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AN ISO 9001:2015 CERTIFIED COMPANY

Being operated under Gurukshetra Foundation



LUCKNOW | JAUNPUR

# GURUKSHETRA

## Placement Agency

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Respected Sir/Madam,

India's leading educational consultancy service provider Gurukshetra Placement Agency warmly welcomes you.

We are very happy to inform you that the consultancy services of Gurukshetra Placement Agency are operating all over India & out of the various services offered by Gurukshetra Placement Agency the most popular consultancy service is active unique. We wish you the best career opportunities for the future.

We're working with reputed National / Local Brands Organizations / School / Coaching Institute / College for which services our rules regulation and the following are the terms & conditions.

### Terms and Conditions for Placement Service:

1. Registration with Gurukshetra Foundation/Gurukshetra Placement Agency is necessary for all the candidates before any consideration.
2. The client/applicant/faculty/teaching & non-teaching staff shall pay the company/consultancy/agency/organization the applicable fee/charge even if the candidate is employed by the client/applicant/faculty/teaching & non-teaching staff in a different capacity or on a different basis to what the candidate was originally introduced for.
3. Gurukshetra Foundation/Gurukshetra Placement Agency does not guarantee of arranging interview/providing a job within a specified period. Short-listing & calling a candidate for interview is solely to the discretion of Gurukshetra Foundation/Gurukshetra Placement Agency.
4. In any case Donation or Registration/Membership fee is Non-Refundable.
5. Gurukshetra Foundation/Gurukshetra Placement Agency does not interfere in any selection process as this is strictly between employer and candidate.
6. If any candidate is selected by our references and recommendations, he/she has to inform and endorse a copy of the appointment letter immediately to us for our record.
7. **In case of selection of the candidates, Our Recruitment Service Charges shall be:**  
**Case I** - Candidate NEED NOT TO PAY any amount as our consultancy fee/service charges from both sides (client/applicant/faculty/teaching & non-teaching staff and employer/school/coaching institute/organizations/college) in case of the company/ school/coaching institute/organizations/college is paying (or paid) our service charges.  
**Case II** - The candidate will pay the gross first month salary or less (Amount will be intimated when sending the interview details) as our service charges, in case of the company/ school/coaching institute/organizations/college where he is placed is not paying our service charges.
8. Candidate would be informed either in mail or via any other medium, in advance whether the company is paying our service charges or not and the payable amount if any.
9. The candidate will be liable to pay our service charges specified for that job and sometimes in advanced ( in case of advanced payment, it's totally refundable within 7 days if the candidate is not selected in the interview), at the time of issuance of the offer letter, either in cash or account transfer.
10. **In case the candidate do not comply or deposit the said amount to Gurukshetra Foundation/Gurukshetra Placement Agency within 7 days of the issuance of the offer letter then :**  
**Case - I :** The employer will be requested to terminate the employee as soon as possible and we would be sending a replacement of him/her.  
**Case - II :** Gurukshetra Foundation/Gurukshetra Placement Agency is free to pursue legal court proceeding against the

candidate for breach of contract.

**Case - III :** Gurukshetra Foundation/Gurukshetra Placement Agency will take action in accordance with the laws of India as applicable.

**11. Candidate will not be considered for any vacancy in future:**

**Case - I :** If the candidate does not attend the interviews, arranged by Gurukshetra Foundation/Gurukshetra Placement Agency twice.

**Case - II :** If the candidate discloses the details of the vacancy/company name to anybody else, for which he/she has been sent through Gurukshetra Foundation/Gurukshetra Placement Agency.

**Case - III :** If candidate appears to the interview provided to him/her, representing any other consultancy or solely.

12. If a candidate is recruited for a job through Gurukshetra Foundation/Gurukshetra Placement Agency he/she will be solely the employee of the concerning organization and Gurukshetra Foundation/Gurukshetra Placement Agency will be not responsible for any legal/dispute or any other matter between the candidate and the organization.
13. The Registration/Membership fee is valid up to one year only from the date of Registration/Membership fee. We will arrange interview if candidate wants job change/ terminated or resigned within 45 days' time frame.
14. Gurukshetra Foundation/Gurukshetra Placement Agency reserves the right to refuse service to anyone at any point of time if needed.
15. Payment will be made through online (Bank transfer / Paytm / GPay / PhonePe / cheque) only.
16. After completion of Selection Process / written, demo or both subject to the school / coaching institute / organizations / college / company kindly make a feedback to the Gurukshetra Placement Agency® within period. Or Faculty / employee will be required to provide feedback to the Gurukshetra Placement Agency®.
17. After scrutinizing/selection/joining kindly submit your photocopy of documents / original documents (or signed cheque) to the organization / school / coaching institute / college / company for the security purpose.
18. A copy of the agreement along with attested documents between the teacher / faculty / staff and the school / organizations / coaching institute / college / company must be sent to the Gurukshetra Placement Agency®.
19. Gurukshetra Foundation/Gurukshetra Placement Agency does not pay any TA DA amount for the demonstration/selection process or interview.
20. All conversations between the client/applicant/faculty/teaching & non-teaching and Gurukshetra Placement Agency will be confidential.
21. In case of any kind of debate, the decision of Gurukshetra Foundation/Gurukshetra Placement Agency Director's/Managements will be accepted.
22. We charge 15 days salary / 50% of 1<sup>st</sup> month salary in one times when an applicant is the member of Gurukshetra Foundation/Gurukshetra Placement Agency.

### **Our CSC Part Payment Policy:**

23. Consultancy service charge of Gurukshetra Placement Agency can be done in maximum 3 parts. For which 5% of the annual income (CTC) / Annual package + 18% GST will be payable as consultancy service charge.
24. Only those applicants are eligible for the part payment whose membership has been completed 7 days prior to the date of joining, Agreements on Non Judicial stamp with Gurukshetra Placement Agency & atleast one original documents or the signed cheque of the salary amount should be deposited in the concerning organization / Gurukshetra Placement Agency.

### **Membership Benefits Policy:**

25. Gurukshetra Placement Agency provides special discount on consultancy service charges of upto ₹ 1000/- to applicants whose membership is 10 days prior to the date of joining.
26. Those whose membership is 10 days back can take free entry in the seminars conducted by Gurukshetra Foundation (Trust).
27. Gurukshetra Placement Agency does not provides any service of any kind to the Blacklisted Coaching Institutes / Schools / Organizations / Candidates.

### **Compensation Policy:**

28. If the applicant refuses to join after the selection process of the applicant is completed by the Gurukshetra Placement Agency, then he will have to pay a lump sum amount of 10% of the applied salary as compensation to the Gurukshetra Placement Agency.

**THANKING YOU!!**

