

PROFILE

M100 is a premier manpower sourcing organization and a center for quality employment opportunities. In M100 we maintain vast database of highly qualified and experienced candidates, diversifying across all industries and different departments.

M100 is a young, energetic, innovative organization, committed to creating a revolution in staffing and recruitment solutions. We have made a successful presence in India region during the last fifteen years.

Also, for the past fifteen years we have been working as a sub agent for entire South India for a Mumbai Based Recruitment Agency for overseas placements (**UAE, Saudi, Bahrain, Oman, Kuwait, Qatar, Maldives, Malaysia, Singapore etc.,**)

Our ability to work with diverse industry segments and address staffing needs, across all disciplines, has been largely due to our conviction to spend quality time with client organizations and to understand their perceptions & requirements.

At M100, our main objective is to help the corporate to build up on their people asset-base and stay ahead in the business. Our meticulously researched and classified database enables us to offer tailor-made solutions as per client's specific requirement.

We are mainly focusing on,

- 1. Engineering (all discipline)**
- 2. Oil & Gas, Chemical & Petrochemical**
- 3. Information Technology**
- 4. Textiles, Garments & Leather Industry**
- 5. Medical, Bio- Medical & Food Industry**
- 6. HR & Admin**
- 7. Accounts, Finance & Banking**
- 8. Marketing & SCM**
- 9. Manufacturing Industries**
- 10. Technical & non-technical, Skilled & Semi skilled etc.,**

With us, the resonance of your passionate thoughts on getting right personnel has come to an end.

Manpower Outsourcing :

Our team of Professional recruiters and research staffers exercise their expertise by keeping constant touch with professionals, getting referrals, browsing the net & head hunt the talents.

Our efforts in maintaining the vast data bank enable us to identify the potential candidates as per our client's requirements quickly. Through carefully applied methodologies we assess strength & weakness to find people who are suitable to our client.

Recruitment & Placements :

1. Clarifying the job description & Candidate requirements
2. Designing the message & Overview the search process
3. Implement Talent Acquisition techniques
4. Qualifying the candidates - Telephonic discussion
5. Direct or Skype Interviewing
6. Reference & credential checking
7. Selection, offer, acceptance & Recruiting
8. Placements

Employment Process Outsourcing :

If you want to have a lean & thin organization, we can undertake some of your non-core activities in HR, to enable you to concentrate in your main deliverables. For example, we can take responsibility of individual activity such as response handling, resume screening, staffing, employee induction etc.,

_Also we can be your HR, Payroll and Employee service providers. We can setup and administer your HR, payroll as required by your parent organization.

Management Consultation :

The Management Consulting division is engaged in studying the existing Personnel / HR / Administration policies of the organization and compare it with various organization including small, medium and large scale industries, Hospitals, Shops, Factories etc., which is relevant to your industry and recommend the introduction of appropriate systems and procedures to run the business in the professional way with key attention to the best and quality results adopting / effective cost saving methods.

TERMS AND CONDITIONS

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- Would provide manpower requirements, as specified.
- **M100 will coordinate with the candidate, till the date of joining.**
- In case, M100 organizes the interview on behalf of the employer, all charges relating to that shall be borne by the employer. But, **the employer only has sole discretion in the selection process.**
- M100 shall maintain confidentiality of all information received from and by the employer and shall not disclose the information without written permission from the employer.
- The employer should give M100 in writing / in mail, the requirement and terms and conditions of the position in advance.
- **The resumes sent by M100 to the employers is valid for a period of One year from the date of agreement. The agreement also valid for One Year.**
- **M100 will never be responsible for the personal character, behavior, performance in work & conduct of the candidate in any aspect**
- **M100 will provide maximum five profiles for a job opening, but The employer has sole discretion in the selection process. Only shortlisted candidates contact details will be provided to the employer by M100.**
- **The employer will coordinate only with M100 and not with the candidate directly, till the joining date of the candidate, recommended by M100**

- A copy of the offer letter made to the selected candidate by the employer will be endorsed to M100, indicating the Gross remuneration offered to the candidate.
- The employer shall maintain confidentiality of all information furnished by M100 and no information shall be disclosed to any other person without written permission.
- **Replacement of a candidate is possible (one time), if a candidate leaves (himself / herself) from the employer (strictly not for termination) within 60 days from the date of joining. Or 50% of the service charge will ne refunded to the employer if replacement not possible**
- The employer should make all the correspondence to M100 only by mail / by post only.
- **The employer may have manpower requirement throughout the year, but the employer should make the payment to M100 time to time for every placement as per the terms.**
- **All disputes are subject to Tamilnadu - India Jurisdiction only, with 60% rate of interest per annum on service charge if the employer refuse / fail to make the service charge within the time.**

Agreement, Consultation / Service Charges

Recruitment Advance 5,000/- INR per Job Position & it will be deducted later. Actual service charges will be 8.33% of candidate's first annual gross salary (if CTC up to 6 lakh) & 12% of candidate's first annual gross salary (if CTC above 6 lakh) as mentioned in the offer letter / mail (Service tax as applicable). The Total Annual Gross Income of the candidate would indicate monthly basic / consolidated salary, HRA, DA if applicable, conveyance (fixed), LTA, Medical, P.F., (Company contribution), Gratuity, Superannuation and other monthly allowances paid, irrespective of the mode of payment.

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- For overseas placements 8.33% of CTC (candidate's first annual gross salary). It is fixed for all the Entry level to Senior level positions.
- The employer shall make full Payment within one week of candidates joining the post.
- Payment shall be in favor of "M100 "payable in India.

Manpower Requirement Details as on (date) :

Sl.No	Name of the Position	Qualification	Experience	No.of Openings	Approximate Salary

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Thanking and assuring you of our best services at all the times. **Kindly send this signed scan copy of agreement strictly from your organization's domain e-mail to our below mentioned e-mail or by post.** Feel free to contact us for any other clarifications.

For M100
Gowtham.,B.E.,PGDPM & IR
Senior Manager – Recruitment & Admin

Regd. Office:

129, Karur Main Road,
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Tirupur Dist
Tamil Nadu, India – 638661.
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E-mail : info@m100.in / m100job@outlook.in
Website : www.M100.in

We accept M100's profile & terms of services mentioned in the Pages 1,2,3,4, 5 & 6 :

Organization Name & Address :

Name of Authorized Person & Designation :

Authorized Person's Contact No :

Name of Alternate Person & Designation :

Alternate Person's Contact No :

Organization's Contact Nos, E-mail & website :

Signature of Authorized Person with Date & Office seal :

For M100 Office Use Only