



Overview HR Staffing Solutions LLP

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PROPOSAL FOR ON-ROLLS STAFFING

Dear Sir/Madam,

Greetings of the Day...!

OVERVIEW HR STAFFING SOLUTIONS LLP is a firm dedicated to provide recruitment consultancy & manpower staffing services to the organizations at a very affordable and nominal rates. We endeavour to reduce the recruitment, staffing and payroll processing & compliance workload and to act as an integral part of the organizations, so that they can concentrate on their core activity, thereby increasing their business and profitability.

Recruitment is an action of enlisting new people in the armed forces. In the corporate world, the armed forces are its employees. Recruiting individuals in compliance with the company requirements is not a cakewalk by any means. It requires experience and expertise at the highest level to determine the perfect fit for the company. Hence, outsource your recruitment functions to professionals like us.

With a decade of experience in recruitments, we will source the right person based on the job specifications provided by you. One size does not fit all, and each position is critical for company's growth and stability. In order for us to source the ideal candidate, it is imperative that the requirement is shared in detail along with salary offered, company benefits and a proper job description.

We do not charge any fees to the candidate for providing jobs. However, to safeguard the interest of the client and our Firm, a clause is mentioned in their welcome letter that if the candidate does not join after accepting the offer from our client, he/she will be liable to pay us a fine as a searching fee. From our experience, this clause helps our client and our Firm to identify candidates who are serious about joining.

The resumes sent are of candidates who are looking for a job actively and hence we earnestly request our clients to respond with feedback within 48 hours. Prompt feedback from clients helps vacancies being filled faster. The dropout percentage tends to be high when feedback is delayed.

We hope that you will find our proposed services to be of value addition to your company & our charges most competitive. We have mentioned below the process flow followed by us & Terms of Services required to be adhered to reach the final objective i.e., the right person for the right job.

MISCELLANEOUS TERMS

- Please do not recover placement charges from the candidate.
- We do not encourage the practice of clients getting references of other candidates at the time of interview from the candidates sent by us. However, unfortunately this has happened in the past. Hence, if you happen to choose a candidate who has come with reference from the candidate sent by us, you will be liable to pay us the same rates for him/her.
- Once a candidate is placed in your organization, we will never directly or indirectly approach him/her for a job vacancy as long as he/she is an employee with your organization.



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SCOPE AND PROCESS OF WORK

- We will start working on the given profile as per the staff requisition form provided by the client.
- A preliminary telephonic interview will be done and resume will be sent to the client only if the prospective candidate is matching with the shared job specification.
- The job specification will also be shared with the prospective candidate and on receiving approval from the candidate, resume will be sent to the client without the contact details.
- The client will then shortlist the candidates required to be interviewed at a mutually convenient time. Then, we will set up the interviews – Face to face or Telephonic/Video.
- Once candidate is selected, then We will also be issuing a welcome letter to the candidate to get their confirmation.

CONFIDENTIALITY

- All information about the client and any of its affiliates and their respected businesses market strategies, know-how, marketing and sales networks, personnel remuneration and any related commercials will be treated strictly confidential by us. We will not disclose any of the above information to any person or entity except when strictly necessary for us to discharge its obligations in relation to selecting and submitting candidates to the client.

REPLACEMENT GUARANTEE

- In case a candidate voluntarily resigns or leaves the company without any notice after joining within a period of 90 days, a free replacement will be provided only once. The 90 days period will include weekly off's, company holidays, and leave.
- If the selected candidate is terminated by the client due to any reason such as internal company issues or job profile change after joining etc., no replacement will be provided. In case the client finds the performance of the candidate unsatisfactory, the same should be reported to us within 45 days so that we can mutually work out the way forward.

PROFESSIONAL FEES

Our charges for each candidate selected by you shall be a one-time charge of: -

- 6% of Annual CTC for the positions up to Manager Level.
- 8.3% of Annual CTC for positions above Manager Level. (Senior Manager /VP / GM / DGM)
- Annual CTC will include Gross Salary plus all fixed salary payable to him including company contribution to Provident Fund, ESIC, Medical, accommodation, Fixed Bonus, Allowances etc. Annual CTC will exclude variable incentives & expense reimbursement.



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PAYMENT TERMS & CONDITIONS

- We do not charge the professional fee in advance from our clients.
- We only charge our professional fee post selection & joining of the candidate.
- We will raise an invoice for professional fee only after 7 days of the joining of the candidate.
- The Professional fee shall be payable only after next 15 working days from the date of receiving the invoice by the client.
- If the payment of professional fee is not cleared as per the terms mentioned in the agreement, we will charge interest @18% per annum on the billable amount.
- We take up any requirement shared by the client in confidence that the position is open and closure of the same will be done as mentioned in the above scope of work.
- We will make our best effort to send profiles relevant to the requirement.
- If for some reason the client closes the position internally or puts the position shared on hold or fails to respond on to resumes sent by us, then a professional fee of 3% of Annual CTC shared for the position will be charged to the client for the above scope of work done pre-joining of candidate.
- The above charges will be levied subject to our firm sending minimum 5 resumes fitting the job specification given by the client within 10 working days of the position shared.
- The additional GST will be levied on the invoice of Professional Fee only as per the government rules.
- Payments made by the CLIENT w.r.t. Reimbursement invoices shall not be subject to TDS.

We ensure that our service levels will be above par. Hope you will find our rates most competitive and will give us an opportunity to save you for the days to come.

We look forward to hearing from you.

For, OVERVIEW HR STAFFING SOLUTIONS LLP

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Authorized Signatory