

AGENCY AGREEMENT

This Agreement is made on between.....
and ALMO JOBS (hereinafter referred to as the)

PLACEMENT / RECRUITING AGENT

For candidates recruited our service charges will be one month gross salary from candidates or company.

EFFECTIVE DATE OF THE AGREEMENT

The Agreements will be for a period of effective from subject to renewal for further period(s) on mutual consent.

ADVERTISEMENT COST

In the case of local advertising:-

- In case of advertisement Pan India the cost of advertisement will be borne by the employer.
- For advertisements released locally the cost of the same will be paid fully by the employer.
- Prior approval of the same will be taken from employer before the release of the advertisement.

GUARANTEE:-

If a candidate found unsuitable by employer or resigns of his own free will in the first 3 months of employment (probationary period), a replacement is provided by ALMO JOBS at no extra cost.

PAYMENTTERMS:-

ALMO JOBS will raise an invoice on confirmation of the offer of employment and the invoice is payable within 30days from the date of invoice.

LOCAL LABOUR REGULATION:-

ALMO JOBS shall accept no responsibility whatsoever for any matter pertaining to the labour law.

We, the undersigned, agree to be bound by the terms of this Agreement as stated above.

Yours Sincerely,

MARKETNG MANAGER	Company.....Stamp..... Name.....Authorised Signature..... Designation.....Date..... Address.....Tel..... Email.....
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ALMO JOBS

ON YOUR COMPANY'S LETTERHEAD
EMPLOYMENT CONTACT

TO,
ALMO JOBS

Dear Sirs,

We,.....hereby authorize and request you to recruit on our behalf as per the following details and to release the relevant advertisement in the local news papers in this respect.

Sr. No.	Category	Nos.	Salary
	TOTAL		

TERMS AND CONDITIONS:

- Contract Period : _____
- Place of Employment : _____
- Probation Period : _____
- Accommodation : _____
- Food Allowance : _____
- Travelling : _____
- Working Hours : _____
- Air Ticket : _____
- Medical Benefits : _____
- Leave Benefits : _____

Yours Faithfully,

COMPANY NAME & ADDRESS:

SEAL
DATE