

MMJ CONSULTANCY SERVICES

Bridging Careers, Building Futures

BRANCH OFFICE:

Bhavishyanidhi Bhawan, 24 Bellilious Road,
Howrah - 711101

REGISTERED OFFICE:

18 (6) S. K. Bose Sarani, Sheoraphuli,
Hooghly - 712223, West Bengal, India

OFFICE CONTACTS:

HR Department : 033 6902 9470

HRD Email : hrd@mmjconsultancy.com

Chief HR Officer : +91 9051 621 288

HR Manager : hr.manager@mmjconsultancy.com

Official Website : www.mmjconsultancy.com



TERMS OF SERVICE MMJ CONSULTANCY SERVICES

(A Unit of MMJ Consulting Enterprise)

A. TERMS OF REGISTRATION AND CONSULTING

- **A/1. Registration Obligation:** By initiating registration with MMJ Consulting, the applicant formally agrees to remit the designated registration fee to access corporate job opportunities aligned with their specified profile and professional interests.
- **A/2. Registration Validity:** If the applicant selects a registration framework governed by a one-year validity period, continuous access to placement services beyond the initial twelve months requires formal re-registration. The applicant acknowledges that registration fees are subject to adjustment in subsequent periods.
- **A/3. One-Year Registration Provision:** Candidates opting for the standard one-year registration framework anticipate that MMJ Consulting will facilitate ongoing job notifications and pipeline access indefinitely, without enforcing mandatory annual renewal fees.
- **A/4. Non-Transferability:** Corporate registration profiles are strictly non-transferable. Account access, active applications, and placement benefits cannot be assigned or transferred to family members, friends, or any external third party.
- **A/5. Consulting Fee:** Upon successful issuance of an employment offer letter—whether facilitated directly by MMJ Consultancy Services (a unit of MMJ Consulting Enterprise) or issued independently by the client hiring entity—the applicant is legally obligated to remit a professional consulting fee. This fee shall be calculated as a predetermined fixed sum or an amount equivalent to 40% of the offered salary package.
- **A/6. Consulting Fee Structure:** The exact composition of the professional consulting fee may be structured either as a fixed service charge or as a direct percentage of the total Cost To Company (CTC) offered by the recruiter.
- **A/7. Consulting Fee Communication:** MMJ Consulting guarantees prior disclosure regarding the applicable fee schedules or percentage brackets. In the event of an oversight or communication gap, the primary responsibility rests with the applicant to proactively verify and inquire about fee metrics before proceeding.
- **A/8. Non-Refundable Policy:** All fees processed by the organization—including initial profile registration charges and subsequent post-selection consulting fees—are strictly non-refundable under any operational, logistical, or personal circumstances.
- **A/9. Communication with MMJ Consulting:** The applicant is mandated to maintain transparent, timely updates with the agency regarding interview outcomes, onboarding timelines, or independent job offers materialized through the agency's network.
- **A/10. Default and Legal Consequences:** Failure to remit the agreed-upon professional consulting fees within the stipulated deadline constitutes a material breach of contract. In such instances, MMJ Consulting reserves the explicit right to initiate formal legal proceedings and request the interviewing corporate partner to rescind the outstanding employment offer.
- **A/11. Personal Responsibility:** The applicant functions as an independent, discerning professional. It is the sole responsibility of the applicant to perform due diligence, evaluate company backgrounds, and verify workplace standards before executing an employment contract. MMJ Consulting disclaims all liabilities concerning the applicant's independent corporate choices.
- **A/12. Release of Liability:** Upon formal transmission and receipt of the employment offer letter, MMJ Consulting's operational obligations to the candidate, the active application process, and the respective corporate recruiter are contractually fulfilled and closed.
- **A/13. Communication Consent:** The applicant grants explicit authorization to MMJ Consulting to transmit corporate job notifications, placement schedules, and operational updates via telephonic calls, automated SMS networks, and corporate email systems.
- **A/14. Unsubscription Protocol:** Should an applicant decide to formally disassociate from our talent acquisition network or rescind communication privileges, a formal request detailing the registered profile attributes must be routed to unsubscribe@mmjconsulting.in.

REGISTRATION DISCLOSURE

This document is the exclusive property of MMJ Consultancy Services (a unit of MMJ Consulting Enterprise) and may not be reproduced, altered, or redistributed without prior written authorization. The applicant validation fee of ₹299/- is a non-refundable administrative charge collected to confirm candidate intent and facilitate profile registration. Payment of this fee constitutes acknowledgment of this disclosure. Any unauthorized use, duplication, or distribution of this form may constitute a legal violation and will be subject to applicable dispute resolution and penalties under prevailing law.

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B. YOUR PROFILE ON MMJ CONSULTANCY SERVICES

- **B/1. Acceptance of Terms:** Establishing a professional profile within the digital or physical infrastructure of MMJ Consultancy Services (a unit of MMJ Consulting Enterprise) constitutes full, legally binding adherence to the organizational guidelines outlined herein.
- **B/2. Profile Sharing Authorization:** The applicant grants the agency an unconditional license to distribute their professional contact parameters, historical credentials, and corporate resume to verified corporate clients and affiliated human resource partners.
- **B/3. Recruitment Communication Consent:** The candidate consents to receiving targeted communications, including phone calls, automated interview alerts, and corporate emails relevant to active hiring mandates.
- **B/4. Data Retention Policy:** To preserve historical operational records and maintain talent pipeline integrity, candidate profiles and core information matrices will be permanently retained within the MMJ Consultancy Services secure database and cannot be purged or deleted under any circumstances.

C. ATTENDING THE JOB INTERVIEW/S

- **C/1. Interview Notification:** Confirmed interview logistics—including precise dates, times, spatial coordinates, and interviewer profiles—will be formally communicated via official email. Compliance with scheduled appointment slots is strictly mandatory.
- **C/2. Personal Expense Allocation:** All financial liabilities and incidental costs incurred while participating in evaluations, selection rounds, or physical interviews remain the exclusive personal responsibility of the candidate.
- **C/3. Third-Party Transportation Claims:** In instances where the corporate client offers travel or logistical reimbursement, the applicant must file claims directly with the respective hiring entity's accounts division. MMJ Consultancy Services disclaims any involvement in travel stipends.
- **C/4. Indemnification of Interview Costs:** MMJ Consultancy Services bears no financial liability or structural responsibility for any operational costs, losses, or personal investments tied to interview cycles.
- **C/5. Calendar Responsibility Disclaimer:** MMJ Consultancy Services is not operationally obligated to issue reminder alerts, follow-up calls, or notifications regarding ongoing interview queues or scheduled corporate training tracks.

D. NEEDFUL DOCUMENTS FOR REGISTRATION & INTERVIEWS

- **D/1. Interview Clearance Letter:** Candidates must present a hard-copy printout of the official job interview authorization letter issued explicitly by the MMJ Consultancy Services Human Resources Department at the evaluation venue.
- **D/2. Professional Photography:** Candidates are required to produce four recent, high-resolution color photographs conforming to corporate passport-size standards.
- **D/3. Authenticated Curricula Vitae:** The applicant must maintain hard copies of their comprehensive professional resume, bearing the Official Stamp of confirmation.
- **D/4. Academic Verification:** Candidates must present original credentials alongside clear photocopies of all academic degrees, diplomas, and certifications for background verification.
- **D/5. Employment Verification Records:** The applicant must provide original and duplicated versions of historical experience certificates and release letters from prior employment networks.
- **D/6. Additional Provisions for Experienced Talents:** Professional candidates possessing prior tenure must additionally furnish certified copies of their trailing three months' salary slips, historical corporate offer letters, and corresponding joining documentation issued by their previous employers.

E. ADMINISTRATION / RECRUITMENT CHARGES

- **E/1. Prior Remittance Schedule:** Prior to entering formal interview sessions, corporate selection rounds, or physical onboarding, the applicant is legally obligated to transfer an amount equivalent to one full month's salary, or a sum scaling to 40% of the monthly CTC / Net-Take-Home (NTH) value, representing the definitive corporate recruitment charges of MMJCS.

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- **E/2. Non-Compliance and Penalty Clauses:** Registered candidates who leverage schedules arranged by MMJ Consulting but subsequently default by missing interviews, failing to acknowledge issued corporate offer letters, defaulting on confirmed joining dates, or demonstrating uncooperative behavior post-selection will remain strictly liable to clear the full job recruitment service charges.
- **E/3. Authorized Payment Channels:** All financial transactions relating to registration and recruitment consulting charges must be executed exclusively via secure electronic fund transfers—specifically NEFT or UPI channels—routed to the validated corporate account under the name: "MMJ Consultancy Services (UNIT NAME: MMJ CONSULTING ENTERPRISE.)"
- **E/4. Proprietary Control of Offer Letters:** The formal employment offer letter remains the exclusive property of MMJ Consultancy Services (a unit of MMJ Consulting Enterprise) until the candidate completes six continuous months of active employment with the client company. If an applicant violates this tenure baseline, they assume full individual liability for any salary holdbacks implemented by the corporate employer without cause or claim against MMJ Consultancy Services.
- **E/5. Non-Negotiability Clause:** Financial schedules, billing rates, and service charges applied by the agency are completely non-negotiable. No adjustments or modifications will be entertained during final settlement windows.
- **E/6. Operational Non-Refundability:** If an applicant completes an evaluation cycle, willfully defaults on a confirmed schedule, or proceeds to execute corporate onboarding, the professional recruitment service charges become absolute and completely non-refundable.

MANUAL DECLARATION AND ACCEPTANCE OF TERMS

I Mr. / Ms. / Mrs. _____, hereby declare and confirm that I am a discerning professional of sound mind, and I have carefully read, reviewed, and fully understood every operational clause set forth from **Point A through Point E** under these Terms of Service. I explicitly acknowledge that MMJ Consultancy Services functions as a strategic unit of MMJ Consulting Enterprise. By providing my signature below, I convey my absolute and unconditional acceptance of all protocols, payment frameworks, structural rules, and disclaimer mandates governing MMJ Consultancy Services.

Applicant / Candidate Signature : _____

Date of Execution : _____ | **Place of Execution:** _____

- | | |
|------------------|-----------------------------|
| • Department | Human Resources Desk |
| • Authorized HR | Kundan Kumar Sharma |
| • Tele-Desk(IVR) | 033 6902 9470 |
| • CHRO Core | +91 90516 21288 |
| • HR Dept. Email | hrd@mmjconsultancy.com |
| • Web Portal | www.mmjconsultancy.com |
| • Business Email | business@mmjconsultancy.com |
| • Bulk Hiring | bulk.mmjconsultancy.com |

Authorized By

Mr. D. Brata Chakraborty

Co – Founder & CEO (Asian Origin)

MMJCS Unit of MMJ Consulting Enterprise

debabrata@mmjconsultancy.com



&

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AUTHORIZED SIGNATURE

HR Department Email ID: hrd@mmjconsultancy.com **Official Website:** www.mmjconsultancy.com

Chief Human Resources Officer: +91 9062 1288 02 | **Office:** 033 6902 9470

BRANCH OFFICE: Bhavishyanidhi Bhawan, 24 Bellilious Road, Howrah - 711101

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