



**PROFILE**  
**M & S INTERNATIONAL**  
( ISO 9001 - 2015 )

[www.msint.in](http://www.msint.in)

## MESSAGE FROM CHAIRMAN



Greetings !

It gives me immense pleasure to introduce M & S International (M & S), a leading New Delhi, India, based Government approved Overseas Recruitment Company.

M & S offers exclusive services for complete recruitment solutions, both for skilled and unskilled personnel from India to meet the requirements of our clientele from all over the world.

We are engaged in Manpower recruitment business since year 2000 and the approval from Government of India to recruit for overseas countries was obtained in 2005. We at M & S strictly adhere to ethical recruitment procedures & standards laid down by various international bodies. In order to provide our best services at all times we strictly follow our well established recruitment process every time we recruit irrespective of the size of the recruitment. We have obtained ISO 9001 – 2015 (QMS) certificate for our process.

We deploy experienced professionals who are able to meet our clients' needs at short notice to their utmost satisfaction. Our database consists of verified professionals across all categories for which we conduct trade test, interviews, verify the certificates, license etc depending upon client's requirements.

We sincerely hope that the information provided in our brief profile addresses all your queries. However if you still require any other information please feel free to ask and we will be happy to respond asap. You may contact us via email at: [info@msint.in](mailto:info@msint.in) or call us at + 91 11 26397081 / 82 / 83.

We thank you for giving us the opportunity to share our company's profile and look forward to doing business with your esteemed organization in near future.

Warm Regards

Sandeep Kapoor

Chairman – M & S Group of Companies

Mobile: + 91 9818250688

Email: [sk@mandsgroup.in](mailto:sk@mandsgroup.in)



## **ABOUT US**

M & S INTERNATIONAL as a recruitment consulting company was incorporated in the year 2000. The registration to operate as an overseas recruitment and manpower agency from Government of India was issued later vide. No. B-0592/DEL/PER/7355/1000+/5/2005 (Valid up to 14th May 2021). It was established to specialize in complete recruitment process including training, selection, deployment & management of manpower. We recruit professionals, skilled, semi-skilled, and unskilled Indian workers anywhere in the world.

Our guiding principle in the conduct of our business is to be honest in our dealings with both the client & our recruits.

## **OUR OBJECTIVES**

Professional headhunters and executive search bureaus have increased in numbers over the years because a lot of companies would rather avoid the tedious task of searching for the right individuals for their job vacancies. Thus M&S a well experienced search bureau and staffing agency takes a lot of pride in performing a pivotal role in the success of many companies by providing them complete manpower solutions. "To find the right professional for the right job " is the core objective of our existence.

## **OUR VISION**

We shall be the acknowledged standard in the manpower recruitment industry across country, occupying a respectable position, capable of providing a wide range of quality services that will respond to the needs of our various arms; the Overseas Indian Workers, Our Foreign Principals, the Government agencies and institutions, and the community as whole.

## **OUR MISSION**

- We shall set a high standard of service excellence, efficiency and honesty in the conduct of our business.
- We shall maintain a steady growth, always prudent and wise in utilizing available resources in the service of our clients.
- We shall contribute to raising the quality of life of the Indian Overseas Workers.

With this view, we will strive to organize a highly charged, self-driven and worker-oriented team at M & S staff, cultivate a working condition conducive to provide competitive services, which will ultimately lead to the own advancement and fulfillment of M & S International.

## **OUR TEAM**

### **SANDEEP KAPOOR**

Mr. Sandeep Kapoor comes in with more than 29 years of experience in the Industry. Holds a Bachelor's degree with a specialization in commerce.

He started his career by setting up a Contracting company in 1988 thereafter started to build self owned residential projects . In the year 2000 he established M & S International , a recruitment company and later on Government of India registration to recruit for overseas companies was obtained in 2005 . Presently Sandeep is actively involved in recruiting for some of the best companies across the Globe.

He has successfully executed 300 assignments across the industry in International recruitment.

### **RAJESH DIWAN**

Mr. Rajesh Diwan has over 20 + years of experience, in HR with over 10 years in Leadership and Advisory Role. He has worked with Bechtel, Parsons, UEM, Qualcon, QPI, Al Suwaidi and UEM.

He has diverse experience in Petrochemicals – Upstream and Down Stream, Power Projects, Civil Infrastructure, Mining & Metals, Technology, Retail, Healthcare, QSR and DSR

He has worked on projects with clients including ARAMCO, Chevron, Mobil, ADNOC, SABIC Power Projects worked on Dabhol Power Project Civil Infrastructure – Asiad Village Qatar, Doha Airport, Dubai Airport, Lusail Land Development, Al Ain Development Plan, Salwa International Highway, Syria Qatar Link, Chunnel Tunnel Rail Link, Delhi Metro, Dubai Metro, Qatar Metro, Aashgal, ADWEA,

### **SANJEEV NARANG**

Mr. Sanjiv Narang comes with more than 30 years of experience in the BFSI & Construction domain. He holds a Bachelor degree

He has run Outsourcing team in India for his clients in & has been the head of Financial Services & Construction group. He has been in Construction business for over 30 years.

## RECRUITMENT PROCESS

M & S INTERNATIONAL has extensive knowledge and expertise in all phases of overseas recruitment and has consistently exhibited professionalism in its dealings with Foreign Principals and workers. Possessing these capabilities, M&S has a well laid down recruitment process.

### 1. SOURCING / MANPOWER POOLING

M&S maintains a pool of ready-to-leave manpower from across India. It has a huge database of professionals in various fields such as engineers, accountants, financial analysts, technologists, computer operators, doctors, nurses, physical therapists along with welders, electricians, plumbers, heavy equipment operators, carpenters, steel fixers and all kinds of other workers. In case workers not identified/available in our existing pool, M&S shall make all the arrangements for the immediate sourcing/identification of the required workers through advertisements or associate offices from all over India. M & S has employed several professional job head hunters across India to source candidates.

### 2. PRE-SCREENING / SHORTLISTING

Our workers who are recommended for possible overseas employment are carefully screened and rigidly tested. An overall appraisal of their suitability for the job is done through in-depth interviews geared towards gaining a deeper insight to the applicant' s qualification and competence. The applicant' s psychological and intelligence test results are also given considerable weightage in choosing the appropriate workers.

All the credentials submitted by the applicant are properly cross-checked and verified. Three (3) or four (4) qualified applicants for every position are then short-listed and referred to the employer for interview and/or selection.

All the credentials submitted by the applicant are properly cross-checked and verified. Three (3) or four (4) qualified applicants for every position are then short-listed and referred to the employer for interview and/or selection.





### 3. TRADE TESTING

Upon the employer' s request, M&S may arrange skill testing designated to test and assess the actual skill required by our principals with credible and accredited government and private institution/trade test center.



### 4. FINAL SELECTION

M&S can provide our client' s representative with all the facilities and assistance in making their final selection fast and efficient. If so desired, M&S can do the final selection of their needed workers for and on behalf of our Foreign Employers with full guarantee on the workers competence and capabilities. Should our clients found them unfit for the employment, our company agrees to provide a replacement, free of charge, inclusive of round trip airfare to and from the job site.



## 5. MEDICAL EXAMINATION

All selected workers are required to undergo and pass the country of employment specific standard medical examinations. The said examination is conducted at approved medical clinics and hospitals to conduct physical and medical examinations. An official written medical report may be provided to the employer wherever mandatory or upon request.



## 6. PROCESSING / DOCUMENTATION

M&S is staffed with competent personnel needed to process the required documents of selected workers. Our documentation specialists personally monitor and ensure the prompt processing for passports, visa endorsements, employment contract and other related clearances and documentations.



## 7. PRE-DEPARTURE ORIENTATION SEMINAR

To further ensure performance, M&S INTERNATIONAL conducts intensive orientation session to better prepare the workers for the host country' s custom and traditions and psychological demands of the jobs. These sessions include among others the information of the country of destination, principal' s company policy, employment terms and conditions, principal' s expectations on selected workers and other pertinent information.

However, this should not prevent the foreign employer to conduct a comprehensive orientation on their company policies and procedures as well as details of the work coverage and responsibilities of each worker.



## 8. TICKETING AND SEND-OFF SERVICES

Our experienced and efficient documentation officers can very well handle the airline booking, flight confirmation and final ticketing. We also provide airport assistance to all departing workers at the point of embarkation.

Moreover, our employers are being informed of the scheduled departure well in time as well as right after the departure of workers from India through fax message, email or telephone, as advised.

As a procedure, we send with the departing workers all the documents and credentials as maybe required by the employers on the job site for other formalities.

We are committed in keeping our applicants and employers regularly updated on the status of the recruitment process. Should any unforeseen development prevent us from delivering our services on time, we will provide all concerned parties timely status information, no matter how difficult it might be so that nobody will be left waiting with false expectations.





## HOW TO RECRUIT FROM INDIA

### PROCEDURE FOR FOREIGN EMPLOYER FROM THE FOLLOWING COUNTRIES

United Arab Emirates (UAE), The Kingdom of Saudi Arabia (KSA), Qatar, Oman, Kuwait, Bahrain, Malaysia, Libya, Jordan, Yemen, Sudan, Afghanistan, Indonesia, Syria, Lebanon, Thailand, Iraq.

1. The foreign employer (FE) needs to first register on Government of India online portal:  
<https://emigrate.gov.in>
2. The FE will receive a username and password upon successful registration using which an online Demand Letter (DL) & Power of Attorney (POA) shall be raised authorizing M&S (RA ID -7355) to recruit on their behalf.
3. Once both POA & DL are raised online both these documents will be auto generated by the portal.
4. The Authorized signatory of FE needs to sign & stamp both the documents duly printed on the company letter head.
5. The scanned copy of the documents shall be emailed to M&S to start the recruitment process.
6. The original documents shall be sent to M&S by courier.

We shall provide all the required assistance to FE in order to complete the above mentioned process.



### DOCUMENTS REQUIRED FROM FOREIGN EMPLOYER – (for ALL other countries) :

As per regulation of the INDIAN GOVERNMENT, with regards to the recruitment of new Indian workers by Foreign Employer, the latter is required to submit the following documents:

#### 1. DEMAND LETTER

Addressed to M & S INTERNATIONAL from the employer mentioning numbers and categories of workers with salary offered, duty hours and other benefits etc. duly authenticated / attested by respective chamber of Commerce, Ministry of Foreign Affairs and the nearest Indian Embassy / Consulate.

#### 2. POWER OF ATTORNEY

Authorizing M & S INTERNATIONAL to recruit manpower from India and do all the related acts on behalf of the employer, duly authenticated / attested by respective chamber of Commerce, Ministry of Foreign Affairs and the nearest Indian Embassy / Consulate.

#### 3. EMPLOYMENT CONTRACT

Service contract mentioning wages, benefits, restrictions and all the other major employment conditions. duly authenticated / attested by respective chamber of Commerce, Ministry of Foreign Affairs and the nearest Indian Embassy / Consulate.

We shall provide the sample demand letter, power of attorney, employment contracts if required by the foreign employer.

# OUR SPECIALITY

## THE COMPLETE HEALTHCARE SECTOR DOCTORS, NURSES, MID-WIFERY & TECHNICIANS



Doctors – General & All Specialties

Nurses – General & All Specialities

Anesthesia Technician

Anesthesiologist Specialist

Cardiac nursing

Clinical Nurse Specialist

Community Health

Critical Care Nursing

Emergency Midwifery

Emergency Nursing

Gastroenterology Nursing

Geriatric Nursing

Intensive Care

Intravenous Therapy Nursing

Lab Technician

Labor-Delivery Nursing

LPN

Medical-Surgical

Neuro-Surgical Nursing

Nurse Practitioner

Nursing Neonatal Nursing

OB-GYN Nursing

Occupational Health Nursing

Oncology

Pediatric Nursing (PICU) (caring for children)

Public Health

Radiographer Technician

Radiologist

Registered Nurse Consultants

Rehabilitation Nursing

Renal-Dialysis Nursing

RN

Surgery / Operating Theatre

Telemetry Nursing

Urology Nursing

VPN

X Ray Technician



# CONSTRUCTION

AC Installer  
AC Repairer  
Asphalt worker  
Carpenter  
Concrete Worker  
Duct Installer  
Duct Insulator  
Earthwork  
Electrician  
Erector  
Gypsum  
Mason  
Painter



Plasterer  
Plasterer Fitter  
Plumber  
Rigger  
Riggers  
Road Surveyors  
Sandblaster  
Scaffolding Worker  
Sheet Metal worker  
Steel Fixer  
Tiler  
Tire man  
Welder





# CONSTRUCTION

Architect  
Auto CAD  
Building Permit engineer  
Chemical Engineer  
Civil Engineer  
Electrical Engineer  
Environment Engineer  
Estimation engineer  
Firefighting maintenance engineer  
Instrumentation technician  
Insulation technician  
Lab Technician  
Land Surveyor  
Machinist



Material Engineer  
MX design Engineer  
Pest control Technician  
Planning engineer  
Process engineer  
Production engineer  
Refrigeration Mechanic  
Road Engineer  
Safety Engineer  
Shift Engineer  
Site Engineer  
Site Project Engineer  
Structural Engineer  
Utility Engineer



# Heavy Equipment Operators & Drivers

AC Paver Operator  
Asphalt Plan Operator  
Back Hoe Operator  
Batching Plan Operator  
Bulldozer Operator  
Chipping Spreader Operator  
Concrete Plan Operator  
Concrete Pump operator  
Crane Operator  
Dump Truck Driver  
Excavator operator



Forklift Operator  
Grader Operator  
Injection Molding operator  
Loader Operator  
Pump Operator  
Roller Operator  
Shovel Operator  
Trailer  
Truck  
Vibrator Operator  
Water Tank Truck Driver

## Mechanical & Engineering; Shipyard & Shipbuilding Manpower

CNC Operator Fitter/ship  
Drill operators Lathe operators  
Fabricators Iron workers  
Shear cutting workers Locksmith  
Welders (TIG, MIG, MAG) Pipe Fitters



## Oil & Gas Manpower

Driller  
Drilling Engineer  
Drilling Superintendent  
Field Service Technician  
Maintenance Technician  
Petroleum Engineer  
Plant Operation Engineer  
Wire line Operator



## Information Technology Manpower

Auto Cad Draftsman  
Computer Engineer  
Computer Operator  
Computer Technician  
Consultant/Trainer  
Database Administrator  
Developer / Programmer  
ERP / CRM Specialist  
Graphic Designer  
IT Engineer  
IT Supporter  
IT Technician  
Network System Administrator  
Project Manager  
Supervisory  
System Analyst  
Telecommunications  
Test & Quality Assurance





## Hotel & Restaurant Manpower

- Bartender
- Butcher
- Cook
- Counter Attendant
- Dishwasher
- Food Service
- Gardener
- Guest Service Attendant
- Hairdresser
- Hospitality
- Janitor
- Laundry worker
- Nail Maker
- Parking Attendant
- Taxi Driver
- Waiter / Waitress



## Supervisor & Admin

- Bird Control Supervisor
- Construction Inspector Manager
- Contract Manager
- Data Entry Clerk
- Dispatcher
- Furniture Production Supervisor
- HSE Supervisor
- Landscaping Manager
- Maintenance Supervisor
- Material Controller
- QC-QA Manager
- Quantity Surveyor
- Refractory supervisor
- Road Construction Project Manager
- Senior Contract Specialist
- Senior Estimator
- Site Coordinator
- Site Medic
- Thermal Insulation supervisor



## Supervisor & Admin Personnel – contd..

Landscaping Manager  
Maintenance Supervisor  
Material Controller  
Office Administrative Assistant  
Office Administrator  
Painting Inspector  
Project Manager  
Site Coordinator  
Site Medic  
Thermal Insulation supervisor  
Translator/Interpreter  
Warehouse Man  
Workshop Manager



## Manufacturing

Aluminum & Glass worker  
Assembler  
Carry Man  
Electronic worker  
Electronic Worker  
Machine Cleaner  
Mould Cleaner  
Processing worker  
Storekeeper  
Tailor  
Textile worker  
Tire tube repairer







## Agriculture Manpower

Agricultural Engineer  
Animal Care  
Farmer  
Farming Operator  
General Worker  
Greenhouse Worker



## Retails Manpower

Delivery Staff  
Sales online Staff  
Staff in Retail Stores  
Staff in Retail Super Market



## Mining Manpower

Blasting  
Construction of underground mines  
Construction of underground works  
Exploration Drilling - Survey  
Helper  
Mining  
Open Pit Mining  
Pit Mining  
Power Systems  
The Electric Fields



## Childcare & Home Support

Baby sitter  
Cleaner  
Housemaid  
Helper



## Security Manpower

Escort  
Guards Duty  
Protecting events  
Security Guards

# COMPANY REGISTRATION



**Department of Labour**  
**Government of National Capital Territory**  
**of Delhi**

**5- Shamnath Marg, Delhi-110054**

**Form C**



## Registration Certificate of Establishment

Certificate No. : 2015059887 Date : 15/10/2015

Name of the establishment : M & S International

Name of the Occupier/Employer : Sandeep Kapoor S/o Kewal  
Krishan Kapoor

Postal address of the establishment : Plot No. 120, Flat No. 131, First  
Floor, Udyog, Laxmi Mahila Sehkari  
Samiti Ltd  
New Delhi Delhi 110076

Registration No. : **2015059887**

Category of Establishment : **Commercial Establishment**

Nature Of Business : **Manpower & Labor Export**

It is hereby certified that the establishment as mentioned herein has been registered as a Commercial Establishment under Delhi Shops & Establishment Act, 1954, on the 15 day of October, 2015.

### **Disclaimer**

- The Certificate is based on the information provided by the Occupier/ Employer and has not been verified.

### **NOTE:**

1. The Occupier/Employer is required to notify the Chief Inspector of any change in respect of information contained in the form.
2. This is computer generated certificate and does not require signature.



# ISO CERTIFICATE



## Registration Certificate

This is to certify that

**M & S INTERNATIONAL**

**131, 1st Floor, U.S. Complex, 120 Mathura Road, Opposite Apollo Hospital, Jasola, New Delhi – 11007, India**

has been assessed and certified by DBS Cert as meeting the requirements of

**ISO 9001 : 2015**  
**Quality Management System**

For the following activities:

Human Resource Services, Training & Recruitment Consultant

**Date of Certification: 24th December 2016 2nd Surveillance Due: 23rd December 2018**  
**1st Surveillance Due: 23rd December 2017 Certificate Expiry: 23rd December 2019**

**Certificate No:- 1122416022B**



Director

Validity of this Certificate is subject to Annual Surveillance audits to be done successfully on or before 365 days from date of this certificate (In case if Surveillance Audit is not allowed to be conducted; this certificate shall be Suspended / Withdrawal).

Also Verification of this certificate can be verified at DBS Cert Website at [www.dbscertification.com](http://www.dbscertification.com)

This Certificate of Registration remains the Property of DBS Certification, and shall be returned immediately upon request.

Email:- [info@dbscertification.com](mailto:info@dbscertification.com) website [www.dbscertification.com](http://www.dbscertification.com)

DBS Certification Pvt. Ltd. is registered member of American National Standards Institute (ANSI)  
1899 L Street, NW, 11th Floor, Washington, DC 20036

# GROUP COMPANIES



## M & S INTERNATIONAL (TRAVEL DIVISION)

Email: [info@msholidays.in](mailto:info@msholidays.in)

Website: [www.msholidays.in](http://www.msholidays.in)



## M & S SKILL DEVELOPMENT & TRAINING

Email: [info@mssdt.in](mailto:info@mssdt.in)

Website: [www.mssdt.in](http://www.mssdt.in)



## M & S FILMS

Email: [info@msfilm.in](mailto:info@msfilm.in)

Website: [www.msfilm.in](http://www.msfilm.in)



## TREAT ASSIST HEALTHCARE PVT. LTD.

Email: [info@treatassist.com](mailto:info@treatassist.com)

Website: [www.treatassist.com](http://www.treatassist.com)





New Delhi, India  
Tel +91 11 26397081, 26397082  
Fax +91 11 26397083  
[info@msint.in](mailto:info@msint.in)

[www.msint.in](http://www.msint.in)