



Office No 01/05 First Floor Bharani Complex,
 3rd Cross, Near Shaneshwara Temple,
 Durgigudi, Shivamogga, Karnataka – 577201
 Email : rrgroupbusinesssolutions@gmail.com,
rrgroups95@gmail.com
 Contact : 6363565865, 8088494394, 7795362779

Dear Sir/Madam,

We are glad to acknowledge Your Kind Interest & Concern to avail our Job Placement Services. Kindly Fill the required detail of your Company and manpower/Human resource Requirements. Following Detail will Help us to Find right talent for your Company.

[kindly fill the same for each Required Designation]

- **Company Name** :
- **Company address** :
- **Company Owner Name** :
- **Company Owner number** :
- **Contact Person** :
- **Contact number** :
- **Company GST number** :

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(Pleas attach GST number copy)

- **Email id** (write in capital) :
- **Kindly Give us Your Current staff Strength Details** :

Staff category	M	F	Total	Staff Category	M	F	Total
Permanent				Temporary			
Contract basis				Part Time			

- **No. of Required staff** : Total :..... Male :..... Female :.....
- **Designation** :
- **Qualification** :
- **Experience** :
- **Gross Salary Range** (Monthly) : Minimum’ Maximum
- **Place of Work** :
- **Job Timings** :
- **Weekly off** (on which day?) :
- **Job Description** : **[Note: Kindly give job Description in separate sheet for Each designation]**

[Note: Please read and acknowledge our terms of Contract [given in 2nd Page]. You will need to take a printout of the Contact and fill the form with your Company details. The form must be duly signed by a competent authority representing your company. And should carry Your Company Seal. You can email us a Scanned Copy of the form email: rrgroupbusinesssolutions@gmail.com For us to Fulfill your Staffing Requirements.]



RR GROUP OF BUSINESS SOLUTIONS

Recruitment Agency & Staffing Company

Free Job Consultancy In India

Manpower / Job Placement / Staff Training / HR Solutions / Consultancy
Contact Us: 6363565865 / rrgroupconsultant@gmail.com

Placement Charged Consultancy & Staffing Charges : - The Professional fees for Permanent Recruitment Will be based on Designation/ Post it Shall be as follows:

1. 8.33% on annual CTC Brand Post (Executive, sir. Executive, Officers) [.....]
2. 10% on annual CTC Band M (Manager, sr. Manager) [.....]

General Terms:

1. In case the resumes sent by our end are already in CLIENT’s databank, the CLIENT will immediately intimate about the same or if the said CANDIDATE is selected, the placement Charges will be Payable.
2. CANDIDATE recruitment Charges / bills should be arranged within one month from the date of Joining of the CANDIDATE.
3. In the event that a CLIENT accepts the CANDIDATE(s) from the CONSULTANCY for Interview, It shall be Deemed as the full acceptance of CLIENT on all the terms and Conditions as started below and Confirmation on the same.
4. Interview Process fees as Included in Professional fees for staff recruitment.
5. GST will be Charged as per Government rules.

Operational Terms:

1. Copy of the offer & appointment letter, when issued to a Candidate will also be provided to CONSULTANT for the purpose of Billing.
2. CLIENT will ensure that the information Is not misused and all information for rejected Candidates in Physical and Digital Form (Including emails) is destroyed.
3. The CONSULTANT Shall Provide fee Replacement of [for the first] CANDIDATE(s), if the CANDIDATE(s) referred by the CONSULTANT and Selected by the CLIENT resign/leaves the Employment on His/her own accord Within 3 Months pf appointment and CLIENT inform us [in written] about the same Within 05 days of CANDIDATE(s) Leaving their organization.
4. In Case any CANDIDATE(s) Referred by the CONSULTANT will be Hired by the CLIENT within 06 Months From The Date of his/her Interview, the Charges agreed by the CLIENT will be Payable to the CONSULTANT and later on ‘no Arguments’ will be entertained like the CANDIDATE(s) was not selected earlier, when sent us, but has been selected in response to your advertisement or through other sources.
5. Travel expenses Incurred by the outstation Candidates called for interviews by the client must be reimbursed at the time of interview to the candidate as per existing Market Practices.
6. This agreement Shall be Governed and Constructed in accordance with the laws India and Shall be Subject to the Exclusive Jurisdiction of the courts of Shivamogga (Karnataka)
7. The Payment Should be made by Cash or Cheque in the name of “RR GROUP OF BUSINESS SOLUTIONS” Payable at Shivamogga.

ACKNOWLEDGEMENT

We are carefully read and understand all the terms and conditions. We are Declared That we will Not ask RR Group Consultant for Candidate Trial/experiment/Checking for time being/tryout/testing etc. we will only “Select” or “reject” the Candidate.

Authorized Signature

Company Seal

Authorized Person Name: _____ Date: _____