



OVERSEAS RECRUITMENT AGREEMENT FOR PLACEMENT SERVICES

This Agreement is made on this Day _____ Month _____ Year _____

Between

JOBS VOYAGE MANPOWER

License No. HRD/3650/LHR

(Hereafter, referred as Consultant)

And

(Hereafter, referred as Client/Company)

Registration

This form shows your Organization is registered with the Jobs Voyage Manpower for the purpose of Human Resource Consultancy Services.

Scope of Work

The consultant 'Jobs Voyage Manpower' has been engaged by the client to provide specific recruitment services to the client during the contract period. The parties hereby agree that this Agreement will govern every engagement by the Client, or an associated company of the Client, of every applicant notified by the Employment Agency to the Client from time to time ("Applicant").

Services

Recruiter provides search and placement recruitment services, including providing its clients with information concerning applicants whom Client agrees to consider for employment. The applicants we present are located through our reputation, recruiting partners, and effective recruiting tools. Client agrees to keep confidential the identities and related information we present concerning applicants and to use this information solely for the purpose of Client's consideration of these applicants.

Acceptance and Authority to Act

These terms are deemed to be accepted by the Client in respect of each Applicant with effect from notification by the Employment Agency to the Client of the relevant Applicant. The Client authorises the Employment Agency to act on its behalf in seeking Applicants and, if the Client so requests, shall advertise for such Applicants through such methods as are agreed with the Client.

Standards Required

3.1 The Client agrees to provide to the Employment Agency sufficient information to enable the Employment Agency to assess the suitability of each relevant Applicant for each relevant Engagement. In this regard, the Client in particular agrees to provide the following information:

- (a) the identity of the person who it is proposed will engage the relevant Applicant (this must be notified in respect of every proposed Engagement, to ensure that the correct associated company of the Client is identified), and, if applicable, the nature of the person's business;
- (b) the date on which it is proposed that the Engagement should begin, and the duration, or likely duration, of the Engagement;
- (c) the position to be filled, including the type of work which the relevant Applicant would be required to do, Salary, Benefits and the location at which and the hours during which he or she would be required to work;

Screening and Filtration

The Consultant will do an effective level of screening, short listing and one-to-one interviews. While, only the documents of those candidates would be sent to the company further, who would satisfy all the requirements of client.

Consultant will conduct different filtration process on specified candidates via past employment record and through many different departments. Then, these details will be sent to the concerned company and that particular company completely reserves the right to validate the inquiry in anyway, before hiring.

Offer letter of the Candidates

Upon the final selection of candidate, the Client will issue an 'Offer Letter' for him/her. While, the Jobs Voyage will be responsible of all the official formalities regarding candidate's Signatures and Thumb Impressions.

Consultant's Responsibility

The Jobs Voyage Manpower shall refer suitable candidates and the final selection shall be totally on the part of employer/client.

The Jobs Voyage will be responsible about the authenticity of Candidate's all documents i.e. NIC, Passport, Degree and his employment record. If we would be considered wrong in these aspects after the joining of applicant's job than Jobs Voyage will be responsible for the loss.

After the joining, Jobs Voyage Manpower is not and shall not be held responsible for any action and behavior of the candidate (finally APPROVED by the employer). We screen the candidates according to the specifications and demands of the employer and we are not accountable for his personal behavior, actions and his/her attitude towards the job, colleagues and the management.

While, after the joining Jobs Voyage will be responsible if candidate arise any issue regarding the 'terms and conditions' mentioned on his Offer Letter.

Validity of terms

This Agreement shall be effective from Day ____ Month _____ Year _____ and be valid for a period of one year and unless terminated earlier in accordance with the terms specified hereunder.

Consultancy Dues

For Lower Trait Candidates, the consultant receives 'Consultancy Charges' from the candidate himself while, for Executive Candidates the 'Company' would bear them. Although, 'Visa Expense' of each candidate would be paid by the Company in any case. While, our consultancy charges per case are 250\$ (Two Hundred and Fifty Dollars Only).

Confidentiality

All secret or other confidential information relating to the business of the Client, its employees, transactions or finances disclosed by the Client to the Employment Business in confidence shall not otherwise than in connection with the affairs of the Client be passed on to a third party by the Employment Business or in any way improperly used by the Employment Business at any time during or after the termination of this Assignment.

Warranty/Cost

Recruiter does not guarantee the performance of any applicant who may be hired by Client. If the applicant voluntarily leaves or is discharged by the Client within 30 days from the date of employment or commencement of contract work, we will make every effort to find a suitable replacement applicant.

Termination

The parties agree that either party may terminate this Agreement, in writing upon 15 days notice, at any time, for any reason.

EXECUTION OF THE CONTRACT

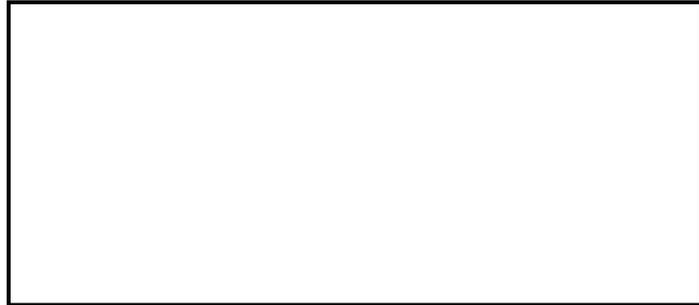
This contract would be executed after receiving the ATTESTED 'Power of Attorney' and 'Demand Letter' (i.e. Legal Implication by the Government of Pakistan).

ACCEPTANCE BY CLIENT

I have read your terms and conditions, and agree to abide by them.

For _____ Client

Attach Business Cards here



For JOBS VOAYAGE MANPOWER
License No. HRD/3650/LHR

Authorized signature

