

Agreement

This Agreement is made by _____ (hereinafter referred to as the "Company") of the one part and _____ (hereinafter referred to as the "Agency") of the other part.

Both parties hereby agree as follows:

Effective Date

This Agreement shall be effective from _____ and shall be valid for a period of one year from commencement.

Termination

Either party may terminate this Agreement for convenience at any time for any reason upon 3 months written notice to the other party.

Scope of Services

Depending on the company's requirements for various positions, the agency will identify suitable individuals through any one or a combination of means such as external advertisements, house searches of existing data banks and headhunting. After an in-house assessment of relevant skills and interviews, the agency will send the resumes of short-listed suitable candidates to the company for their review. Based on the company's input, the agency will arrange interviews with the company's employees.

To provide the above facility the Company shall:-

- Define and provide agency hiring criteria for all positions, for each job family.
- Appoint an executive who will be the authority figure to facilitate day-to-day coordination.

- Provide one day induction to agency team assigned to account to observe interviews and understand job/process requirements.
- Set aside one day of the week for detailed feedback on candidates sent by the agency to the company during that week.
- Provide the agency with a quarterly rolling plan of their staffing needs along with job specifications at the beginning of each month.
- Report any copies of candidates to the agency within two days of receipt of candidature.
- Keep all information related to technology, tests, procedures etc. in strict confidence.

fees

On selection of the candidate recommended by the agency, the company will pay the agency for services rendered subject to the following conditions:

- _____ for junior level.
- _____ for middle level.
- _____ for senior level.

The total first monthly compensation in advance will cover the employee's total value to the company including basic (fixed allowances). which may be determined by the management from time to time.

Taxes and levies if any will be additional

Upon selection, the company must provide full breakdown of the compensation offered to the agency to enable it to bill the company (to be held in strict confidence). If some profiles are not short listed, the company will return the CV to the agency.

All payments, after deduction of tax applicable at source, are invoiced within 30 days of the candidate joining the company, through Account Payable Check in favor of the Agency.

All requirements and requests and other work related communications from the Company shall be in writing.

Unless otherwise agreed in writing, the Company shall not hire or solicit employees of the Agencies without mutual consent for itself during the Contract Period and for six months thereafter.

If any employee recruited by the agency leaves the company within 3 months of recruitment, the company is bound to contract for that employee for 3 months as per their responsibility to the company and thereafter issue NOC to the agency. The agency is bound to then hire a new employee to fill such vacancy.

Privacy

Both the Agency and the Company shall at all times keep the information provided by each other in strict confidence.

_____ for _____

AUTHORIZED SIGNATURE AUTHORIZED SIGNATORY

Date: _____

Regards