

The SEC logo is located in the bottom left corner. It consists of the letters "SEC" in a bold, white, sans-serif font, set against a dark red rectangular background. The background of the entire page is a low-angle photograph of a construction site with a large crane and a building's steel framework, overlaid with a red-to-orange gradient and white wavy lines.

**SEC**

*“Recruitment  
Excellence  
with a Committed  
Approach*”



“**RECRUITMENT  
EXCELLENCE WITH  
A COMMITTED  
APPROACH**”



# CONTENTS

**01.**

OUR MESSAGE

**02.**

ABOUT US

**03.**

OUR SERVICES

**04.**

OUR CLIENTS

**05.**

OUR PRESENCE



## OUR MESSAGE

It gives me great pleasure to contribute this message to all my valued clients and the team of Suntech. Ever since Suntech Engineers & Contractors was incorporated in 1990, we as a team tried to bring the world closer to INDIAN Manpower as INDIA has proven records of supplying the best talent for all fields and categories.

I have got great memories and experience in working with so many valued clients. I feel proud to be a part in creating manpower, an asset, for our esteemed clients, and being involved in creating a new world. Perseverance, dedication, determination and courage with exemplary service by Suntech team to our clients and candidates are the key factors to the success of Suntech Engineers Contractors.

In simple words, I would describe Suntech Engineers & Contractors as a place where the best talent meets the best opportunity and we as a team help and assist for the smooth process, in time delivery and successful mobilization. We ensure best services.

**Sunnil Chander Sharma**  
*Founder & CEO*





**“DELIVERING  
QUALITY MANPOWER  
TO DRIVE BUSINESS  
EXCELLENCE.”**

SunTech Engineering & Contractors **(SEC)** is a name that's associated with innovative, efficient, and results-driven workforce solutions.

Incorporated in 1990 and approved by the government, we have crafted a niche for ourselves in the fiercely competitive field of ***talent acquisition, recruitment and training.***

We are the pioneers in recruitment for Middle East and Gulf countries and served over ***350 satisfied clients*** with fast track recruitment process.

We don't just scan resumes. We read people's innate nature to match skills to jobs. Our goal is to help organizations meet the right talent and create competitive teams that take the business ahead.

We have placed more than ***3,50,000 people*** for all categories in various industries since our inception.





# **EXPERTISE THAT SPANS ACROSS MULTIPLE INDUSTRY REALMS.”**

Over the past 28 years that we have been in business, we have always strived to deliver the best-of-best recruits to several businesses.

Our manpower solutions have a proven track record of placing unskilled, semi-skilled, and highly skilled personnel in the civil, mechanical, electrical, oil & gas, refineries, hospitals & healthcare, hospitality, and other trading sectors across India, the Middle East, and Gulf countries.





“

# A RECRUITMENT TEAM THAT BUSINESSES CAN RECKON UPON.”

Our team at SEC promises to deliver value-adding services and provide solutions that concretize a long-lasting relationship with our clients. We dedicatedly uphold professionalism and hard work at every level of our association with them, valuing them immensely and doing our best to offer novel and strategic recruitment solutions and post-service assistance.

Thanks to our massive databank and nationwide network that we are able to connect career-seekers with career-sponsors in no time and create a win-win for both parties.

## OUR CORE VALUES

**SEC**

**S**

### **SURPASSING**

SERVICE QUALITY

Our dedicated team at SEC offers the most efficient and timely recruitment services to our valuable clients. SEC's consultants know the art of identifying and approaching potential talent, scanning their skills and filling jobs with the right people across various industry verticals.

**E**

### **ETHICAL**

OPERATIONS

As a recruitment and contracting company, team SEC always strives to deliver on our promise. Our operational process ensures that companies get the most skilled talent and job-seekers get the desired job by conforming to various legal, ethical and professional codes of conduct.

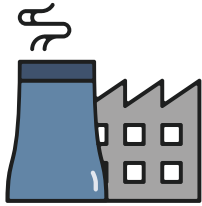
**C**

### **COMMITTED**

APPROACH

One of our strongest USPs lies in our well-laid and fast-track recruitment process. From sourcing candidates to screening by experienced professionals to training new recruits, each step shows our commitment and determination to give our clients the most qualified and abled personnel.

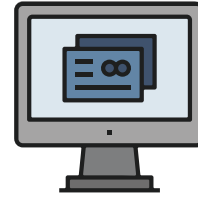
# INDUSTRIES WE SERVE



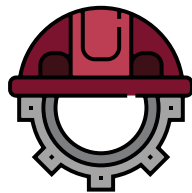
Oil, Gas, Power  
plant & Industrial



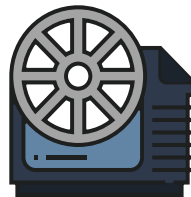
Transportation &  
Excavation



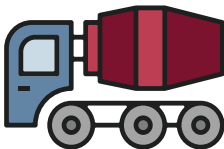
IT services &  
Communication



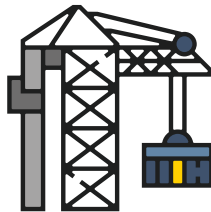
Mechanical



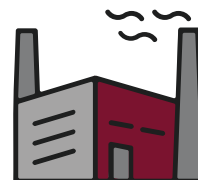
Electro Mechanical



Cement Industry



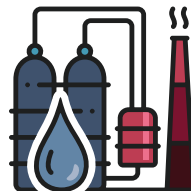
Civil Services



Plants & industries



Facility  
Management



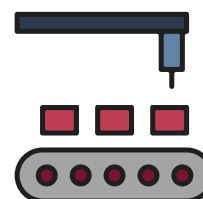
Petroleum &  
Petrochemical



Healthcare



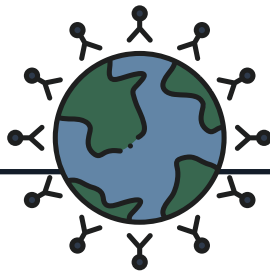
Hospitality



Manufacturing



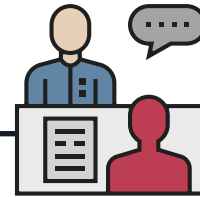
## GLOBAL SELECTION



On receipt of confirmed job orders and exact job descriptions of required categories, we source the candidates through our active databank, job portals, advertisements and head hunting, sub-agents.

We are not bound with the geo-graphical boundaries. We can select potential candidates irrespective of their gender or geographical location and provide them visa services if needed. It depends on the requirement of our clients such as profile, profession or industry

## INTERVIEWING



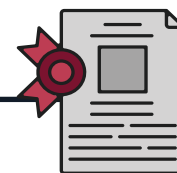
Depending on the requirements of our clients, we can select a predetermined number of candidates by conducting interviews, trade test and qualifying them. Senior HR managers and industry experts to correctly evaluate the candidates on the basis of their professional and work-re-related knowledge and their in-terest conduct this

## MEDICAL TEST



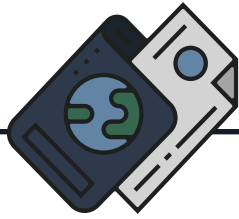
Candidates undergo their Medical formalities with Panel Doctors and their Medical Fitness Report is informed to the Clients.

## ATTESTATION



SEC, is overseas manpower consultants in India, provide extended assistance for the attestation of documents such as educational documents, experience import invoices, power of attorney and others from the Ministry for External Affairs, Govt. of India, Ministry of Education and Diplomatic Missions. Generally, all the universities and technical colleges are attested.

## EMIGRATION & PASSPORT SERVICES



Right from the application for passport to the final filling of the emigration forms, we assist you at every step. With our team of highly experienced professionals we simplify the complexities involved in the basic formalities that need to be completed before emigration.

## VISA SERVICES



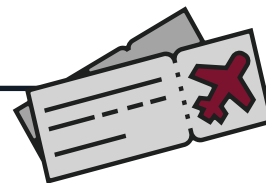
Suntech is a leading Visa Service provider, from India. our team of experts are well acquainted with the necessary formalities will help you. Our visa consultancy services will maximize your chance of getting Visa.

## ORIENTATIONS



If our clients require, we can also conduct post selection orientation / induction programs for the candidates. This may be HR policies, code of conduct and labour laws of the country of employment.

## TICKETING & DEPARTURE



The Candidates are handed over their departures file with the copy of their Bio data form, Employment contract, Visa stamped passport with Emigration & copy of Insurance and Ticket two days prior to the date of Travel, consequently the arrival details of the candidates are informed to



## HOW DO WE WORK?

To achieve the best recruitment results, our team at SEC requires the following documents from our clients for a hassle-free and smooth recruitment process:

### **AUTO-GENERATED DEMAND LETTER**

We require a demand letter in favour of Suntech Engineers & Contractors to be issued by the client/employer on their letterhead, stating all pertinent details like the number of workers required for each category, salary, contract tenure, and other facilities i.e. food, accommodation, medical, transport air passage, etc.

### **LETTER OF AUTHORITY**

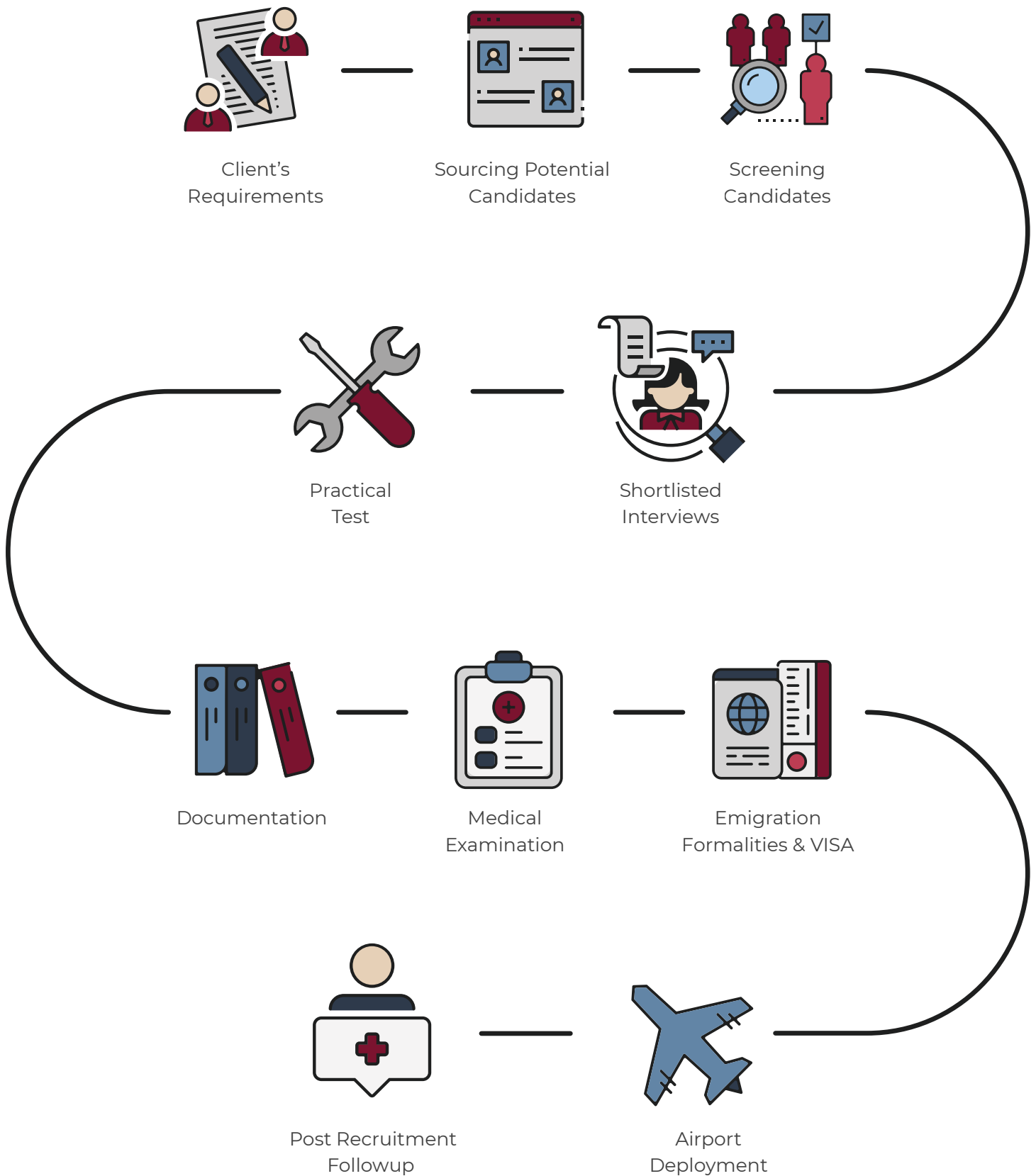
We require our client/employer to issue a letter of authority in favor of Suntech Engineers & Contractors, which should be addressed to the consulate general of the concerned embassy in INDIA, informing that Suntech Engineers & Contractors is their authorized manpower recruitment agent who will deal with all VISA submissions and delivery matters with the concerned embassy.

### **EMPLOYMENT AGREEMENT**

We require both the employer and employee to sign a standard employment agreement, which specifies the relationship between the two parties and the various terms and conditions of employment and termination.

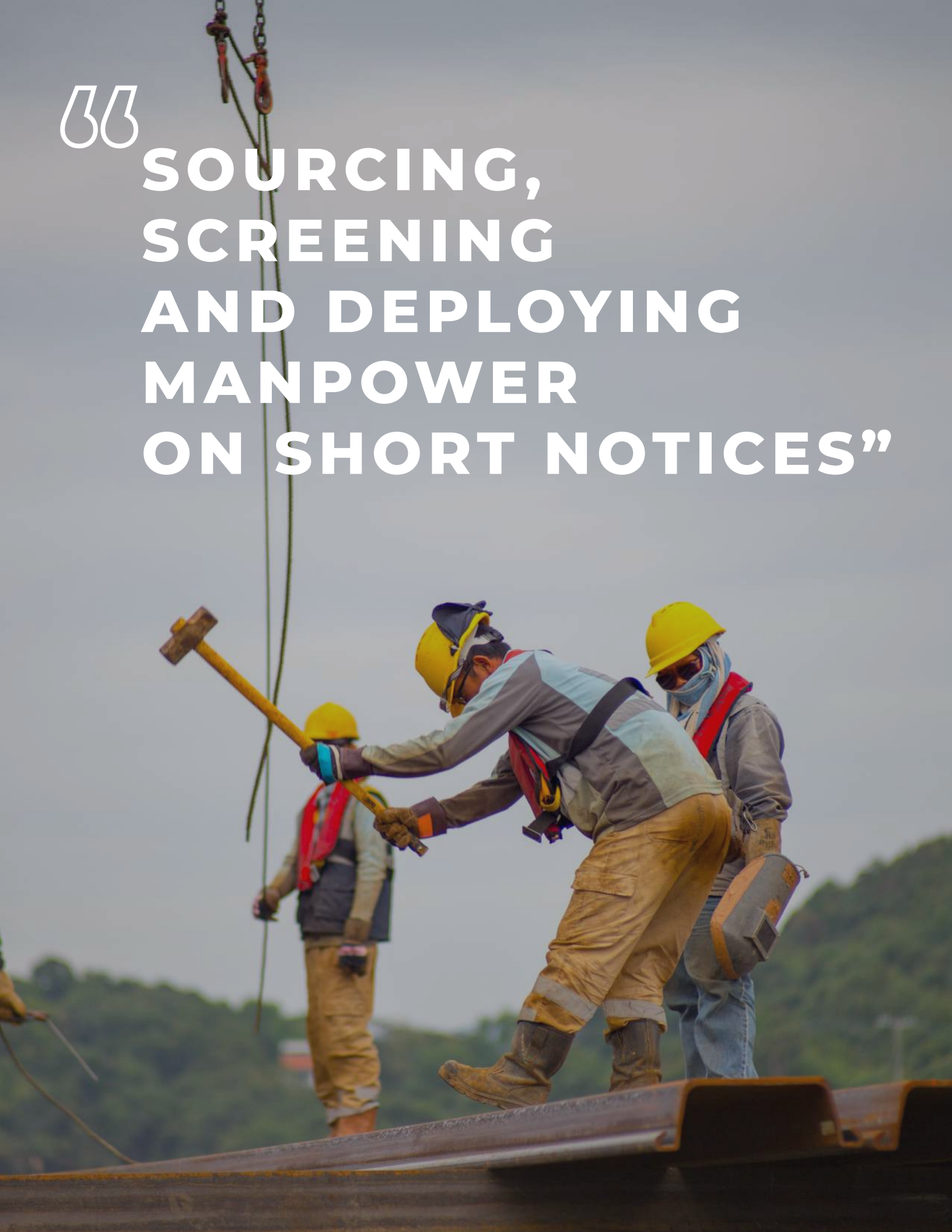


# RECRUITMENT FLOW



“

**SOURCING,  
SCREENING  
AND DEPLOYING  
MANPOWER  
ON SHORT NOTICES”**

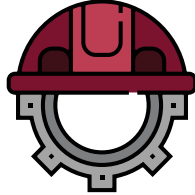


# OUR CANDIDATES



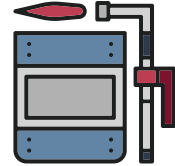
## Engineers

Mechanical / Civil / Electrical /  
Instrumentation



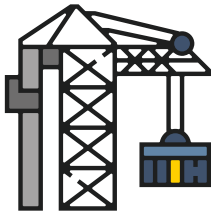
## Mechanical

Scaffolder / Rigger / Machinist  
/ Sand Blaster



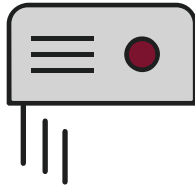
## Welding

TIG / MIG / SMAW / Gas  
Welding



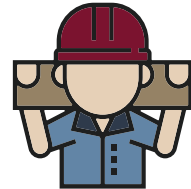
## Civil Services

Mason / Shuttering Carpenter  
/ Plumber / Steel Fixer



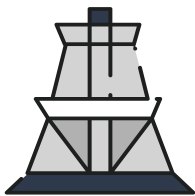
## Refrigeration & Air Conditioning

A.C / Freezer Mechanic /  
Ductman / Insulator



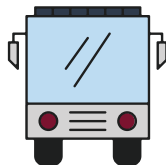
## Finishing

Carpenter / Painter /  
Aluminium Fabricator



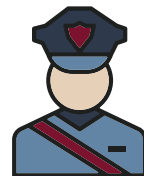
## Electrical

Domestic / Industrial / Tower  
line / Appliance



## Automobile

Diesel / Petrol Mechanic /  
Electrician



## General

Catering / Security Gaurd /  
Heavy & Light Vehicle Driver  
QA / QC Officers / Safety  
Officers /





# EXECUTIVE SEARCH

SEC is committed to delivering top-level candidates for executive positions. Our consultants have the ability to scan the core competencies and cultural attributes that leadership candidates are required to have. Armed with the knowledge of various markets, as well as clients' strategic, financial and operational challenges, SEC's consultants leverage high-level professional networks to provide a direction and drive the bottom line of organizations.

# MANPOWER BULK HIRING

When organizations need to hire on a large scale within a short period of time, finding the right pool of talent can be a challenge. At SEC, we have a huge candidate databank that helps us strategize a mass recruitment campaign covering the recruitment life cycle end-to-end. From advertising, employee screening and selection to final interview rounds with the client, our team follows effective methods to maximize employee response rates.





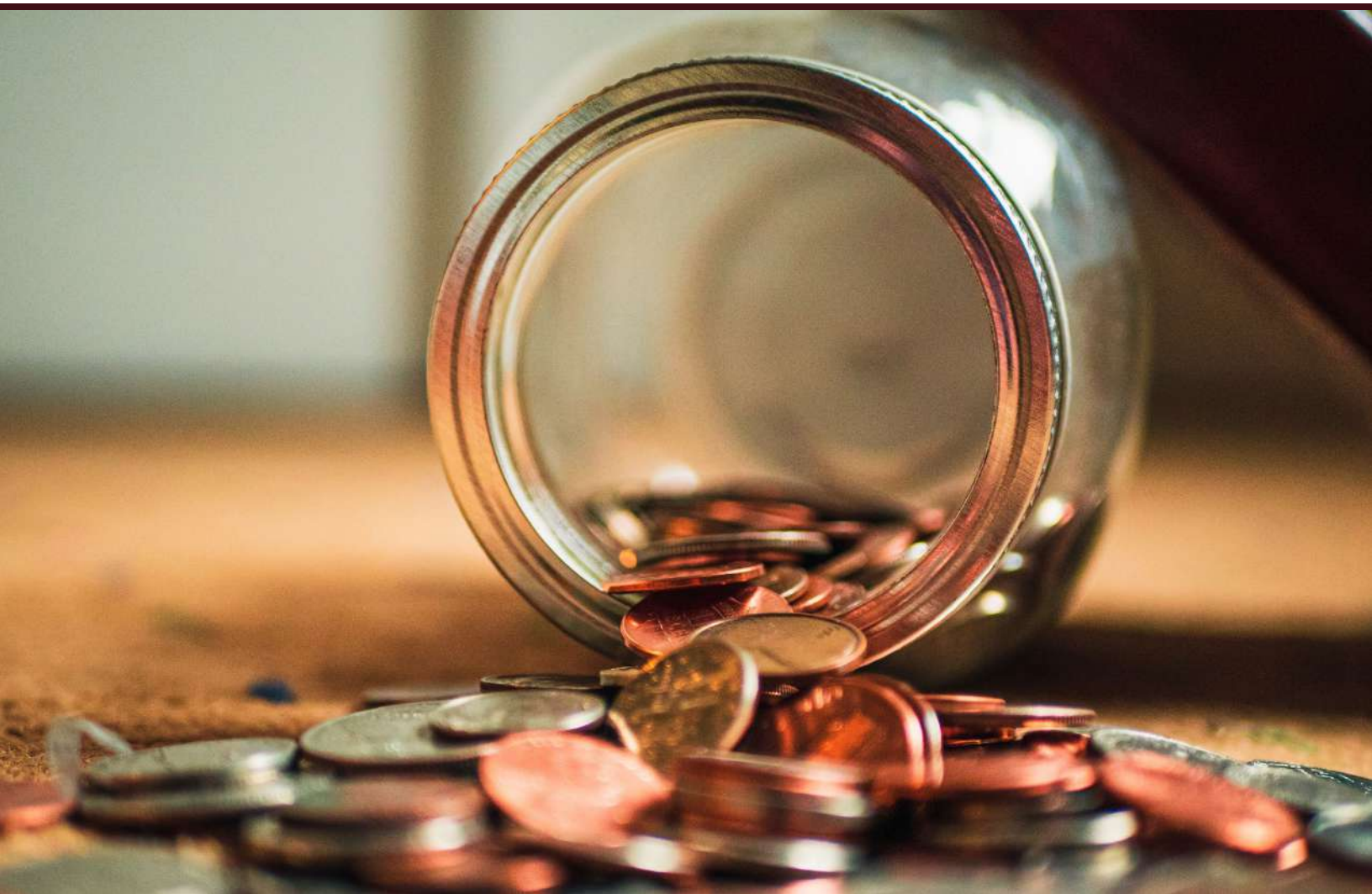
# TEMPORARY/CONTRACT STAFFING

Organizations often find themselves tackling excessive workloads, looming deadlines and peaking seasonal requirements. Hiring specialized staff on a contract basis is an excellent option to juggle these aspects, something that SEC can help organizations do perfectly. Our temporary contract staffing services, provided by expert recruitment consultants, are what organizations need for getting qualified staff as and when required, thereby ensuring a seamless flow of work and reduced employee-related costs.



# PAYROLL

Whether an organization has one employee or 1000+ employees, accurate payroll processing is vital for improving efficiency and staying compliant. At SEC, we can take this human resource function to the next level by providing affordable, flexible and responsive payroll processing services. Our expert team can help clients navigate the complex governmental demands in terms of TDS, payroll checks, inquiries, reporting and compensation, and take a huge load off from their shoulders.





# PRE-EMPLOYMENT TRAINING

Most organizations require their new recruits to undergo a day or two of training before they plunge into work the very first day. This process enables them to learn how various systems and processes work, thereby preparing them better. Our pre-employment training services at SEC help us test, evaluate and perfect the interpersonal skills and attitudes of new employees by providing them with job-specific training in a simulated work environment.

# SKILL TRAINING AND TESTING

Organizations providing employee skill development can beat the competition by many folds. Our skill training and testing services at SEC seek to create a more efficient and skilled workforce by assessing the unique abilities of each employee and giving them the right opportunity to perfect them. We have created a service package that brings out the latent skills of employees and makes them valuable contributors to the organization's success.





## OUR CLIENTS





NFT Specialized in Tower Cranes LLC



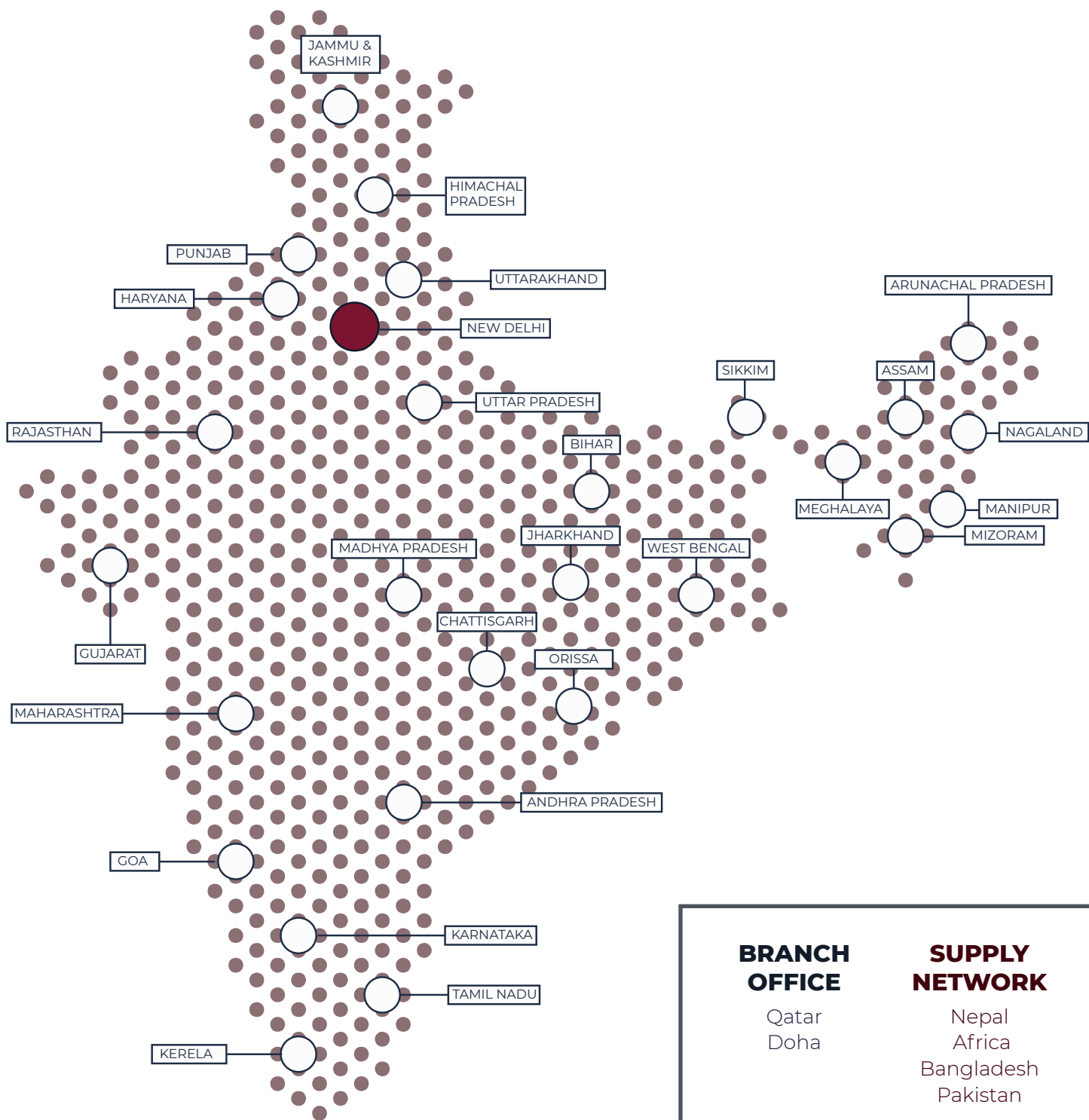
PARKWAY INTERNATIONAL CONTRACTING L.L.C.



AL NASR ENGINEERING



# OUR PRESENCE







**DEDICATED  
TEAM.  
EFFICIENT  
SOLUTIONS.  
ROBUST  
RELATIONSHIPS.”**



**BRANCH OFFICE**

6 Community Center, 3rd floor,  
Naraina, Delhi, India - 110028

**WEBSITE**

[www.suntechengs.com](http://www.suntechengs.com)

**MAIL**

[bds@suntechengs.com](mailto:bds@suntechengs.com)  
[info@suntechengs.com](mailto:info@suntechengs.com)

**CONTACT**

Tel.: 0091-11-45820000  
Fax : 0091-11-41410422