



Form No. :

BALAJI MANPOWER SOLUTIONS

Shop No. 1, Evershine Classique Society,
Evershine City, Vasai Road (E), Dist. Palghar - 401208.

☎ : 0250-6513345 📱 : 7758048333 / 7758049333 / 7758050333 📞 : 9834551771

✉ : info@balajimanpower.com 🌐 : www.balajimanpower.com

REGISTRATION FORM

Date : _____

PERSONAL INFORMATION

Name of the Organization / Individual _____ Profession : _____

Address : _____

Landmark (If any) : _____

Telephone Number : _____ Mobile : _____

Email ID : _____ Website : _____

Family Members (For Individual) _____

YOUR REQUIREMENT

House Maid <input type="checkbox"/>	House Keeping <input type="checkbox"/>	Driver <input type="checkbox"/>	Baby Care <input type="checkbox"/>
Patient Care <input type="checkbox"/>	Cook <input type="checkbox"/>	Other <input type="checkbox"/>	Office Boy <input type="checkbox"/>

Preferred Caste _____ (Eg. Hindu, Muslim, Sikh, Christian or any)

Age Group Minimum _____ Maximum _____ Gender Male Female

Working Hours: 8 10 12 24

FOR COMPANIES

Name of the Post : _____ Part Time / Full Time _____

Salary Range _____ Interview Date & Time _____

Job Description _____

Payment Details : Amount _____

Total Amount Collected (in words) _____

Mode of Payment : Cheque Cash Online

On Bank : _____ Branch : _____

Cheque No. _____ Dated : _____

For **BALAJI MANPOWER SOLUTIONS**

Auth. Sign.

Customer Seal Signature

TERMS & CONDITIONS

- 1) We are providing HouseMaids, Servants, Cook, Baby Care taker, Patient Care taker, Elder Care taker, and Drivers as per your requirement.
- 2) The contract is between **Balaji Manpower Solutions** and **respective Clients** which is valid as per below mentioned and needs to be signed before commencement.
- 3) **We collect Registration amount Rs -----/- which is valid for ----months.**
- 4) Within this contract period we will provide **free** replacements, clients don't need to pay any other charges for replacement.
- 5) **Registered Clients** are requested to inform **Balaji Manpower Solutions** at least 1 week before for Replacement of the candidate.
- 6) **Balaji Manpower Solutions** check candidate's background, documents & references based on candidate communication and details provided. But we are not giving any police clarification. We provide to client all the documents (ID & Address proof copy) of the candidate. (If any advance payment asked by candidate for **Balaji Manpower Solutions** then our respected client has responsibility to inform concerned person of our company.
- 7) After REGISTRATION procedure completed, client can take trial ONE DAY from the candidate. The candidate should be paid for his/her work by employer (Balaji Manpower Solutions – Client) with the agreed salary.
- 8) If the worker leaves the client residence without prior information or permission then client is bound to inform **Balaji Manpower Solutions** immediately.
- 9) If the worker suffers from any health problem then client has to provide or pay for preliminary treatment or any first aid facility. In case of a major illness **Balaji Manpower Solutions** will help the client to send worker back to home.

PAYMENT MODE

- 1) NET-BANKING TO OUR BANK ACCOUNT
- 2) PAYTM
- 3) <https://www.instamojo.com/@balajimanpower/>

CANCELLATION

- a. Balaji Manpower Solutions has rights to cancel the contract without giving any clarification, on the basis of customer undisciplined behavior or false statement or wrongful dealing with the candidate. We will not refund the registration charges.
- b. If due to some reason client wish to cancel the contract and service provided by us
 - i) ONE month from the **CANCELLATION REQUEST DATE**, 25% amount will be deducted from the TOTAL Registration amount and remaining 75% amount will be credited back to client within 30 days as per refund policy.
 - ii) After 2 months registration then 50% amount will be deducted from the Total Registration amount and remaining 50% amount will be credited back to client within 30 days as per refund policy.
- c. Registration amount paid by the client for scheduling interviews and **Balaji Manpower Solutions** fails to provide single interview **then 100% amount will be refunded to** the client.
If Balaji Manpower Solutions provided interview to the client and client fails to select any candidates then in this case Balaji Manpower Solutions will deduct **Rs 1000** as cancellation charges and would refund the balance amount back to the client in 30 days from the date of amount received to Balaji Manpower accounts.

IMPORTANT NOTE

1. You will need to pay the salary to the domestic helper directly.
2. Each domestic helper is entitled to 2 days holiday per month.
3. Please allow us up to one week to search a suitable helper after receiving your replacement request.