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**MEMORANDUM OF UNDERSTANDING (M.O.U.)
FOR PRACTICAL TRAINING/ ON- JOB- TRAINING**

This agreement is made on 30th (day) of October (month), 2017 (year) between employing establishment Excalibur Technologies C-1206, C BLOCK, Shushant Lok, Gurgaon (122002) represented by Kshitij Pandey (Founder & director) here-in-after referred to as The consultant and this expression shall include the successors and assignees on one part and **Kamla Nehru Institute of Physical & Social Sciences, Sultanpur** college/organization/institution **Faizabad Road Kasba Ratanpur, Sultanpur** (address) **Sultanpur** (place) represented by its Principal and Manager hereinafter called Host Institution and this expression shall include their successor and assignees on the other part.

Whereas the employing established has agreed to work as an approved Practical/on job training centre for providing training/on job training to the students of UGC Career Oriented Diploma Courses being run by KNIPSS, Sultanpur i.e. host institution. Employing establishment shall provide Practical Training/On job training as per the following terms and conditions.

Terms and Conditions

The employing establishment undertakes to do the following:

- i- The employing establishment shall provide practical training/on job training by the qualified personnel in the organisation.
- ii- The employing establishment provide requisite infrastructure to support the training programme.
- iii- The employing institution shall evaluate the trainees performance during the training period and report the same to the host institution.

The host institution undertakes do the following:-

- (i) Host Institution shall guarantee and ensure good conduct and behaviour of the students at the place of training during the training period.
- (ii) The host institution shall provide any help required during the training period to the employing establishment.

Signed

On behalf of the host institution

1- Name..... *[Signature]* 30/10/17
(Coordinator/Assignee)
Diploma in Tourism

2- *[Signature]*
(Principal)
Kamla Nehru Institute of Physical & Social
Sciences, Sultanpur

3-
(Manager)
Kamla Nehru Institute of Physical & Social
Sciences, Sultanpur

On behalf of employing establishment

1- *[Signature]*
(Officer Incharge)

2- *SMRITI*
(Employer)

Witness

1- Name:.....
Name:.....
Dated:.....

Witness

1- SMRITI SHARMA
Dated: 30/10/17

Excalibur Technologies



To
The Manager/Principal
K.N.I.P.S.S
Sultanpur
(Uttar Pradesh) (228001)

Greetings;

In order to compete in business today organization's must strive to access high-performing and highly skilled talent whilst maintaining the nimbleness to instantly adapt to fluctuating markets. Recruitment is an ever evolving environment and it is crucial to have specialized consultants who truly understand your needs and can change as you change. Every day we assist our clients and candidates to have an innovative and effective presence in the "job market" and it is our collaborative approach which results in better placements and better service.

We work with organization's and various colleges to increase the quality and speed of recruitment by integrating best practices and resource planning, allowing our clients access to top talent for permanent roles. Our contingent recruitment is exceptionally reactive to the needs of many industry sectors providing the agility of a permanent workforce.

Our specialists sectors combine deep industry acumen complemented by a global talent pool to source niche high caliber professionals. Our consultants pride themselves on years of experience and as a result have become recognized as recruitment experts within their specific specialism, consistently making the right connections between skills, culture and role

Our Services

We make arrangements for companies to visit the colleges to conduct the recruitment process in the college campus/premise. These drives are usually conducted for the students in their

C 1206 C BLOCK SHUSHANT
LOK-1 GURUGRAM HARYANA
122002

+91-9650543046
+91-8004713678

WWW.EXCALIBURTECHNOLOGIES.COM
EXCALIBURTECHCONSULTANTS@GMAIL.COM

final year of academics, usually before 4-6 months of their final exams so that they have a suitable job after they complete their graduation. Participants who get selected during such drives are expected to join the company after the completion or while pursuing their studies as well.

We promise to provide the colleges with the best companies in the market and the companies the best colleges in the market, our team makes sure that the best out of best candidates get selected from your esteemed organization and land into their dream company.

Our team takes care of all the Recruitment processes done and make sure that most of students get placed from your college.

Our Team

Our team takes their time to truly understand a client, as we believe it is equally important to understand a company's culture as well as their business, in order to source the most suitable candidate. Our insight then accelerates our ability to source the most appropriate candidate leading to a successful and lasting appointment

Our Belief

We believe, "Excellence is not a skill rather it is an attitude".

We crave to be known for our attitude of not merely meeting deadline, but beating deadline while providing services to our esteemed client organizations. Our employees are our biggest strength who has built good relationship with our clients and have come up to their expectations. Team effort is our key to deliver quality in services.

Our Approach

Our approach to RPO combines a comprehensive transformation of the recruitment function of an organization with a collaborative approach for delivering the service in order to ensure our clients to get the hassle free recruitment. We evaluate and modify the recruitment process to deliver quality outcome based on industry type and not just follow the traditional superannuated recruitment method.

Terms and Conditions

- 1: The selection process totally depends on the companies norms, generally the campus hiring process follows written test, group discussion, aptitude test, H.R round and a Technical round.
- 2: After the recruitment process the shortlisted/selected candidates shall be issued their shortlisted names, LOI, Offer letters will be issued to the college authority.
- 3: Joining dates and salary packages will be announced by the company recruiters as per the company norms.
- 4: Joining dates and salary packages will not be accounted on the terms of our consultancy as the company is to decide the same and they are responsible for the same.
- 5: We only act as an intermediate between the company and the colleges and do not make any decisions made either by the company or the college.
- 6: We assure that no mal practice is done throughout the recruitment process.
- 7: Our main aim is to provide the students with as many jobs as possible so that they can sustain in this tough environment.
- 8: A charge of Rs. 50/- per candidate is taken for registration of that individual candidate in that particular company, it also includes the background verification and marksheet verification charge.
- 9: The charges are applicable per company per candidate.
- 10: The total accomodation of the company that is going to visit the college for placement drive is to be taken care by the college(that includes travelling, fooding and lodging accomodation)
- 11: The charges for the accomodation of my companies representatives (Excalibur Technologies) (that includes train tickets 3rd AC, Fooding and lodging) as well is to be taken care by the college as we are mainly located in Gurgaon, and our team has to visit your college for organising the placement camp.
- 12: All candidates should be in proper uniform/Formal dresses.
- 13: Candidates should carry their updated resume with 6 passport size photograph, photocopies of all the marksheets (10th 12th graduation) and aadhar card.
- 14: The accomodation can be organised by the college or can be reimbursed accordingly.
- 15: The registration process will start 1 week before the companies arrival and the candidates who have registered should be present in the capmus that day, absenteeism may lead to the termination of the oppertunity for that candidate to sit in that perticular company.
- 16: We recruit candidates in all available domain.

Our Recruitment Phases

PHASE-1: (Briefing)

Context & role detail

- ◆ Client profile and value proposition
- ◆ Cultural fit
- ◆ Team Structure
- ◆ Skills, Experience and qualifications
- ◆ Responsibilities, objectives and KPIs

Benefits

- ◆ Minimize interviewing time
- ◆ Maximize attraction and retention of quality people

Phase-2:(Producing the short list)

Sourcing

- ◆ Targeted research
- ◆ Candidate referrals
- ◆ On-line & print advertising campaigns
- ◆ Extensive candidate network

Benefits

- ◆ Engage both active and passive candidates
- ◆ Generate a short list of quality people

Phase-3: (Interviewing)

Methodology

- ◆ Preparation & planning
- ◆ Ongoing communication & feed back
- ◆ Candidate & client briefing
- ◆ First round interviewing
- ◆ Candidate & client re-briefing

Benefits

- ◆ Effective candidate assessment
- ◆ Bench marking against role criteria
- ◆ Clarity in decision making

PHASE-4: (Quality checking)

Checks

- ◆ Educational & professional qualifications
 - ◆ Verbal references
 - ◆ Back ground checks
 - ◆ Psychometric & aptitude testing
- Benefits
- ◆ Confidence in hiring decision
 - ◆ Providing useful information for management of candidates.

Phase-5: (Managing the Offer)

The Offer

- ◆ Open communication with the candidate
 - ◆ Open submission of the remuneration & requirements
- Benefits
- ◆ Removes emotions from negotiations
 - ◆ Ensure mutually beneficial outcomes

Different industries need different approaches for recruitment and successful hiring of suitable candidates.

Bearing this in mind, our industry specific consultants work with close co ordination with the clients in order to understand their specific requirements and to adopt individual strategies for individual industries.

We cater our RPO services to all most all industries hencehaving a reputation of providing a flexible recruitment solution to our client organizations.

Salary Packages

The salary package would totally depend upon the company, but a rough estimate lands between 10,000- 30,000 pm or 1.2L-3.6L. Our Team makes sure that the gates to a brighter future are opened for the students and that each and every student gets placed.

All we need is your support so that we can help your students get placed in their dream companies and live the life they have always craved for, and make the youth of this nation capable enough so that they can bear the load of the nation on their shoulders and lead our country India towards a better future.

Thank You.

Yours Faithfully

Regards

Kshitij Pandey
Founder & Director