



TERMS & CONDITIONS

Commercial Terms

1. **Fee Structure:** Core will charge a consultancy fee based on the annual Cost to Company (CTC) of each successful candidate recruited through us as follows:
 - **Junior Management (Executives to Assistant Manager / Deputy Manager):** 8.33% of annual CTC
 - **Middle Management (Manager, Senior Manager, AGM, DGM, etc.):** 10.5% of annual CTC
 - **Senior Management (General Manager Grade and above):** 12.5% of annual CTC
2. **Junior Management:** Salary range of ₹3 lakhs to ₹20 lakhs — charged at **8.33%** of annual CTC.
3. **Middle Management:** Salary range of ₹20.01 lakhs to ₹50 lakhs — charged at **10.5%** of annual CTC.
4. **Senior Management:** Salary of ₹50.01 lakhs and above — charged at **12.5%** of annual CTC.
5. **GST**, as applicable, will be charged in addition to the consultancy fees on all invoices.
6. **Payment Terms:** Payment must be made within **7 to 30 days** of the candidate joining the client's organization.
7. **Replacement Policy:**
 - For **CTC up to ₹20 lakhs:** If a candidate resigns within **3 months**, Core will provide one replacement at no additional cost.
 - For **CTC above ₹20.01 lakhs:** If the candidate resigns **within 6 months**, Core will provide a replacement at no additional cost.
 - This clause does **not** apply if the candidate is removed for any reason **other than misconduct**.



- If the candidate **resigns on their own**, the replacement clause is valid. However, if the client terminates the candidate for reasons unrelated to misconduct, **Core is not liable** to provide a replacement.
- 8. **Payment is due** post-joining, under all circumstances, as per Clause 6.
- 9. **Independence of Clauses:** The payment and replacement clauses are **mutually exclusive**. Under no circumstances should payment be withheld once the candidate joins.
- 10. **Trial Employment:** Core does **not recognize trial employment**. Once a candidate referred by Core joins the client organization, or any of its group companies — with or without a formal offer or appointment letter — they are deemed to have formally joined, and Core is entitled to its full fee.
- 11. **Resume Confidentiality:** All resumes shared by Core are for the **exclusive use** of the client. These must be returned or securely stored. They must **not** be shared with group/associate companies, friends, or relatives without Core's consent. Any such appointments will be chargeable as per Clauses 1–6.
- 12. **Deferred Joining or Hire:** If a candidate referred by Core is not selected or does not join initially, but is hired by the client or any associated/group company **within one year**, Core will be entitled to its full consultancy charges as per Clauses 1–6.
- 13. **Validity & Termination:** These terms are valid for **one (1) year** from the date of issue. Either party may terminate the agreement earlier by providing **one month's written notice**.

A handwritten signature in blue ink, appearing to read "Rajiv Ghosh".

Rajiv Ghosh (Director)

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