



Saradha Sahajya Requirement Registration Form

A-43, Bharati Tower, Forest Park, Bhubaneswar-751009, www.saradhasahajya.com
saradhasahajya@gmail.com, Ph: 9777930130, 8249149014

No.

Phone:

Name:

Email:

Address:

About You

About Maid

Job Details

Male <input type="radio"/> Female <input type="radio"/> Veg <input type="radio"/> Non-veg <input type="radio"/>	Male <input type="radio"/> Female <input type="radio"/> Married <input type="radio"/> Unmarried <input type="radio"/>	Jhadu: Daily once <input type="radio"/> twice <input type="radio"/>
Total family members:	SC <input type="checkbox"/> ST <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/>	Pocha: Wkly <input type="radio"/> Alt-day <input type="radio"/> Daily <input type="radio"/>
Adults: Children: Pet:	Preferred age:	Pocha: sitting <input type="checkbox"/> standing <input type="checkbox"/>
Son age: Daughter age:	Preferred area:	Bartan <input type="checkbox"/> Dusting <input type="checkbox"/> Bathroom-clean <input type="checkbox"/>
Father age: Mother age:	Experience required:	Kapda-wash: hand <input type="checkbox"/> machine <input type="checkbox"/>
House size:	Stay: in-house <input type="radio"/> outhouse <input type="radio"/>	Kapda: dry & fold <input type="checkbox"/> iron <input type="checkbox"/>
Budget/Salary:	Person's Fooding: Yes <input type="radio"/> No <input type="radio"/>	Bed-making <input type="checkbox"/> Bedsheet-change <input type="checkbox"/>

Person's name & address:	1.	2.
	3.	

Terms and Conditions: -

1. Confirm your requirement with a non-refundable fee of Rs.500. Then we will arrange a person and call you to our office for meeting / interview. All meeting / interview / discussion **venue** will always be **our office**.
2. During interview, sharing contact details with the **candidate** will mean you have selected him / her.
3. Once selected you pay us a non-refundable fee of **Rs.10000** and refundable security deposit of one-month salary. Fees paid for one requirement cannot be adjusted or utilised towards another requirement.
4. Then take him / her home, within 7 days you can **exchange** in case of incompatibility, with a fee of Rs.500.
5. We don't give any guarantee of **retention**. If the person quits within 1 month, we'll arrange a **replacement** for you with a fee of Rs.500. We'll provide a maximum of **3 options** for selection, exchange & replacement.
6. Replacement or exchange can be requested only for the exact same requirement, you will have to wait and manage by yourself until a person is arranged and pay to outgoing person at agreed rate for days worked.
7. Our job is only to bring together the candidate and the employer and facilitate the hiring process. We'll have no further **liability** whatsoever after the recruitment **takes place**. You should check the credentials while selecting a candidate and take full ownership and responsibility of the employee in all respect after that.
8. We don't certify or undertake responsibility for the character/ conduct/ behaviour of the person. We don't do background/ police **verification**. However, we guarantee to exchange in case of negative verification report.
9. Salary is to be paid positively on 1st of **every** month. **Leaves** to be allowed 3 per month (paid leave).
10. You will not employ the person for any work other than the job discussed. At the time of hiring fully disclose any risks / hazards involved in the job. Allow at least 2 hours' **rest** after lunch and 8 hours sleep at night.
11. That you'll give adequate food (no **basi khana**) to the person, breakfast, lunch & dinner by 9am, 2pm & 10pm.
12. That you will not hold the person against his / her will, in case he / she wants to leave the job.
13. That you will not change the location or job details of the person nor employ him / her with anyone else.
14. The employer undertakes to abide by all prevailing & future laws of the land with respect to this employment.
15. In case you violate any of the above conditions Saradha Sahajya will have the right to deny you a person.

Registration fees received Rs: _____

Security deposit received Rs: _____

Customer SIGNATURE

.....
Date

.....
for Saradha Sahajya





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No.

Phone:

Name:

Email:

Address:

About You

About Childcare Maid

Job Details

Male <input type="radio"/> Female <input type="radio"/> Veg <input type="radio"/> Non-veg <input type="radio"/>	Male <input type="radio"/> Female <input type="radio"/> Married <input type="radio"/> Unmarried <input type="radio"/>	Child: Massage <input type="checkbox"/> Bathe <input type="checkbox"/> Feed <input type="checkbox"/>
Total family members:	SC <input type="checkbox"/> ST <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/>	Child-Food-prepare <input type="checkbox"/>
Adults: Children: Pet:	Preferred age:	Child Room: cleaning <input type="checkbox"/> dusting <input type="checkbox"/>
Child age: Son <input type="radio"/> Daughter <input type="radio"/>	Preferred area:	Child-kapdawash: hand <input type="checkbox"/> machine <input type="checkbox"/>
Child normal <input type="checkbox"/>	Experience required:	Child-kapda-iron <input type="checkbox"/> Bottle&bartan <input type="checkbox"/>
House size:	Stay: in-house <input type="radio"/> outhouse <input type="radio"/>	Child-Bathroom-clean <input type="checkbox"/>
Budget/Salary:	Person's Fooding: Yes <input type="radio"/> No <input type="radio"/>	Child-Sleep-with-maid <input type="checkbox"/>

Person's name & address:	1.	2.
	3.	

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Customer SIGNATURE

Date

for Saradha Sahajya





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No.

Phone:

Name:

Email:

Address:

About You

About Patient-Care Attendant

Job Details

Male ☐ Female ☐ Veg ☐ Non-veg ☐

Male ☐ Female ☐ Married ☐ Unmarried ☐

Sponging ☐ Bathing ☐

Total family members:

SC ☐ ST ☐ Christian ☐ Muslim ☐

Tube-feeding ☐ Mouth-feeding ☐

Adults: Children: Pet:

Preferred age:

Oxygen ☐ Nebuliser ☐ Catheter ☐

Patient age: male ☐ female ☐

Need: Trained ☐ Untrained ☐

Clean: Bedpan ☐ Urine-pot ☐ bucket ☐

Patient condition:

Experience required:

Change: diaper ☐ molly-sheet ☐

Need night help: once ☐ many times ☐

Stay: in-house ☐ outhouse ☐

Tracheostomy-suction ☐

Budget/Salary:

Person's Fooding: Yes ☐ No ☐

Massage: once ☐ twice ☐

Person's name & address: 1.

2.

3.

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Registration fees received Rs:

Security deposit received Rs:

Customer SIGNATURE

Date

for Saradha Sahajya





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No.

Phone:

Name:

Email:

Address:

About You

About Cook

Job Details

Male <input type="radio"/> Female <input type="radio"/> Veg <input type="radio"/> Non-veg <input type="radio"/>	Male <input type="radio"/> Female <input type="radio"/> Married <input type="radio"/> Unmarried <input type="radio"/>	Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>
Total family members:	SC <input type="checkbox"/> ST <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/>	Tea-snacks <input type="checkbox"/> Food-serving <input type="checkbox"/>
Adults: Children: Pet:	Cook type: odia <input type="checkbox"/> indian <input type="checkbox"/> chinese <input type="checkbox"/>	Clearing-dining-table <input type="checkbox"/>
Son age: Daughter age:	Preferred age:	Clean-cooking-bartan <input type="checkbox"/>
Father age: Mother age:	Preferred area:	Clean: Store <input type="checkbox"/> Fridge <input type="checkbox"/>
House size:	Experience required:	Kitchen: Jhadu <input type="checkbox"/> Pocha <input type="checkbox"/> Dusting <input type="checkbox"/>
Budget/Salary:	Stay: in-house <input type="radio"/> outhouse <input type="radio"/> Fooding <input type="checkbox"/>	Shopping: Grocery <input type="checkbox"/> vegetable <input type="checkbox"/>

Person's name & address: 1.

2.

3.

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11. That you'll give adequate food (no **basi khana**) to the person, breakfast, lunch & dinner by 9am, 2pm & 10pm.
12. That you will not hold the person against his / her will, in case he / she wants to leave the job.
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Registration fees received Rs:

Security deposit received Rs:

Customer SIGNATURE

Date

for Saradha Sahajya





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No.

Phone:

Name:

Email:

Address:

About You

About Driver

Job Details

Male <input type="radio"/> Female <input type="radio"/> Veg <input type="radio"/> Non-veg <input type="radio"/>	Experience required:	Report in time:
Total family members:	SC <input type="checkbox"/> ST <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/>	Report out time:
Adults: Children: Pet:	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>	Clean vehicle: Yes <input type="radio"/> No <input type="radio"/>
Vehicle:	Preferred age:	Lunch break:
Normal running per day:	Preferred area:	Over time per hour:
Budget/Salary:	Accommodation <input type="checkbox"/> Fooding <input type="checkbox"/>	Outstation night stay:

Person's name & address: 1.	2.
3.	

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3. Once selected you pay us a non-refundable fee of **Rs.10000** and refundable security deposit of one-month salary. Fees paid for one requirement **cannot be** adjusted or utilised towards another requirement.
4. Then take him / her home, within 7 days you can **exchange** in case of incompatibility, with a fee of Rs.500.
5. We don't give any guarantee of **retention**. If the person quits within 1 month, we'll arrange a **replacement** for you with a fee of Rs.500. We'll provide a maximum of **3 options** for selection, exchange & replacement.
6. Replacement or exchange can be requested only for the exact same requirement, you will have to wait and manage by yourself until a person is arranged and pay to outgoing person at agreed rate for days worked.
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8. We don't certify or undertake responsibility for the character/ **conduct**/ behaviour of the person. We don't do background/ police **verification**. However, we guarantee to exchange in case of negative verification report.
9. Salary is to be paid positively on 1st of every month. **Leaves** to be allowed 4 per month (paid leave).
10. You will not employ the person for any work other than the job discussed. At the time of hiring fully disclose any risks / hazards involved in the job. Allow at least 2 hours' **rest** after lunch and 8 hours sleep at night.
11. That you'll give adequate food (no **basi khana**) to the person, breakfast, lunch & dinner by 9am, 2pm & 10pm.
12. That you will not hold the person against his / her will, in case he / she wants to leave the job.
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Registration fees received Rs:

Security deposit received Rs:

Customer SIGNATURE

Date

for Saradha Sahajya





Saradha Sahajya Requirement Registration Form

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No.

Phone:

Name:

Email:

Address:

About You

About Maid-Childcare

Job Details

Male <input type="radio"/> Female <input type="radio"/>	Male <input type="radio"/> Female <input type="radio"/>	Jhadu: Daily once <input type="radio"/> twice <input type="radio"/> Bartan <input type="checkbox"/> Dusting <input type="checkbox"/>
Veg <input type="radio"/> Non-veg <input type="radio"/>	Married <input type="radio"/> Unmarried <input type="radio"/>	Pocha: Weekly <input type="radio"/> Alternate-day <input type="radio"/> Daily <input type="radio"/>
Total family size:	SC <input type="checkbox"/> Christian <input type="checkbox"/>	Pocha: sitting <input type="checkbox"/> standing <input type="checkbox"/> Bathroom-clean <input type="checkbox"/>
Age:	ST <input type="checkbox"/> Muslim <input type="checkbox"/>	Kapda: hand-wash <input type="checkbox"/> machine <input type="checkbox"/> dry&fold <input type="checkbox"/> iron <input type="checkbox"/>
Pet:	Preferred age:	Bed-making <input type="checkbox"/> Bedsheet-change <input type="checkbox"/>
Child age: Son <input type="radio"/> Dtr <input type="radio"/>	Preferred area:	Child massage: once <input type="radio"/> twice <input type="radio"/> Child-food-prepare <input type="checkbox"/>
Child normal <input type="checkbox"/>	Experience:	Child kapda: hand-wash <input type="checkbox"/> machine <input type="checkbox"/> iron <input type="checkbox"/>
House size:	Stay: in-house <input type="radio"/> outhouse <input type="radio"/>	Child: room-clean <input type="checkbox"/> room-dusting <input type="checkbox"/> bathroom-clean <input type="checkbox"/>
Budget/Salary:	Person's Fooding: Yes <input type="radio"/> No <input type="radio"/>	Child-bottle&bartan <input type="checkbox"/> Child-sleep-with-maid <input type="checkbox"/>

Person's name & address: 1.

2.

3.

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Registration fees received Rs:

Security deposit received Rs:

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Date

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No.

Phone:

Name:

Email:

Address:

About You

About Maid-Cook

Job Details

Male <input type="radio"/> Female <input type="radio"/>	Male <input type="radio"/> Female <input type="radio"/>	Jhadu: Daily once <input type="radio"/> twice <input type="radio"/> Bartan <input type="checkbox"/> Dusting <input type="checkbox"/>
Veg <input type="radio"/> Non-veg <input type="radio"/>	Married <input type="radio"/> Unmarried <input type="radio"/>	Pocha: Weekly <input type="radio"/> Alternate-day <input type="radio"/> Daily <input type="radio"/>
Total family size:	SC <input type="checkbox"/> Christian <input type="checkbox"/>	Pocha: sitting <input type="checkbox"/> standing <input type="checkbox"/> Bathroom-clean <input type="checkbox"/>
Adults: Children:	ST <input type="checkbox"/> Muslim <input type="checkbox"/>	Kapda: hand-wash <input type="checkbox"/> machine <input type="checkbox"/> dry&fold <input type="checkbox"/> iron <input type="checkbox"/>
Son age: Dtr age:	Preferred age:	Cook: Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Tea-snacks <input type="checkbox"/>
Father age: Mother age:	Preferred area:	Food-serving <input type="checkbox"/> Clearing-dining-table <input type="checkbox"/>
Pet:	Experience:	Clean: cooking-bartan <input type="checkbox"/> Store <input type="checkbox"/> Fridge <input type="checkbox"/>
House size:	Stay: in-house <input type="radio"/> outhouse <input type="radio"/>	Shopping: Grocery <input type="checkbox"/> vegetable <input type="checkbox"/>
Budget/Salary:	Person's Fooding: Yes <input type="radio"/> No <input type="radio"/>	Kitchen: Jhadu <input type="checkbox"/> Pocha <input type="checkbox"/> Dusting <input type="checkbox"/>

Person's name & address: 1.

2.

3.

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Customer SIGNATURE

Date

for Saradha Sahajya





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No.

Phone:

Name:

Email:

Address:

About You

About Cook-Childcare

Job Details

Male <input type="radio"/> Female <input type="radio"/>	Male <input type="radio"/> Female <input type="radio"/>	Cook: Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Tea-snacks <input type="checkbox"/>
Veg <input type="radio"/> Non-veg <input type="radio"/>	Married <input type="radio"/> Unmarried <input type="radio"/>	Food-serving <input type="checkbox"/> Clearing-dining-table <input type="checkbox"/>
Total family size:	SC <input type="checkbox"/> Christian <input type="checkbox"/>	Clean: cooking-bartan <input type="checkbox"/> Store <input type="checkbox"/> Fridge <input type="checkbox"/>
Age:	ST <input type="checkbox"/> Muslim <input type="checkbox"/>	Kitchen: Jhadu <input type="checkbox"/> Pocha <input type="checkbox"/> Dusting <input type="checkbox"/>
Pet:	Preferred age:	Shopping: Grocery <input type="checkbox"/> vegetable <input type="checkbox"/>
Child age: Son <input type="radio"/> Dtr <input type="radio"/>	Preferred area:	Child massage: once <input type="radio"/> twice <input type="radio"/> Child-food-prepare <input type="checkbox"/>
Child normal <input type="checkbox"/>	Experience:	Child kapda: handwash <input type="checkbox"/> machine <input type="checkbox"/> iron <input type="checkbox"/>
House size:	Stay: in-house <input type="radio"/> outhouse <input type="radio"/>	Child: room-clean <input type="checkbox"/> room-dusting <input type="checkbox"/> bathroom-clean <input type="checkbox"/>
Budget/Salary:	Person's: Fooding Yes <input type="radio"/> No <input type="radio"/>	Child-bottle&bartan <input type="checkbox"/> Child-sleep-with-maid <input type="checkbox"/>

Person's name & address: 1.

2.

3.

Terms and Conditions: -

1. Confirm your requirement with a non-refundable fee of Rs.500. Then we will arrange a person and call you to our office for meeting / interview. All meeting / interview / discussion **venue** will always be **our office**.
2. During interview, sharing contact details with the candidate will mean you have selected him / her.
3. Once selected you pay us a non-refundable fee of Rs.10000 and refundable security deposit of one-month salary. Fees paid for one requirement cannot be adjusted or utilised towards another requirement.
4. Then take him / her home, within 7 days you can **exchange** in case of incompatibility, with a fee of Rs.500.
5. We don't give any guarantee of **retention**. If the person quits within 1 month, we'll arrange a **replacement** for you with a fee of Rs.500. We'll provide a maximum of **3 options** for selection, exchange & replacement.
6. Replacement or exchange can be requested only for the exact same requirement, you will have to wait and manage by yourself until a person is arranged and pay to outgoing person at agreed rate for days worked.
7. Our job is only to bring together the candidate and the employer and facilitate the hiring process. We'll have no further **liability** whatsoever after the recruitment takes place. You should check the credentials while selecting a candidate and take full ownership and responsibility of the employee in all respect after that.
8. We don't certify or undertake responsibility for the character/ **conduct**/ behaviour of the person. We don't do background/ police **verification**. However, we guarantee to exchange in case of negative verification report.
9. Salary is to be paid positively on 1st of every month. **Leaves** to be allowed 3 per month (paid leave).
10. You will not employ the person for any work other than the job discussed. At the time of hiring fully disclose any risks / hazards involved in the job. Allow at least 2 hours' **rest** after lunch and 8 hours sleep at night.
11. That you'll give adequate food (no *basi khana*) to the person, breakfast, lunch & dinner by 9am, 2pm & 10pm.
12. That you will not hold the person against his / her will, in case he / she wants to leave the job.
13. That you will not change the location or job details of the person nor employ him / her with anyone else.
14. The employer undertakes to abide by all prevailing & future laws of the land with respect to this employment.
15. In case you violate any of the above conditions Saradha Sahajya will have the right to deny you a person.

Registration fees received Rs:

Security deposit received Rs:

Customer SIGNATURE

Date

for Saradha Sahajya

