



AR
**CONSULTANCY
SERVICES**



Recruitment & HR Services

Using Recruitment (Manpower Recruitment)
Payroll Management, Labour Law
Compliances and HR Audit.

Scope of Work:-

Recruitment Services: -

We service provider conduct the following activity:

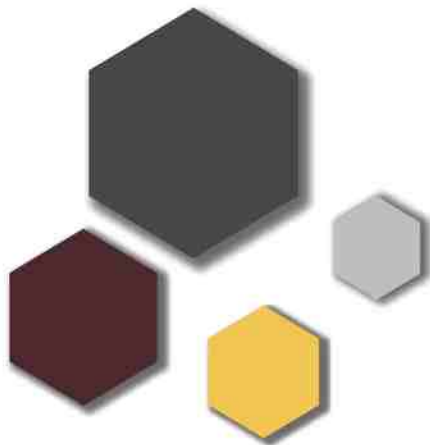
1. Carry out comprehensive qualitative and quantitative analysis of the profiles available in line with the Job Descriptions provided by the COMPANY after the date on which the requisition is placed by the COMPANY, whether by email or otherwise.
This will include:
 - a. Resume Sourcing
 - b. Short listing of the sourced CVs as per the COMPANY's "must have" criteria for each profile as indicated by the respective JD's.
 - c. Brief the candidate about the COMPANY's strengths, opportunity and the job description.
2. Ensuring that the candidate to be informed accurately company information and requirements.
3. Conduct HR screening round and send the filtered resumes to the company.
4. Company will provide proper candidature feedback to Service Provider for the profile shared.
5. Schedule interviews / meetings of the shortlisted candidates with authorized persons as directed by the COMPANY.
6. To assist the COMPANY with the coordination of acceptance of job offers between the candidate and COMPANY.
7. Assist the COMPANY as may be requested to meet the end results in relation to the above activities.
8. Follow-up with the candidate for offer acceptance, joining and completing the joining documentation.
9. We are committed to delivery of services within 72 working hours' after receiving the JD from Management.
10. Keep a record of the deliverables for a period of one year for inspection of the COMPANY as and when require.

Professional Fees (Commercial):-

The Company shall pay Professional Fees to the AR Consultancy Services as per below mentioned:

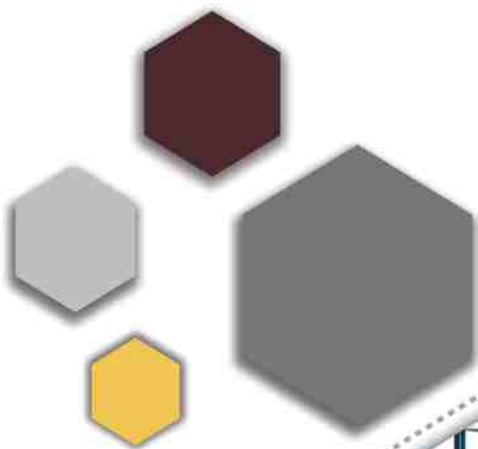
Structure:-

Particular	Professional Fees (Service Charge) Sr. No.	Levels
For recruitment	8.33% of the Annual CTC + Tax	All Levels Staff Recruitment



Payment Terms: -

Company will pay the services charges to AR Consultancy within 15 days from the candidate's joining date and GST will be paid extra as applicable and levied by the Govt. of India on date.



Validity & Termination:-

- The validity of the CV of a candidate introduced by the SERVICE PROVIDER to the COMPANY is 90 days.
- If a candidate leaves company on his own accord or candidate is not performing well within 90 days from the date of joining, you will have the right to avail our services for filling up the same position free of charge once.
- This agreement can be terminated by either party by giving thirty (30) days prior written notice.



Others Terms:-

1. No other charges incidental, out of pocket, communication, travel / conveyance boarding, lodging etc. will be payable unless pre agreed by the COMPANY in writing.
2. It is agreed by the SERVICE PROVIDER that any information including but not limited to salary, notice pay, perks etc shall be treated as confidential information by the SERVICE PROVIDER.
3. The COMPANY shall be the final authority to decide on the source of the candidate as the concerned candidate's profile might already be present in the COMPANY's data base or might have already been referred by some other source.
4. Correspondence with Candidates: All correspondence with the candidates including interview scheduling and intimation of the selection outcome will be the responsibility of the Service Provider.
5. Offer Letters to Candidates: Upon the selection decision, the Company will inform the candidates of the selection through the Service Provider only.
6. Company will insure that all the candidate profiles shared by Service Provider either be selected or rejected and if any candidate would be rejected for any reason than he/she would not contact directly by company afterwards or can't approached directly and if in future within 06 months he/she will be contacted in any case through company than that candidature would automatically consider as Service Provider candidate and for the same recruitment fees would be paid to Service Provider by company.
7. Blue Callers' recruitments not consider by the service provider.
8. Before starting business the company & service provider will have to sign attached business contract.
9. In the duplicity of any candidature, the source from which the candidature is provided early will be consider as candidate provider, for this the date of receiving candidature from other source has to shared with us by the company else it will be deemed that the candidate has provided by us.

Note: In case of any escalations/grievances, the SERVICE PROVIDER may write to the COMPANY at any time.

Authorized Signator

Himank Tawar (Director)

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THANK YOU.....

