

ACUMINOUS | HR CONSULTING  
S O F T W A R E

We would like to take this opportunity to introduce our company as an offshore Software Development company that offers highly innovative and cost effective IT solutions using the latest technologies for software products, business application development, cloud computing, and testing services.

At Acuminous Software, we believe that people are the most valuable asset for any company. Being an IT Company running successfully, we have the ability to find the right resources in the minimum possible time. We aim to provide the best professionals backed with solid years of expertise, experience and knowledge, who can fit into your culture, provide value and take your company forward.

Call today to discuss your requirement.

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### Services

- Staffing Solutions(All Levels)
- Technical Screening
- Background Checks
- HR Policies and Procedures

### Advantages

- Value for money
- 100% Satisfaction Guarantee
- Advice you can count on

We are now extending our services by offering complete HR solutions. The reason for offering HR services is an offshoot from the realisation of the challenges faced by IT companies especially the small- and medium-sized ones to recruit the right personnel in quickest possible time.

One of the biggest **advantages** we have over other traditional recruitment and HR consulting firms is that we understand technology, we understand what IT companies look for in candidates. We aim to behave and provide services to other IT companies, which are at par or even better than an in-house Staffing and HR team. This is possible because we ourselves are an IT company.

We aim to be the HR outsourcing partners of IT companies by providing end-to-end customized HR solutions so that they can focus on their core competencies while we work like their virtual Staffing and HR team.

The entire range of our services include:

**Software Services:**

- Web and Mobile Application Development
- Application Maintenance & Support
- Testing Services
- SharePoint Consulting
- Cloud Computing & Migration Services
- IT Infrastructure and Application Analysis

**Advantages of Acuminous Software Services**

- We **understand the implicit and explicit needs of IT companies** as we ourselves are an IT company.
- The **benchmarks we set for selecting candidates for our company are high** hence, will ensure the same benchmarks are followed for others
- Our **screening process is thorough** and focuses on all-round competencies of candidates - technical as well as aptitude.
- We are a **one-stop solution for recruitment** - from candidate selection to interviewing (technical and non technical) to background verification (at no additional cost)
- We have an **in-house team of technical experts** who are involved in interviewing and shortlisting candidates
- We have **collaboration with industry experts** whose services we seek from time to time for selecting candidates especially at mid and senior level.
- We offer **customized and flexible solutions** keeping in mind requirements of Clients may differ.
- Since we are running an IT company, advising and consulting other IT companies on HR policy matters is easy for us. It is also **cost beneficial** to companies wanting to avail our consulting services.

## What We Offer

- We undertake recruitment assignments on specific request from Clients for IT positions in the technologies like C, C++, .Net, Java, PHP, Mobile Applications and more.
- Our speciality is fulfilling middle and senior-level position as we have excellent database to back us.
- Technical and non-technical interviews on behalf of Clients to shorten their recruitment cycle.
- Background Verification on behalf of the Clients.
- Consulting on all HR-related matters from policies, procedures to employment engagement and onsite travel.

## Process Flow

1. **Client Request** → The client is expected to share Company Profile, Job description, Salary budget, Experience bracket and any other additional information which would be helpful.
2. **Acuminous Consultant** → Understanding Requirement and Job specifications, Profile Mapping, Skill Mapping, Forming Talent Search Strategy, shortlisting potential candidates and conducting preliminary Interviews, forwarding the short-listed profiles to Client for their consideration and follow up.
3. **Interview** → First level to be done by us and the shortlisted profiles would be shared with the client having proper assessment details by our technical experts.
4. **Background Verification** → Verifying candidate's previous as well as current employment history and records whichever is applicable and sharing report with Client.
5. **Closure** → Coordinating / Communication with candidate and organization till on-boarding.

### Acuminous HR Consultancy shall:

- Search, short-list and conduct preliminary interviews of candidates before forwarding them to Client.
- Follow up with candidate till on-boarding.
- Try to close the position at the earliest but the minimum turn around time (TAT) would be 30 days.
- Require client to disclose complete information on requirements to enable efficient and speedy results.
- Require client to provide relevant and timely feedback on candidate details and status communicated by us.

## Service Fee Structure for Staffing Solution

**Candidate Profile Shortlisting, Technical Interview(s), Background Verification (if required) at no additional cost.**

Experience	Fee	Remark**
0-6 years of Experience	8.33% of the annual CTC or Rs. 10,000 whichever is higher.	<ul style="list-style-type: none"> <li>Background verification of the final shortlisted candidate.</li> <li>First round of interview by our technical experts, maximum of 10 per position.</li> </ul>
7-10 year of Experience	10% of the annual CTC	
Above 10 years' experience	12.5% of the annual CTC	
Director and above	15.5% of the annual CTC	

**\*\*Note:**

- Beyond 10 interviews Rs. 700 would be charged per candidate.**
- We can conduct technical interviews in C, C++, .NET and PHP technologies for candidates with 0-6 years of experience also. There would be an additional cost of Rs 10,000 per candidate for availing this service.**
- Free replacement of the candidate if he leaves the company within 60 days of joining.**

### TERMS AND CONDITIONS

- > C.T.C. would mean actual 'Cost to Company' inclusive of all fixed and variable components and P.F, medical, retrials, LTA etc., as offered to the candidate at the time of joining.
- > Expenses for Recruitment events conducted in mass scale after due approval by Client shall be borne by Client along with incidental expenses and fees as agreed beforehand.
- > Extra expenses such as Accommodation, Transport and other incidental expenses incurred for Physical Interviewing of outstation Candidates shall be borne by Client subject to prior approval and acceptance by Client.
- > Acuminous would charge service tax on the invoice amount as directed by the Government of India Central Excise Department. Taxes will be applicable as per the notification made by Government of India from time to time.
- > The invoice would be raised the day of the candidate joining duty and the Service Fee is payable within 15 days from such date. All payments are to be released by A/c Payee cheque, in favor of '**Acuminous Software Private Limited**'
- > The Validity: The agreement is valid for a period of one year from date of contract sign up or acceptance.
- > Termination of Agreement: The agreement will terminate on the happening of any one or more of the following events: on the expiry of its term or if either party terminates this agreement by giving a prior notice of at least 30 (thirty) days in writing to the other party or by mutual consent of parties.
- > Acuminous HR Consultants guarantees that all information obtained in the course of an assignment would be kept strictly confidential. We expect our clients to respect all information of confidential nature as provided by us.