

Dear Sir / Madam,

We are glad to acknowledge your kind interest & concern to avail our Job Placement Services. Kindly fill the required detail of your company and manpower/human resource requirements. Following detail will help us to find right talent for your Company. **[Kindly fill the same for each required designation]**

- Company Name :
- Company Address :
- Company Owner Name :
- Company Owner Number :
- Contact Person :
- Contact Number :
- Company GST Number :

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[Pleas attach GST number copy]

- E-Mail (*write in Capital*) :
- Kindly give us your current staff strength detail :

Staff Category	M	F	T	Staff Category	M	F	T
Permanent				Temporary			
Contract basis				Part time			

- No. of Required staff : Total ..... Male : ..... Female : .....
- Designation :
- Qualification :
- Experience :
- Gross Salary Range (Monthly) : Minimum..... Maximum .....
- Place of Work :
- Job Timing :
- Weekly Off (On Which Day?) :
- Job Description : ***[Note : Kindly give Job Description in separate sheet for each designation.]***

***[Note: Please read and acknowledge our terms of contract [given in 2<sup>nd</sup> page]. You will need to take a printout of the contract and fill the form with your company details. The form must be duly signed by a competent authority representing your company and should carry your company seal. You can email us a scanned copy of the form Email: [hr@goalconsultancy.com](mailto:hr@goalconsultancy.com) for us to fulfill your staffing requirements.]***

Placement Charges Consultancy & Staffing Charges: - The professional fees for Permanent recruitment will be based on designation / post it shall be as follows:

1. 8.33% on annual CTC Band post ( Executive , sr. executive, officers )
2. 10% on annual CTC Band M ( Manager , Sr. Manager )

**General Terms:**

1. In case the resumes sent by our end are already in CLIENT's databank, the CLIENT will immediately intimate about the same or if the said CANDIDATE is selected, the placement charges will be payable.
2. CANDIDATE recruitment charges / bills should be arranged within one month from the date of joining of the CANDIDATE.
3. In the event that a CLIENT accepts the CANDIDATE(s) from the CONSULTANT for Interview, it shall be deemed as the full acceptance of CLIENT on all the terms and conditions as stated below and confirmation on the same.
4. Interview process fees has included in professional fees for staff recruitment.
5. GST will be charged as per government rules.

**Operational Terms:**

1. Copy of the offer & appointment letter, when issued to a candidate will also be provided to CONSULTANT for the purpose of billing.
2. CLIENT will ensure that the information is not misused and all information for rejected candidates in physical and digital form (including emails) is destroyed.
3. The CONSULTANT shall provide free replacement of [for the first] CANDIDATE(s), if the CANDIDATE(s) referred by the CONSULTANT and selected by the CLIENT resign/leaves the employment on his/her own accord within 3 months of appointment and CLIENT inform us [in written] about the same within 05 days of the CANDIDATE(s) leaving their organization.
4. In case any CANDIDATE(s) referred by the CONSULTANT will be hired by the CLIENT within 06 months from the date of his/her interview, the charges agreed by the CLIENT will be payable to the CONSULTANT and later on 'No Arguments' will be entertained like the CANDIDATE(s) was not selected earlier, when sent by us, but has been selected in response to your advertisement or through other sources.
5. Travel expenses incurred by the outstation candidates called for interviews by the client must be reimbursed directly at the time of interview to the candidate as per existing market practices.
6. This agreement shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of Jamnagar (Gujarat)
7. The payment should be made by cash or by cheque in the name of "**Goal Consultancy**" payable at Jamnagar.

**Acknowledgement**

**We are carefully read and understand all the trams and condition. We also declared that we will not ask goal consultancy for candidate trial/experiment/checking for time being/tryout/testing etc. We will only "Select" or "Reject" the candidate.**

Authorized signature

Company seal

Authorized Person Name : \_\_\_\_\_ Date : \_\_\_\_\_