



## **OUR RECRUITMENT SERVICES**

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XCG can meet your recruitment needs at all levels, and across all functions, like advertising sales/operations, circulation, content, production, purchase & materials, HRD, personnel, administration, finance and so on.

We look forward to working with you. To formalize this we would be pleased to enter into an agreement, a draft of which is as follows:

### **XCG Key deliverables**

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1. Identifying and capturing client requirement- Client Requirement Brief
2. Providing the client with resumes of potential candidates as per the requirements of the client, which would be intimated to XCG from time to time.
3. Giving fair and accurate information about the client and the client's requirements to the candidates
4. Presenting the client information about a candidate that is in the knowledge of XCG and disclosure of any information, which may be relevant to the recruitment process and in the interest of the client.
5. Assistance in finalizing the venue, time etc. related to meetings between the client and the candidate.
6. Assisting the client in coordination of acceptance of job offers by and between the potential candidate and the client.



## Client's Brief

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- It is essential that a clear and comprehensive description of the requirements in a potential candidate is provided. This would include description of the position, person and qualification specifications, relevant organization details, CTC bracket, etc. This would allow XCG to deliver effectively
- Provide XCG with fair and accurate information about itself to be furnished to the candidate.
- Inform XCG within 7 days of receiving the profile of a potential candidate if it is considering proceeding further with scrutinizing the said candidate.
- Exercise abundant care and caution in handling the profile/resume of a candidate and information provided by XCG, such that, no unauthorized use is made of the same.
- Upon recruitment of a potential candidate, intimate the fact of such recruitment and hand over copy of the Appointment Letter within 7 days of issuance of the Offer Letter to XCG.

It is jointly agreed by and between the client and XCG that:

- In the event that a potential candidate is recruited by the client for any position/ post/ vacancy other than which he was originally intended for, within one year of XCG providing his profile to the client, then the terms of this agreement shall apply as if the potential candidate was intended for the position / post/ vacancy that he has actually been recruited to.
- XCG will not offer a placement opportunity to the candidate recruited by the client in pursuance of this agreement for a period of one year from his/ her date of recruitment by the client, provided that the recruited candidate's employment is not affected by the conditions of redundancy, closure, restructuring, change of management or such circumstances of the client.
- XCG shall not be held liable for any inadequacies or inaccuracies in information (as provided to XCG by the client to be communicated to the potential candidates) as provided to or understood by the potential candidates



- The ultimate decision on recruitment of personnel and of the completion of the recruitment process rests solely with the client, to be exercised at its discretion or pleasure or in accordance with its policies.

### **Confidentiality clause**

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It is jointly agreed by and between the client and XCG that

- XCG will not disclose information (that may be classified as confidential) that it may receive or obtain as a result of entering into this agreement.
- The appointment letter and the terms contained therein are confidential information and shall be used by XCG only for the purposes of billing and accounting.

### **Investment:**

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Call Xanadu for Fee Details

### **Statutory Levies:**

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A service tax is applicable on our fees as per Government of India regulations and will be charged as per prevailing notification in our invoice. TDS and any other government levies that may apply from time to time will be charged should they be applicable.

### **Validity:**

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This agreement shall come into force and effect from the date of signing and shall remain valid for a period of 1 year from this date.



Any departure from the terms as specified in this contract for a new position will necessitate the drawing of a new contract for that new position.

In witness whereof, the parties have caused this agreement to be executed by and through their duly authorized representatives as of the date written herein.

Parties to the agreement

For

**Xanadu Consulting Group Pvt. Ltd.**

For