

## Greetings from Novark Services Private Limited ....!!

This is in reference to our staffing/recruitment services; we would like to mention our service T&C as per following-

1. The Client shall provide us the complete details of candidate(s) appointed through us i.e. Date of joining (DOJ), Designation, Compensation (CTC) of the candidate within 2/3 days from the date of his/her joining/appointment.
2. Professional Fee for each candidate placement will be 8.33% of annual CTC excluding GST for each candidate.
3. We will provide free replacement if any candidate will leave the organization within 3 months (Ninety days) from date of appointment. However, the free replacement is valid only if the same position is replaced. Any new/other position cannot be adjusted against the free replacement. The Client organization shall not withhold any payments for placement of such candidate(s). Also, the free replacement will be considered for one time only. Repeated free replacement for same position will not be considered by us.
4. Invoice will be raised within 2 or 3 days from date of appointment for selected candidates and accordingly due payment will be payable to us within 07 (seven) days from the date of invoice by cheque in favour of "Novark Services Private Limited" or bank transfer (NEFT/RTGS). Bank details will be shared separately.
5. In case of any resumes/CVs sent by us to the client is already in stock or the client have received the same through any other sources, the client shall inform to us about the same by email/other media within 2 (two) days from the date of received, else it will be presumed /considered is from us.
6. We shall be entitled to reimbursement for any preapproved expenses reasonably incurred in the performance of any services upon submission & approval of written statement to the company.
7. All disputes of differences arising between the parties in respect of these T&C shall be settled in Guwahati jurisdiction only.
8. This T&C will be valid for 11(eleven) months. After the completion of the period, the agreement will be automatically renewed and shall continue in effect until terminated by either of the parties or any change of T&C or any service charges by giving 30 days written notice in advance by either party to the other party to this agreement.
9. This agreement must be treated as strictly private & confidential at all times and disclosure of any details within this document without agree by both the party is strictly forbidden.

With Thanks!  
Novark Services Private Limited