Recruitment Services Agreement

This agreement is made between the Recruitment Agency and the Client named below and takes effect on the date of the last signature.

Recruitment Agency

LEGAL NAME

EMAIL

PHONE

GSTIN

ADDRESS

Client

LEGAL NAME

EMAIL

PHONE

ADDRESS

Scope of work

The Recruitment Agency will source, screen and present candidates for the Client's open roles shared from time to time.

FEE (% OF ANNUAL CTC)

REPLACEMENT PERIOD (DAYS)

CANDIDATE OWNERSHIP (MONTHS)

ROLES CURRENTLY OPEN

Fees and payment

The fee is invoiced when a presented candidate joins and is payable within 30 days of joining.

Payment method

◯ Bank transfer ◯ Cheque

Specific terms

- Ownership. A candidate presented by the Recruitment Agency who joins the Client within the ownership period counts as the Recruitment Agency's placement.
- Replacement. If a placed candidate leaves within the replacement period, the Recruitment Agency finds a

replacement free once.

- No fees from candidates. The Recruitment Agency does not charge candidates any fee.
- Data. Candidate data is shared only with consent and handled under the DPDP Act, 2023.

Standard terms

- Independent contractor. The Recruitment Agency is an independent contractor, not an employee, and is responsible for its own staff, taxes and statutory dues.
- Confidentiality. Each party keeps the other's non-public information confidential during this agreement and for two years after it ends.
- Liability. Except for fraud, wilful misconduct or breach of confidentiality, each party's total liability is limited to the fees paid in the three months before the claim.
- Termination. Either party may end this agreement by written notice of the period chosen below, or at once if the other party commits a serious breach and does not fix it within 7 days. The Client pays for work done up to the end date.
- Taxes. Fees exclude GST, which is added to invoices where applicable.

Notice period to terminate

○ 7 days ○ 15 days ○ 30 days

Initials

General terms

- Governing law. This document is governed by the laws of India.
- Entire agreement. This document is the whole agreement between the parties on its subject and replaces earlier discussions.
- Amendments. Changes are valid only in writing signed by both parties.
- Severability. If a clause is unenforceable, the rest of the document still applies.
- Notices. Notices may be sent to the email addresses given above and take effect on delivery.
- Electronic signatures. The parties agree to sign electronically; electronic signatures and records are valid under the Information Technology Act, 2000.

Recruitment Agency

SIGNATURE

PRINTED NAME

DATE

Client

SIGNATURE

PRINTED NAME

DATE