

This Agreement dated **26th October 2018** made between:

ARPAN, having its registered office at 1ST Floor, Delta Chemicals Pvt Ltd, Cama Industrial Estate, Goregaon (East), Mumbai-400063.

And

Tridindia IT Translation Services Private Limited having its registered office at 2nd Floor, Plot No. 19, Sector 5, Rajendra Nagar, Sahibabad, Delhi/NCR 201005

Terms of Engagement:

1) **Disclosure of vacancies** -: The HR & ADMIN Coordinator will share the list of vacancies with the Job descriptions, No of years of Experience, Offered Salary package by sending mail. The email will clearly mentioned the Contact person name, Email id & number to handle the vacancy related queries.

2) **Candidate's profiles sharing & Feedback**:- Consultant should share the soft copies of candidate's profiles in the form of dockets where Consultants name & logo mentioned clearly. ARPAN will only consider the profiles shared with Consultant's logo & name.

Every Saturday the recruiter from the consultant's team has to share the vacancies status with HR Coordinator in the Recruitment Tracker shared by HR Coordinator.

3) **Non-Exclusivity Clause** -: ARPAN has the right to open the vacancies with one or more agencies/portals.

4) **Confidentiality** -: ARPAN considers all information related to candidates received from Consultant to be confidential & would only use it with prior intimation to consultant.

5) **Expenses**: For out stationed candidates any direct expenses for interview candidates such as air-fares, car rentals, hotel stays, meals, video-conferences, messenger, courier, faxes, etc. will be payable directly by ARPAN on actual submission of bills.

6) **Replacement Clause**: In the unlikely event that the person leaves the role within 3 months,

a) Consultant will find a free replacement without any additional cost. In case the consultant not able to find the resource within stipulated period the replacement amount will get adjusted against future recruitments.

b) The replacement amount is payable within 12 months.

Payment Timeline: The Consultant is liable to raise the invoice within 10 days of candidate join. ARPAN will pay the amount in cheque within 60 days. Fee Structure:

Grades/ Designation	Fee on Annual CTC	Replacement period
Candidates placed at all levels	8.33 % of annual CTC	90 days

We accept the above terms and duly affix our signatures as under for and on behalf of ARPAN.

For ARPAN, _____

Signature

Name –

Designation-



Demesh Shekhar

Director

For, _____

Signature

Name –

Designation –