



AN ISO 9001:2008 Certified Company

**ADROIT LEARNING &
MANPOWER PVT. LTD.**

Corporate Office : 6, 2nd Floor Oxford Tower, Opp. Shilp Complex,
Gurukul Road, Memnagar, Ahmedabad - 380052, Gujarat. INDIA.
Ph. : 079-30126330, 40056331 Fax : Ext. 216
Visit us : www.adroitnaukri.com, www.adroittrainers.in

Terms & Conditions for Recruitment services

1. **Service Agreement - Service / Consultancy agreement will be for Placement consultancy for all levels.**
2. **Confidentiality** - This agreement entered between the parties shall be kept in strict confidence by and the **Client Company** should not circulate it to any unrelated parties without prior consent in writing from **Adroit Learning & Manpower Pvt. Ltd**
3. **Period of Agreement** - Agreement between **Adroit Learning & Manpower Pvt. Ltd & Client Company** for the service of recruitments will be in force for a period of 12 months from the date of its commencement. This agreement if mutually agreed upon by the parties shall be automatically renewed if not terminated one month before the expiry by either party in writing. There will be no replacement for the termination, non-commitment of the company and Non-performance of the candidate
4. **Fees** - The fees for the Recruitment services (Per selected candidate to **Adroit Learning & Manpower Pvt. Ltd**) are as follows:
 - i. From Entry level to Middle Management, charges will be 8.33% of CTC (Annual Gross Salary)
 - ii. For Senior Management, charges will be 10% of CTC (Annual Gross Salary)
 - iii. For AVP & above, charges will be 12% of CTC (Annual Gross salary)

Any payment due to **Adroit Learning & Manpower Pvt. Ltd** shall be cleared in **30 days** after the Joining of the Candidate.

5. i. **Replacement** – Replacement period for recruitments will be of 3 months. (If the Candidate leaves **Client Company** before the completion of 3 months of Service from the date of joining, then **Adroit Learning & Manpower Pvt. Ltd** agency has to give a free replacement).

6. **Service tax if applicable will be charged extra.**

7. **Adroit Learning & Manpower Pvt. Ltd** will not be responsible for any kind of financial fraud and any kind of anti Company activities done by our candidates during or after his/her service with the employer.

8. **Final Provisions** – The above mentioned terms and conditions – come into force upon signing by both the parties

Pl feel free to call / mail, if you have any further certifications required from our side on Mr. Sarabjit Singh (Director) : +91 9825430280 or sarabjit@adroitnaukri.com