

CONTRACT

These are basically non-advertised jobs, where selections are made from a readily available databank in some cases a selective headhunting is done to source the candidate. In cases where advertisement is needed the **Client** the cost of the advertisement.

Payment Terms

Creative Placement will charge the company 8.33 % (Up to Rs. 1,80,000 CTC) and 12.5 % (Rs. 1,80,000 & Above) of the cost to the Company (CTC) of any employee recruited through us plus service tax (as per prevailing service tax rules) as recruitment fee.

The invoice will be raised on the day candidate (s) joining the service of the Client and the same is due and payable within seven days.

Creative Placement's Obligation

- ✓ Recording of Client requirement
- ✓ Provide the Client with suitable Bio – Data of Potential candidates as per the requirements of the Client as intimated to **Creative Placement** from time to time.
- ✓ Ensure that potential candidates are given fair and accurate information about the Client and the Client requirements.
- ✓ Provide to the Client any information about a potential candidate that is in the knowledge of **Creative Placement** and disclosure of which information may be considered to be relevant to the recruitment process and in the interest of the Client

- ✓ Communicate & Coordinate between the Client and the potential candidate in fixing the venue, time or such other matters relating to meetings between the Client & potential candidate
- ✓ We shall give free replacement if a candidate leaves the job on his / her own within three months of joining.
- ✓ In addition, put the three month's clause - if a candidate selected from you leaves within 3 months after joining or if the company dismisses him for any reason whatsoever, Creative Placement will give a replacement of the candidate free of cost or the amount paid against that candidate will be adjusted in the next invoice. **(Only applicable for Companies those who are offering Rs. 60,000/- and above salary Package annually.)**

Client Obligations

- ✓ In the recording of Client requirement, a clear and comprehensive description of the requirements it seeks in a potential candidate this would include description of the positions for which requirement is sought, person and qualification specification, relevant organization details, CTC bracket per position, etc, as is necessary for **Creative Placement** to effectively perform its obligations under this Agreement.
- ✓ Intimate **Creative Placement** within 7days of receiving the bio – data of a potential candidate if the Client is already in possession of or has already considered the bio – data of the said candidate.
- ✓ Upon recruitment of a potential candidate, intimate the fact of such recruitment and hand over a copy of the Appointment Letter within 7 Days of the Offer Letter.
- ✓ In the event that a potential candidate is recruited by the Client for any Position other than which he was originally intended for, within one year of **Creative Placement** providing his bio- data or CV to the Client then the terms of this Agreement shall apply as if the potential candidate was intended for the position that he has actually been recruited to.

CONFIDENTIALITY CLAUSE

It Is Understood by and between **Creative Placement** and the Client that **Creative Placement** will not disclose information that may be classified as confidential, that it may receive or obtain as a result of entering into this Agreement.

TAX

A Service Tax is charged on the invoice, as per prevailing rates.

VALIDITY

This Agreement shall come into force and effect from the date as mentioned below and shall remain in effect till both the parties are agreed on terms & conditions mentioned above.

IN WITNESS WHERE OF, the parties have caused this Agreement to be executed by and through their duly authorized representatives as of the date written herein.

LABOUR ACT

As per Labour Law Act **Creative Placement** will not provide candidate below 18 years and According to Minimum Wage Act salary structure of any company should not be less than 4000 /- Per Month or will be applicable as per Labour Law from time to time.

PARTIES TO THE AGREEMENT

For **Creative Placement**

For

Director – Dhiraj Dharod

Date:

Date: