

CREATIVE ENTERPRISES – MANPOWER CONSULTANTS

**RECRUITMENT AGREEMENT
BETWEEN
FIRST PARTY**

M/s _____

AND

SECOND PARTY
M/s CREATIVE ENTERPRISES
82/10, BADRIKESHWAR BUILDING
PATAN MANDAL MARG
MARINE DRIVE, MUMBAI – 400 002.

FREE RECRUITMENT / HEAD HUNTING / NORMAL RECRUITMENT SERVICES

1. The FIRST PARTY will utilize as deemed appropriate the services and facilities of SECOND PARTY for purposes of recruiting, processing and mobilization of workers hired through SECOND PARTY for the employment by the FIRST PARTY within the Kingdom of Saudi Arabia / U.A.E. / BAHRAIN / QATAR / OMAN.
2. SOURCING – SECOND PARTY shall make available to the FIRST PARTY pre-screened applicants as requisitioned. Applicants shall be screened by appropriate means such as evaluation of work experience, personal interview and trade tests. Selection shall satisfy the requirements specified on the FIRST PARTY's job description.
3. PROCESSING – The selected applicants shall be processed by the SECOND PARTY for assignment in the Country of Employing Company. Such services shall include but not limited to the following :
 - Scheduling of all medical examinations test and inoculations as required by the Country of Employing Company's Authorities and Certificate of fitness work without restriction.
 - Verifying that selected applicants have valid driving license and other licenses as might be required for the performance of their work and that their Passport are valid and their personal data are accurately described.
 - Obtaining visas from Embassy of the Country of employing Company wherever applicable.

- Providing the facilities need for screening, conducting final interview, processing candidates by the FIRST PARTY's representative.
- Providing complete orientation to selected candidates prior to departure including Banking Safety Protection of Documents Passports and Identity cards. Clearance, advise on minimum clothing requirement and working and living conditions in the Country of Employing Company.

PROBATION : The candidates selected by the FIRST PARY or SECOND PARTY will initially be on a probationary period of three months. Should the FIRST PARTY decide to terminate an employee, selected by SECOND PARTY within the probation period, because the employee's performance is not considered satisfactory or he / she is physically unfit, SECOND PARTY upon the FIRST PARTY's notification shall repatriate the terminated employee and replace more suitable candidate acceptable to the FIRST PARTY.

4. By virtue of this agreement, the selected workers shall be deployed exclusively through SECOND PARTY.

TERMS AND CONDITION :

I. Free Recruitment Services

- A. The FIRST PARTY shall reimburse the following actual cost based on prior approval from FIRST PARTY.
 - AIR TICKET.
 - ADVERTISEMENT.
 - COMMUNICATION CHARGES.
 - MEDICAL.
 - COURIER CHARGES.
 - MISCELLENOUS EXPENSES.
 - TRAVELLING EXPENSES OF CANDIDATES FOR ATTENDING INTERVIEW OR MEDICAL.
 - CONSULAR FEE / EMBASSY FEE.
- B. In addition to the actual cost the FIRST PARTY shall pay a service fee for the above service, i.e. US \$ _____ per deployed candidates.
- C. The FIRST PARTY shall settle the invoice submitted by SECOND PARTY within 30 days of receipt of the same.

II. Head Hunting Services

- A. The FIRST PARTY shall reimburse the following actual cost based on prior approval from FIRST PARTY.
 - AIR TICKET

- EMIGRATION
- MEDICAL
- AIRPORT TAX
- COMMUNICATION COST
- COURIER CHARGE
- TRADE TEST FEE
- MISC. EXPENSES
- TRAVELLING EXPENSES TO ATTEND THE INTERVIEW OR FOR MEDICAL CHECK-UP.
- CONSULAR FEE / EMBASSY FEE

B. Our service fee will be _____ % of the employee's annual salary.

C. The FIRST PARTY shall settle the invoice submitted by SECOND PARTY within 30 days of receipt of the same.

III. Normal Recruitment Services

All the recruitment expenses and SECOND PARTY's service charges will be borne by the employee.

IN THE EVENT THAT THIS AGREEMENT AFFECTS THE NATIONAL LEGISLATIONS OF INDIA AND / OR THE COUNTRY OF THE EMPLOYING COMPANY, THIS AGREEMENT SHALL BE AMENDED OR MODIFIED ACCORDINGLY UPON MUTUAL CONSENT OF BOTH PARTIES.

THIS AGREEMENT SHALL BE AUTOMATICALLY RENEWED WHEN NEITHER PARTY INITIATES TO TERMINATE THE SAME.

BOTH PARTIES HAVE AGREED AND UNDERSTOOD THE TERMS OF THE ABOVE CONTRACT. EFFECTIVE DATE OF THIS CONTRACT IS 2004 AND VALID UPTO 2006.

FIRST PARTY

SECOND PARTY

NAME :

NAME :

DESIGNATION :

DESIGNATION

DATE :

DATE :

SEAL :

SEAL :