

Ref: ANIRA/A-CNT/2024/00/001

Date:

CONTRACT AGREEMENT

This agreement is entered into between,

M/s. Al Najma International Recruitment Agency LLC (hereinafter referred to as the “**First Party**”) situated in 49/25, 1st Main road, West Shenoy Nagar, Chennai-600030, Tamil Nadu, India

AND

(Agency name) (hereinafter referred to as the “**Second Party**”), **(address)** Represented by Mr **.....**

Whereas the **First Party** desirous of appointing the **Second Party** as its Recruitment Agent for providing suitable candidates from overseas, for various openings as and when arise in the First Party’s operations, as per the terms and conditions listed below.

Type of Appointment

Project based between the **First Party** and the **Second Party**

Sourcing of Candidates.

The **Second Party** shall source the candidates as per the Job description specified by the **First Party**. In case, if **First Party** want to go for the interview, **Second Party** will arrange accommodation and local expenses in the country of recruitment.

Local Formalities

the **Second Party** will complete all the local formalities for the short-listed candidates such as Medical Test, Trade Test, Immigration Clearance, Insurance, Legal formalities, Orientation, Mobilization, Etc., in the Country of Origin of the selected candidates

Terms and Conditions of Employment:

Sl. No.	Particulars	Remarks
I.	Visa	Arrange by First Party
II.	Air Tickets	
	➤ Joining	By the Candidates
	➤ Leave	As per UAE Labor Law
III.	Salary	As per Offer Letter
IV.	Food	As per UAE Labor Law
V.	Accommodation	As per UAE Labor Law
VI.	Working Hours	As per UAE Labor Law
VII.	Over time	As per UAE Labor Law
VIII.	Transport	Is provided for on-duty requirements as found necessary
IX.	Medical	As per UAE Labor Law
X.	Insurance	As per UAE Labor Law
XI.	Other Benefits	As per UAE Labor Law

Guarantee

the Second Party shall deposit **AMOUNT** to First Party until completion/ termination of this contract. This security deposit shall be refundable with one-month prior notice and subject to the completion of any on-going requirement.

The **SECOND PARTY** has to replace the candidates if found Medically Unfit.

Medically unfit candidates are to be repatriated at the **Second Party's** expenses. The Second Party will provide the **First Party** with capable replacements within 30 days from the date of termination of the failed candidate.

SECOND PARTY has to replace or reimburse the whole cost of the candidate in case if he/she rejects to work within **Six Months** from the **Date of Joining**

Deployment

Within 15 working days from the date of receipt of original Entry Permit.

The **Second Party** has to inform **First Party** within a period of 15 days in case of any replacement visa. In case of failure second party will bear whole visa cost

Port of Entry & Exit

All candidates will arrive in and depart from designated airport only.

Employment Visa

To be provided to the Second Party by the **First Party** within a maximum period of 30 working days, from the date of receiving accurate and complete documents from the Second Party, subject to receiving the necessary approvals from the Ministry of Labour and the Ministry of Interior.

Additional Services

- A) Okay to Board:** The **First Party** shall take responsibility for all “okay to board” messages for deployment of the candidates.
- B) Visa Deposit:** The **First Party** shall be responsible for depositing all visas at the airport.
- C) Airport Pickup:** The **First Party** shall provide the transportation to their accommodation.
- D) Dedicated Consultant:** Both **First Party** and the Second Party shall nominate a single Point of Contact for coordinating all recruitment works between them.

This Contract Agreement is to serve as the **First Party's** written authorization for the Second Party to perform services for the above. **First Party's** signature also indicates understanding of the terms and liability for the said services.

IN WITNESS WHERE OF the parties hereto have put their signature below in agreement of the foregoing on this day
MAY 2024

For
**Al Najma International
Recruitment Agency**

For
(Agency company name)

Siddique Basha
Authorized Signatory

Mr
Managing Director