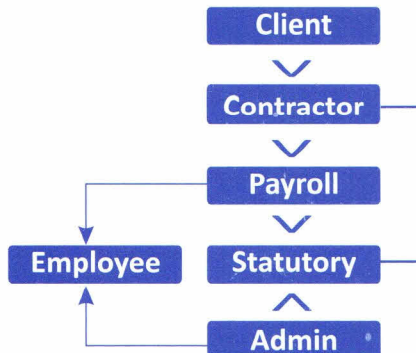
- >> Entry into blue-chip firms
- >> Work for respected company
- >> Dignity of employment
- >> Social security benefits
- >> Enhanced employability
- >> Temp to perm possibility

## PROCESS FLOW

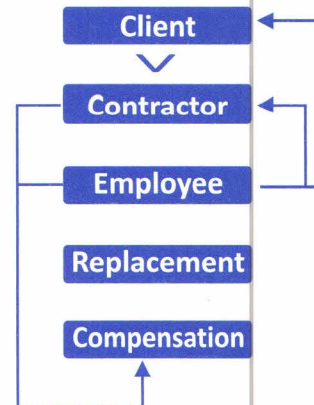
### Contract Relationship



### Payment Flow



### Separation Process



### Compliances Obligation :

S.No	Statutory Contribution	Contribution
1	EPF Contribution Employer	13.61% on Basic + DA (EPF12%, Admin Charged 1.6
2	EPF Contribution Employee	12% on Basic + DA
3	ESI Employer	4.75% on Gross (Excluding Washing Allow)
4	ESI Employee	1.75% on Gross (Excluding Washing Allow)
5	Gratuity	4.8% on Basic
6	Bonus	Paid on Basic
7	Leave	Paid on Basic
8	Profession Tax	Paid on Gross
9	Labour welfare Fund	Employee Rs 7, Employer Rs 14.
10	IT	Based on Applicability
11	Service Tax	As Applicable

**Vara** - is the solution provider in Facility Administration, Logistics and infrastructure functions to Corporate, Manufacturing and sales and Marketing Companies

We Provide the full range of service from Property Management, Facility, Engineering, Travel, Infrastructure, stores Management, Logistics and Liasioning

Vara will shoulder all administrative & infrastructure Functions with proper Accounting & Cost reduction Measures, enabling you to focus on your core Business

## **Our Core Activities**

- >> Property & Facility Management
- >> Office Space Leasing / Hiring
- >> Building Maintenance
- >> Interior renovation / Up gradation
- >> Housekeeping
- >> Security & Safety / Parking Mgmt.
- >> Front Office / Main Room Management
- >> STPI / SEZ Customer
- >> Health & Asset Insurance Logistics
- >> Equipment, Maintenance 7 Hiring / Asset Tracking
- >> Planning, Budgeting & Accounting

## **Facility Engineering**

- >> Electrical Sub-Station, Ganset O & M
- >> Net-working Solutions & Support
- >> A/c Plants & Lifts O & M
- >> Annual Maintenance
- >> Integrated building Management System



## **Infrastructure**

- >> Design and interior
- >> Energy filling station ( Food Court )
- >> Health Club
- >> Help Desk
- >> Child Care Station
- >> Transit house (Guest House)
- >> Travel & Transport Logistics
- >> Employee Transport
- >> Material Movement
- >> Local Transport
- >> Group Tour Transport
- >> Transport for VIPs With Guides
- >> Movement of Goods

## **Event & Promotional Management**

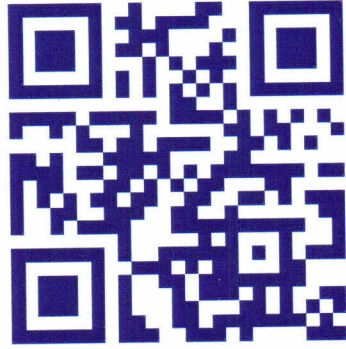
- >> Off-site Gatherings
- >> Employee Outings
- >> Corporate Dayouts
- >> Promotional Events

## **Stores and Unpacking**

- >> Packing and Unpacking
- >> Stacking
- >> Supply in house and outside
- >> Inventory
- >> Logistics
- >> Reporting

## **We Strongly belive in**

- >> Quality services
- >> On time delivery
- >> Customer Satisfaction



**“ Assuring the best services at all time with your Satisfaction”**

