

TERMS AND CONDITIONS

1. This is a legally binding document outlining the working relationship between Marriott Management Consultancy and your firm.

Professional Fees: For Recruitment Of Candidates

- (a) 8.33 % of the annual CTC of selected candidate across all levels.
- (b) Free replacement: In the event that the candidate voluntarily terminates employment with within 3 months from date of joining, Service Provider will provide a free replacement as soon as possible.
- (c) Service tax will be paid by your firm as per the prevailing rate.
- (d) Free substitution of personnel once registered, within Three months of employment if he/she leaves the job.
- (e) Your firm has to release the payment in 15 days from date of joining.
- (f) A copy of the appointment letter along with a detailed break up of remuneration package including allowances and perks be made available to us immediately after the candidate joining your organization.
- (g) Should any candidate recommended by us join your organization within six months from the date of sending his/her resume and/or from the first interview, you shall still be required to pay our professional fees, as applicable.
- (h) In case the resumes sent by us are already in your databank or received through some other consultant, you will have to immediately intimate about the same or else for such candidates if selected you will be required to pay the placement charges as applicable.
- (i) We shall forward candidates to your office for the interview as per availability of the candidates; however we shall try to line up all the candidates shortlisted by you as per your convenience.
- (j) We will keep in touch with the selected candidates to facilitate his/her joining your organization and keep you informed regarding any development.
- (k) Organization is required to submit the details like company profile, background, employment details, salary offered, job hours, nature of job, eligibility conditions, gender preference or any other related terms and conditions on the prescribed format or on the letter head of the company or through email from official email id with the name of contact person, so as to enable us to enable us to shortlist best candidates as per your requirements.
- (l) You are required to give us the feedback of the candidates already interviewed by you in maximum two days time so that we can arrange the next round of interview or joining of the candidate expeditiously.
- (m) Maintain confidentiality in all the transactions carried out with us.

- (n) Service Guarantee

In the event of replacement of the candidate, if the replaced candidate is placed at the higher package, a invoice for the difference of amount will be raised which needs to be paid within 15 working days of joining the candidate. In case the replaced candidate has been put in the lower package, the difference of amount will be adjusted in the next selected candidate whilst raising his/her invoice.