



PRECISE HRD SERVICES & TRAINING LLP

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AN ISO 9001 & 29990 CERTIFIED COMPANY

Talent Acquisition

- **Reqrutment & Selection**
- **Reqrutment Life cycle**
- **Job Portal Search**
- **Job posting**
- **Call Script Practice**
- **Interview**



On Boarding

- **Offer Letter**
- **Appointment Letter**
- **Joining Document**
- **Verification process & form design**
- **Induction & Oriantation**
- **Live Presentation**

CTC & Payroll

- **Compensation & Benefits**
- **CTC Structuring**
- **TDS/ Income Tax Slab**
- **Attendance & Leave**
- **Payroll & Payslip**
- **Mail Merge**



PMS

- **KRA & KPI**
- **Different PMS Techniques**
- **Balance score card**
- **Bell Curve**
- **360 Degree Feedback**
- **PMS Forms and Letters**
- **PMS Errors**



Statutory Law

- **PF & ESI Act**
- **Bonus Act**
- **Gratuity Act**
- **Maternity Benefit Act**
- **Online PF & ESI -
Registration, Submission
of Challan Payment**

Exit Formalities

- **Types of Separation**
- **Rules of Notice Period**
- **Attrition Ratio**
- **F & F Settlement**
- **Exit Interview**
- **Release Letter**
- **Experience Letter**



- ➔ **Unlimited classes with Dual ISO Certification**
- ➔ **Free MIS, PDP & CV rectification Classes**
- ➔ **Separate Internship certificate**



Few Happily Placed Students out of many

