



Connecting Talent with  
Opportunity.

Job Card & Job Fair India

Phone: 8087200019

Website: [www.jobfairindia.in](http://www.jobfairindia.in) | [www.myjobcard.co.in](http://www.myjobcard.co.in)

Email: [ceo@jobfairindia.in](mailto:ceo@jobfairindia.in)

Address: Office number 202 Second floor above little  
India restaurant Mohammad wadi near Shell petrol  
pump Hadapsar Pune- 411028

PRESENTED BY:

JOB FAIR INDIA

PRESENTED TO:

MLA. MR. ABHIJIT WANJARRI.

DATE:

17<sup>TH</sup> JULY-2023

## About the Company:

Job fair India is the Best Job Fair Organizer company with a team of young, creative, dynamic, experienced and dedicated professionals. Job fair India is an expert in arranging Job Fair across Maharashtra, Karnataka & Gujarat. Having 500+ TOP Leading companies as clients, Job fair India has got huge success in all Job Fair arranged till date. Job fair India is expert in Connecting Talent with Opportunity and understands requirements of talent and required companies. Job Fair India has organized the Job Fair events and this includes Job Fair Events for political Leaders Social Initiatives, College, NGO's and for Job Fair India also. Job Fair is the Best Platform for Jobseekers and Employers to save their time. Job Fair event helps Jobseekers to get more opportunities in single day and on another side, employers get the best talent in bulk according to their requirements. We also have introduced JOB CARD, a new way to connect talent with opportunities. JOB CARD is a plastic laminated card. The JOB CARD has your advertisement on the front (E.g., Political party, logo, name, organization etc.) and the activation process on the back. After activation candidates will get a 365 days Job message. Every day the message is sent with your name. Based on the information in this message, the candidate can apply for the job. We guarantee 100% job to needy candidates throughout the year. Also, we offer free job-oriented training if required.

# Scope of work for JOB CARD

## Toolkit

- An Introduction to Job Card & Jobcard Distribution planning.
- Steps & Activities to organize & Implement Jobcard Distribution.
- Tips & Activities before, during & after Jobcard Distribution.
- Job Card guidelines & Information for Job Seekers.
- Job Card guidelines & Information for Employers.

## Website for Registration

- Personalise landing page with subdomain of organiser name for candidate online registration.

## Online registration link

- An Introduction to Job Card & Job Card Planning.
- Candidates can register for job through website- ([www.myjobcard.co.in](http://www.myjobcard.co.in))
- Each and every card have different unique Id.
- Fill all the information in the given online registration form and submit it.

## Designing of job card

- Designing of whole job card, Client will get branding like image, name, symbol etc. in front side.
- On the front side there will be unique code for registration.
- At the back side there will be job card activation process.
- After activation job card is valid for 365 days from the date of activation.
- This unique code can't be reused.

## Manufacturing of job card

- Job card is a plastic card like pan card or ATM card.
- Attractive designing & printing with use plastic material.
- We can also provide job cards as per your design requirements.

## 365 Days Job Alert

- Daily job alert for 365 days.
- Daily SMS with client name.
- Candidate will get new job opening every day with job description.
- After understanding the whole job description, they have to line of their interview by own.
- Since the job card is to be shown in the company at the time of interview, the card will be permanently with candidates.

## Career Guidance

- Job card can provide free soft skill training for 3 months.
- This training is only for those candidates who are giving continuously interviews but didn't get select / can't crack the interview rounds.
- Short time Training assessments for candidates.
- Non selected candidates will get (if want) 3 months soft skill training in different companies.

## Follow up

- Follow-up with companies for selection of candidates every day.
- Candidates will get follow-up call in one year for maximum placements.

# Requirements from Organizer

## Date and Place:

- Purpose: Consider the purpose of the event and the message you want to convey to your audience. The purpose of the event will help you determine the best location and date.
- Audience: Who is your target audience? What is their age, gender, interests, and location? Consider the demographics of your audience and choose a location that is easily accessible and convenient for them.
- Venue availability: Check the availability of the venue and make sure it can accommodate the number of guests you expect. Some venues may have a waiting list or be booked months in advance, so it's important to plan ahead.
- Season and weather: Consider the season and weather conditions when choosing the date and location. For outdoor events, make sure the weather is suitable and have a backup plan in case of bad weather.
- Overall, it's important to choose a date and place that aligns with your event's purpose, audience, budget, and logistical considerations.

## Penndel/Place:

- Registration, Help Desk, Interview rooms, Entry Gate, Exit Gate, Stage arrangement, Required Hall/Place for short time training assessments, required material like tables, table cloths, chairs etc.

## Team

- Event Coordinator: Before job fair for marketing and advertisement. Coordination with Team job fair India for better communication. At the time of job fair coordination with volunteers. After the job fair follow-up with candidates and coordination with team Job fair India for maximum placement.
- Recruitment: Identify the tasks that need to be completed and the number of volunteers required for each task. Create a job description for each role. Make sure to include details about the time commitment, expectations, and benefits of volunteering.
- Screening: Develop a screening process to ensure that volunteers are reliable and committed.
- Training: Provide volunteers with training to ensure that they understand their roles and responsibilities, as well as the goals and objectives of the event. This can include a briefing session.
- Support: Provide volunteers with support and supervision throughout the event. This can include a point person who is responsible for managing the volunteers.
- Overall, building a volunteer team requires planning, communication, and support. By providing volunteers with the right training and support, you can build a committed and engaged team that will help make your event a success.

## Hospitality

- Required Penndel stage, Entry and exit gate, both arrangement 6 x 6' stall, 1 table 3 chairs, Breakfast, lunch and stay for HR, Beverage's (water and tea/coffee).

## Inauguration Ceremony

- All arrangements for the Inauguration ceremony

## Accommodation

- Recommendation for HR team. Choose an accommodation location that is conveniently located near the event venue.

## Food and beverages

- Food and beverages for HR team at the time of job fair. Breakfast, lunch and Beverage's like water and tea/coffee etc.

## Camera, Video shooting & Sound system

- Camera & video shooting at the time of Job Fair.
- Sound system at the time of Inauguration, at training assessments place, at registration desk etc.

## Advertising

Social Networking Sites	Print media	Electronic media
<ul style="list-style-type: none"><li>Facebook: With over 2.8 billion active users, Facebook is the largest social networking site and a popular platform for event promotion, share content, and run targeted ads.</li><li>Instagram: Instagram has over 1 billion active users, making it an ideal platform for visual marketing. We can use Instagram to share images and videos of our event promotions, run ads, and engage with candidates.</li><li>YouTube: As the world's largest video-sharing site with over 2 billion active users, YouTube is an excellent platform for promoting event, share video content, run ads, and engage with candidates.</li><li>Bulk email and bulk SMS: Bulk email and bulk SMS can be cost-effective ways to reach a large audience, particularly when compared to traditional advertising methods.</li><li>WhatsApp marketing: Personalization is key to a successful WhatsApp marketing campaign. WhatsApp marketing can be a cost-effective way for us to reach a large audience and engage with them.</li></ul>	<ul style="list-style-type: none"><li>Invitations: Printed invitations can be sent to colleges, targeted individuals or groups to invite them to attend the job fair event. Invitations can be designed to reflect the theme of the event and should provide all the relevant information, such as the date, time, location.</li><li>Posters: Posters can be displayed in public places, such as coffee shops, libraries, and community centers, etc. to promote the event and increase awareness. Posters should be eye-catching and provide a clear message about the job fair event, including the date, time, location, and any other relevant details.</li><li>Flyers: Flyers can be distributed to potential attendees in public places, such as Society, local area, parks, malls, and bus stops. They can be used to provide more detailed information about the event, such as the schedule of activities and any special guests.</li><li>Banners: Banners can be hung in prominent locations, such as near the entrance to the event venue, to promote the event and increase visibility. Banners should be eye-catching and provide a clear message about the event.</li><li>Print media: Print media can be a powerful tool in event marketing, providing a physical presence and helping to build excitement and anticipation for the event.</li><li>Newspaper ad: When creating a newspaper ad for event marketing, it's important to make sure the ad stands out and grabs the attention of potential attendees.</li><li>Event Programs: Printed event programs can be distributed to attendees at the event. Programs should provide a schedule of activities, information about the speakers and any other important details about the event.</li></ul>	<ul style="list-style-type: none"><li>Television: Television is a popular form of electronic media that delivers audiovisual content to viewers. It is a powerful tool for advertising and can be used to reach a large audience.</li><li>Radio: Radio is another popular form of electronic media that delivers audio content to listeners. It can be used to reach specific target audiences.</li><li>Roadshows: A van can be used to host a roadshow, traveling to different locations and engaging with potential candidates. This is an effective way to generate excitement and build event awareness, as you can interact directly with your target candidates.</li><li>Invite the media: Create a media list and send out invitations to local newspapers, TV stations, radio stations, and other relevant media outlets. Make sure to follow up with the media to confirm attendance.</li><li>A press conference: A press conference can be an effective way to generate media coverage and build excitement for an upcoming job fair event.</li><li>Hold the press conference: On the day of the press conference, welcome the media and make sure they have access to any materials they may need. Deliver the presentation, answer questions, and provide any additional information as needed.</li><li>Prepare a press release: Develop a press release that highlights the key points you want to convey during the press conference. This can include information about the job fair event, its purpose, special guests, and any other relevant details.</li></ul>

### Highlights of Job Fair

- Qualifications- min 5th pass to all higher qualifications
- Participating companies from diff. sectors like Manufacturing, Automobile, Banking, Finance, Retail, BPO, KPO, Insurance, IT, Agricultural, Pesticides, Fertilizers, NGO, Pharmacy, Media & Entertainments, Advertising, Real estate, events, logistics, facility management, security, hospitality, medical & healthcare, hospitals, education etc.
- Available Job Profiles- Accountant, sales, marketing, Business development, operation, Human resource, front office, back office, computer operator, admin, training, recruitment, production, assembly, maintenance, quality, packaging, store , software developer, hardware, networking, designer, database, support services, tech support, hotel management, content writer, media reporters, doctors, nursing, medical professionals, tele caller, customer care, helper, delivery etc.

### Payment Details:

- Quotation is valid for 15 days only.
- Activity fees for work of Team Job card & Job fair India. For 3,000 Job Card 4,00,000/- ( Four Lakhs Only)
- 80% amount at the time of agreement and 20% at the time of job fair.
- 18% GST Extra (If want original bill copy)
- All amount must be in INR.
- All payments should be made by check/DD/Cash etc. Payable at Pune.

**Best Regards,**

**Tasmiya Shaikh | Founder/CEO**

**Job card & Job Fair India.**

**A Venture Of Tasmee Industries Pvt.Ltd.**

**Mob: +91 8087200019**