

### Human Resource HR Advanced:- Labour Law, ESIC, PF, Payroll & Compliances

<u>RECRUITMENT/ MANPOWER SUPPLY</u>	<u>CONVENTIONAL METHODS OF SOURCING THROUGH DIFFERENT JOB PORTALS</u>
<ul style="list-style-type: none"> <li>• Understanding the Manpower requirement of the company.</li> <li>• Recruitment Requisition form based on the different department's needs.</li> <li>• Recruitment producer according to the different industries- IT, Non-IT, Manufacturing Pharmaceutical, Banking, Telecom, Insurance, Bpo, Kpo etc.</li> <li>• Head Hunting</li> <li>• Talent Acquisition</li> <li>• Recruitment Methodologies</li> <li>• Understanding the job Description and Simplifying it to a level that can be implemented in sourcing</li> </ul>	<ul style="list-style-type: none"> <li>• Naukri</li> <li>• Monster</li> <li>• Timesjob</li> <li>• Shine</li> <li>• Indeed etc</li> </ul>
<u>DIFFERENT TECHNIQUES TO USE THESE JOB PORTALS FOR</u>	<u>PROCEDURE OF RECRUITMENT ACCORDING TO MNC'S INTERVIEWS</u>
<ul style="list-style-type: none"> <li>• Sourcing</li> <li>• Shortlisting</li> <li>• Mass Mailing</li> <li>• Bulk SMS</li> <li>• Boolean search</li> <li>• Lateral Hiring</li> <li>• Internal Hiring</li> <li>• Generate References</li> <li>• Jobs posting</li> <li>• Internal Data Sharing</li> </ul>	<ul style="list-style-type: none"> <li>• Screening</li> <li>• Telephonic Interview</li> <li>• Follow Up</li> <li>• Face to Face round</li> <li>• Salary Negotiation</li> <li>• Final Closure</li> </ul>
<u>CORE HR RESPONSIBILITIES</u>	<u>BACKGROUND VERIFICATION</u>
<ul style="list-style-type: none"> <li>• Handling Documentation Round</li> <li>• Previous organisation's offer</li> </ul>	<ul style="list-style-type: none"> <li>• Oral verification</li> <li>• Written verification through mail</li> <li>• Physical verification</li> </ul>

**Website:** [www.nextgenindore.com](http://www.nextgenindore.com)

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<p>Letter/ Confirmation Letter/ Experience Letter</p> <ul style="list-style-type: none"> <li>• Last three months of salary slips/ Bank Account Statement</li> <li>• PAN Card and other photo ID proof attesting</li> <li>• Current Address verification</li> </ul>	
<u>MAINTAINING RECORDS</u>	<u>POST JOINING PROCEDURES</u>
<ul style="list-style-type: none"> <li>• Induction</li> <li>• Query Solving</li> <li>• Bank opening formalities</li> <li>• Company ID Card details</li> <li>• Briefing about client companies</li> <li>• General safety policies</li> <li>• Female safety policies</li> <li>• Legal Compliances</li> <li>• Benefits and perks</li> <li>• Growth opportunities</li> <li>• Company policies</li> <li>• Query resolution</li> </ul>	<ul style="list-style-type: none"> <li>• Training &amp; development programs</li> <li>• Follow up for record maintenance</li> </ul>
<u>EMPLOYMENT DOCUMENTATION</u>	<u>PREPARING REPORTS</u>
<ul style="list-style-type: none"> <li>• Offer Letter</li> <li>• Confirmation Letter</li> <li>• Incentive Plan</li> <li>• Extended Probation Period</li> <li>• Warning letter</li> <li>• Final warning letter</li> <li>• Increment Letter</li> <li>• Promotion Letter</li> <li>• Resignation letter</li> <li>Acknowledgement Letter</li> <li>• Relieving letter</li> <li>• Experience letter</li> <li>• Duties Clearance Letter</li> </ul>	<ul style="list-style-type: none"> <li>• MIS Report</li> <li>• Performance Evaluation Report</li> <li>• Upgrading Training Programs</li> <li>• Optimum Utilization of Resources</li> </ul>
<u>HANDLING EXIT FORMALITIES</u>	<u>TRAINING &amp; DEVELOPMENT PROGRAMS</u>
<ul style="list-style-type: none"> <li>• Updating EX Employee's Data of Resignation, Leaving Data</li> </ul>	<ul style="list-style-type: none"> <li>• Quality Evaluation program</li> <li>• Improvement/ Upgradation Program</li> </ul>

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<ul style="list-style-type: none"> <li>Reason for Resigning</li> <li>Exit form Policy</li> <li>Calculation of Leaves, Salary Settlement, Notice Period, Gratuity, PF, Settlement of loans &amp; other payments of Bonus,</li> <li>Incentives etc</li> <li>Relieving &amp; Experience certificate as per company laws</li> <li>Retain/ Negotiation Policy</li> </ul>	<ul style="list-style-type: none"> <li>Talent Acquisition Program</li> <li>Individual Goal Setting</li> <li>Preparing KRA &amp; KPA</li> </ul>
<b><u>RENTENTION/ TERMINATION MANAGEMENT</u></b>	<b><u>PAYROLL MANAGEMENT</u></b>
<ul style="list-style-type: none"> <li>Calculation of Attrition</li> <li>Reasons of Attrition &amp; Mesures to control it</li> <li>Employee Relationship Programs</li> </ul>	<ul style="list-style-type: none"> <li>Preparing Reports</li> <li>Attendance report</li> <li>Leave data calculation</li> <li>Salary components- Basic, HRA, PF, PT, Transport allowance, Special Allowance, CTC Inhand Salary, Gross Salary, net Salary, Deductions etc</li> <li>Salary Slips preparation</li> <li>Run payroll through cheque, cash, Bank</li> </ul>
<b><u>DATA CALCULATION</u></b>	<b><u>REIMBURSEMENT/ ENCASH POLICY</u></b>
<ul style="list-style-type: none"> <li>Employees on Contract Basis</li> <li>Permanent employees</li> <li>Calculation as per Labour Standard act</li> <li>Third party Payroll calculation</li> <li>Managing Payroll taxes</li> <li>TDS deduction</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Differentiate between components that fall under the category of Reimbursable or Non Reimbursable expenses Reimbursement Eligibility &amp; Entitlement policy.</li> <li>Leave Encashment policy</li> <li>Step-by-step understanding of reimbursing procedure</li> </ul>
<b><u>OTHER CALCULATION OF COMPLIANCES</u></b>	<b><u>TRAINING BENEFITS</u></b>
<ul style="list-style-type: none"> <li>Provident Fund Calculation</li> <li>Professional Tax Calculation as per the state rules &amp; regulations.</li> <li>Employee state insurance corporation scheme</li> <li>Maharashtra Labour Welfare</li> </ul>	<ul style="list-style-type: none"> <li>Purely practical based teaching</li> <li>Live working on Software</li> <li>Live working on Job portals</li> <li>Live Interview sessions</li> <li>Internship Opportunities</li> <li>Current market Trends into HR</li> </ul>

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<b>Fund</b> <ul style="list-style-type: none"><li>• Gratuity- Act</li><li>• Bonus act 1965</li><li>• Income Tax Calculation</li><li>• TDS- Form 16, investment declarations, exemptions, returns etc.</li></ul>	<b>profession</b> <ul style="list-style-type: none"><li>• Weekday &amp; weekend batches available</li><li>• Opportunity to see and learn from Actual in-house Drive</li><li>• Learn Drive Coordination</li><li>• Mock Interviews</li><li>• Overall Grooming</li><li>• Certification Provided</li></ul>
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