

ADVISORY SERVICES FOR RECRUITMENT

➤ **Features**

- Advisory services related to Recruitment
 - ✓ Understanding the requirement
 - ✓ Help in preparing Job Description
 - ✓ Sourcing candidates
 - ✓ Screening candidates
 - ✓ Scheduling interviews
 - ✓ Salary negotiation

➤ **Services**

Service Code	Title	Includes	Fees to be charged
REC-01	Understanding the requirement	About <ul style="list-style-type: none"> • The company • Founders • Products/Solutions • USP • Profile of candidate 	None
REC-02	Help in preparing Job Description	Putting together <ul style="list-style-type: none"> • Why the requirement of such a profile • Requisite Qualifications • Mandatory skills • Desired skills • Responsibilities • Location • Salary • Employee benefits if any 	None
REC-03	Sourcing candidates	<ul style="list-style-type: none"> • Few profiles of candidates will be shared for feedback on relevance on the candidates • Based on the feedback from the company, new set of candidates will be sourced 	None
REC-04	Screening candidates	Prescreening to check <ul style="list-style-type: none"> • General information • Skills and experience of tools used • Candidates' expectations • Conduct test if required by company (Test to be designed by company) 	None
REC-05	Scheduling Interviews	<ul style="list-style-type: none"> • Share the profiles with detailed information of the candidates • Schedule interviews between the company and the candidate • Attend the interview if required by the company 	50% of the total fees if a candidate is selected for recruitment
REC-06	Salary Negotiation	<ul style="list-style-type: none"> • Help in salary negotiation if required 	None
		<ul style="list-style-type: none"> • Candidate joins the company 	Balance 50% to be paid after the candidate joins

➤ **Terms & Conditions**

- Company to conduct interviews and provide feedback within 5 working days after the candidate profile is shared
- Company to inform if they hire a candidate from their own network
- If a selected candidate is not hired for some reason and the position goes on hold and the same candidate is hired by the company at a later stage, it will be expected that the company is transparent enough to inform and pay the balance fees
- Immediate payment after receipt of invoice

➤ **Fee Structure**

- **For companies between 0 to 1 year of their incorporation:**
 - Fixed charge of Rs. 5000/- per candidate
 - No free replacement of candidate if the candidate leaves in first 3 months
 - The company can pay the balance amount after completion of 3 months in this case
- **For companies between 1 to 3 years:**
 - 5% of annual CTC per candidate
 - One free replacement if the candidate leaves in the first 3 months
- **For companies above 3 years:**
 - 8.33% of annual CTC per candidate
 - Free replacement if the candidate leaves in the first 3 months