

Proposal For Recruitment Services

To, The HR Manager

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GLOBAL CONSULTANT – A BRIEF PROFILE

Sir,

We are happy to introduce our self (Global Consultant) as one of the leading consultants in India .We proudly state that our consultancy provides the best quality staff and fulfills all the H.R related requirements.

With various numbers of offices in [different parts of India like Delhi, Mumbai, Bangalore, Kanpur, Hyderabad, Meerut, J.P.nagar](#) and our branch offices at [Muzaffarnagar, Dehradun, Noida](#) etc, we are in a position to provide you with the best candidates from different parts of country.

We have large database of experienced professionals as well as freshers. We can help the companies for recruitments in every field and from every part of India.

Our operational system is divided according to different professions, so that every applicant is thoroughly scrutinized before sending at your end. Every dept. has experts from different fields. For example, engineering staff has senior most engineering experts legal department has legal experts; management dept. has management experts and so on. This helps in the short-listing of the quality candidates. The candidates are not only checked up on academic grounds but also on their personality traits.

The details of our working staff are as under: -

1. Engineering dept.: - Mr. Sunil Arora (Topper of Roorkee University).
2. Software dept: - Mr. Navin Kapoor, Mr. Prabhakran (M.C.A)
3. Account dept: - Mr. Alok Kucchal (Company Secretary).
4. Legal Expert: - Miss Monika Sharma.
5. HR Expert: - Miss Rashmi Agarwal (M.B.A).
6. Pharma Division: - Mr Manoj Sharma.
7. Miss Rachna Sharma (M.B.A.) is expert in providing office staff.

Some of our clients are: -

- | | |
|-----------------------------------|---|
| 1) Reliance Infocomm | 21) RP Electronics |
| 2) Hyundai Electronics | 22) Amkette (All India basis) |
| 3) Kenstar | 23) THERMAX |
| 4) National Panasonic | 24) HCL Infinet |
| 5) Idea | 25) Spanco Telesystems & Solns. Ltd. |
| 6) Philips | 26) DOOSAN Engg & Construction pvt ltd. |
| 7) Samsung Electronics | 27) KAJARIA CERAMICS Pvt Ltd |
| 8) Samtel (All India basis) | 28) ITC Travel House |
| 9) Sony | 29) PEARSON EDUCATION |
| 10) Videocon | 30) Heritage Resort |
| 11) Asian Paints | 31) 4 TH D Women Magazine (Ozone Ayurvedics) |
| 12) Berger Paints | 32) PENGUIN BOOKS INDIA |
| 13) Prime Group of Companies Ltd. | 33) VISTEON CLIMATE SYSTEM |
| 14) Power Generation | INDIA Ltd (S.C of FORD) |
| 15) ETON Powers | 34) BHARAT HOTELS (Grand group) |
| 16) United Phosphorous Ltd. | |
| 17) ITC | |
| 18) MINDA Mgmt Services Ltd | |
| 19) Delphi | 35) VODAFONE |
| 20) Crompton Greaves | |

And some of the Export houses are there as our clients. **I confidently assume that our experts will be able to provide you the best staff. For any assistance you can contact us at any time.**
Hoping to get a chance to provide you the services.

A BRIEF OUTLINE ON OUR SERVICE

PERMANENT STAFFING

The different products in Permanent Staffing and their Payment Terms are detailed below:

1.1 Database Recruitment:

These are basically non-advertised jobs, where selections are made from a readily available all-India databank.

Payment Terms:

The Client has to pay to **Global Consultant 8.33% for lower management, 10.5% for middle management and 12.5% for senior management of annual salary** of the candidate (includes Basic salary and all allowances, inclusive of DA, CCA, HRA, all reimbursements mentioned in the offer letter, incentives, etc for recruitment to each of the positions mandated by the client.

The above is payable within one month of the date of the recruited candidate(s) joining the service of the Client.

Also, Global Consultant would work as per the process details given on annexure III.

Note: If you are interested in our Data Base Recruitment services, please refer to Annexure I that details the Terms and Conditions associated with it.

1.2 Advertised Recruitment

Where an advertisement is warranted, the same is released for which the client pays for the advertisement cost upfront.

Payment Terms:

The Client shall pay for the advertisement cost upfront, plus 15 days salary of the total annual cost to the company [instead of 30 Days of the Annual CTC as in Databank Selection]. The amount is due and payable within seven days of the date of the recruited candidate joining the service of the Client

Note: If you are interested in our Advertised Recruitment services, please refer to Annexure I that details the Terms and Conditions associated with it.

1.3 Turnkey Recruitment

Customized recruitment support for:

- Organizations looking for sustained recruitment support
- Organizations looking for mass recruitment against a particular time schedule
- Organizations looking for staffing at multiple locations

Note: If you are interested in our Turnkey Recruitment services, a separate proposal detailing the strategy and the cost involved for the entire service would be given to you on a committed date.

ANNEXURE I

TERMS AND AGREEMENTS

(DATABASE OR ADVERTISED RECRUITMENT ONLY)

GLOBAL CONSULTANT'S OBLIGATION

- Recording of client requirement - Client Requirement Brief.
- Provide the Client with suitable bio-data of potential candidates as per the requirements of the Client as intimated to Global Consultant from time to time.
- Ensure that the potential candidates are given fair and accurate information about the Client and the Client's requirements.
- Provide to the Client any information about a potential candidate that is in the knowledge of Global Consultant and disclosure of which information may be considered to be relevant to the recruitment process and in the interest of the Client.
- Communicate and coordinate between the Client and the potential candidate in fixing the venue, time or such other matters relating to meetings between the Client and potential candidate.
- Assist the Client with the Coordination of acceptance of job offers by and between the potential candidate and the Client.

CLIENT'S OBLIGATION

- In the Client Requirement, a brief, clear and comprehensive description of the requirements it seeks in a potential candidate must be given. This would include description of the position for which recruitment is sought, person and qualification specifications, relevant organization details, CTC bracket per position, etc, as is necessary for Global Consultant to effectively perform its obligations under this Agreement.
- Give true, fair and accurate information about itself to be furnished by Global Consultant to the potential candidate.
- Intimate Global Consultant within 7 days 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.
- Exercise abundant care and caution in handling the bio-data and information provided to Client by Global Consultant- such that - no unauthorised use or misuse is made of the same.
- 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 issuance of the Offer Letter

IT IS HOWEVER UNDERSTOOD BY AND BETWEEN GLOBAL CONSULTANT AND THE CLIENT THAT

- In the event that a potential candidate is recruited by the Client for any position/post/vacancy other than which he was originally intended for, within one year of Global Consultant providing his bio data to the Client, then the

terms of this Agreement shall apply as if the potential candidate was intended for the position/post/vacancy that he has actually been recruited to.

- Global Consultant will not offer a placement opportunity to a candidate recruited by the Client in pursuance of this Agreement for a period of one year from his/her date of recruitment by the Client, provided that the recruited candidate's employment is not affected by conditions of redundancy, closure, restructuring, change of management or such circumstances of the Client.
- Global Consultant shall not be held liable for any inadequacies or inaccuracies in information (as provided to Global Consultant by Client to be communicated to the potential candidates) as provided to or understood by the potential candidates.
- The ultimate decision on recruitment of personnel and of the completion of the recruitment process rests solely with the Client, to be exercised at its discretion or pleasure or in accordance with its policies.

Confidentiality Clause

It is understood by and between Global Consultant and the Client that

- Global Consultant will not disclose any information that may be classified as confidential, that it may receive or obtain as a result of entering into this Agreement.
- The Appointment Letter and the terms contained therein are confidential information and shall be used by Global Consultant only for the purposes of billing and accounting.

TAX

A Service Tax of 12% is charged on the invoice, as per notifications given by the Government of India.

VALIDITY

This Agreement shall come into force and effect from the date as mentioned below and shall remain in effect for a period of 1year from such date.

Any departure from the terms as specified in this contract for a new position will necessitate the drawing of a new contract for that new position

For Global Consultant,

Designation and sign_____

Date:

Sonik Sharma,

Corporate manager

Date:4th January 2007

G-55, The Business Chambers,

Laxminagar, New Delhi

09313208710

011-42418222

011-42418233

For Company (name) _____

Authority

ANNEXURE III

PROCESS FLOW OF RECRUITMENT



