



HR Consulting | Recruitment | Training | Testing | Education



*We are your partner
to excellence in corporate governance*

- One of the fastest growing Human Resource consulting, Training, Recruitment, Testing and Distance Education in Asia.
- Directors and consultants of international repute who have been visiting professors to several international universities.
- Exclusive trainers and consultants for some Fortune 500, Global 100 and BT 500 companies.
- HR, HRD, OB, OD and Industrial Psychology solutions that are customized and result-oriented.
- More than 30 years of experience in our working domain.

For details, visit www.salahkaarconsultants.com

PROCESS DOCUMENT

1. Who are we?

Salahkaar Consultants is committed to the cause of enriching the Human Resource.

We provide consulting, corporate training, recruitment, testing, executive educational, HRIS, HR-IT and related solutions in areas of HR, HRD, OD, Industrial Psychology and similar fields where we have our expertise.

Salahkaar Consultants was set up in 1983 with an aim to provide organizations with specialized Human Resource services. The organization is a specialized wing of the Council of Behavioral Research (CBR), a 30-year old organization devoted to research, publication, training and consulting in the areas of HR, other Behavioral Sciences and General Management.

We have a capability base in Human Resource knowledge, ranging from conceptual themes to functional expertise. There is constant effort to integrate human potential with technological advancement. Our strength lies in a successful synthesis of the macro (organizational) and micro (individual) perspectives.

Expertise

A pool of internationally reputed HR practitioners, Industrial Psychologists, Organization Behavior specialists, HRD and OD experts form the Salahkaar corpus. Their collective experience translates into several decades of conceptual, applied and research-oriented expertise.

We provide complete HRM, HRD and OD related consulting and training solutions to create a synergy between the organization and the individuals, and its customers and the society at large.

We look to help companies optimally utilize their human potential in a manner that enables them to focus on their core organizational competencies.

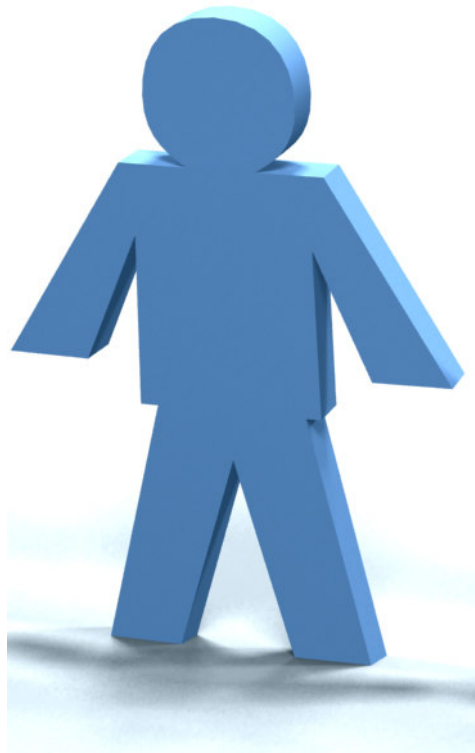
Our skill areas include:

- HR Advisor, Consulting and Interventions including HRIS and HR IT
- Training need analysis
- HRD training to employees
- Designing HR systems
- Developing HR policies
- Organizational training and development
- Recruitment of all levels
- Testing and assessment
- Distance education programs



Clients

Salahkaar Consultants is widely networked with industry experts and practitioners. We have had the privilege of being associated with industry leaders and successful enterprises in India and overseas. Our clients' list includes organizations from the Fortune 500, Fortune 1000, Global 100 and BT 500 list of companies.



Our approach

We provide customized services to our clients, depending on their specific requirements and needs. Detailed discussion and analysis is used to design appropriate programs to suit the company's needs. Relevant tools and techniques are used for training purposes. Our attention to detail and technique has helped us build with our clients enduring relationships of mutual value.

2. Our services

At present we provide 5 services. *Viz. HR consulting, training, recruitment, testing and distance education services*

i. HR Consulting: Development of HR department right from start, HR Audit and gap filling by way of benchmarked processes, PMS consulting, HR manual, HRIS, HR-IT and policy development and similar

ii. Training: Soft Skill training like leadership, team building, many more similar and HR training like Competency Mapping, Assessment Center etc.

iii. Recruitment: Executive Search by way of Head Hunting at competition organizations and all level hiring.

iv. Testing: Assessment Test off the shelf or tailored made tests. Both for subjects like Ethic and Honesty, Sales Aptitude, Personality Profiling, etc.

v. Distance education: Certified Competency Mapping Manager, Certified Psychometrician and Assessor and PG Diploma in Industrial Psychology, HRD and OD.

As a SC Franchisee, you would be dealing with the above 5 services.

Also, in the due course of time, with the addition of any services by SALAHKAAR CONSULTANTS, the franchisee shall also be permitted to use the services only after a formal consent in writing only and subject to the terms and conditions laid down by Salahkaar Consultants.

3. Franchisee Levels:

As a Salahkaar Consultant Franchisee, you can avail any of the Franchisee levels depending upon the area of operation and the investment level. They are:

- A. *SC Diamond Franchisee*
- B. *SC Platinum Franchisee*

A. SC Diamond Franchisee

- i. A one time payment of INR Rs. 4.35L (Rupees Four lakh thirty five thousand only)
- ii. Installment facility available on first come first serve basis. As a Diamond Franchisee you could avail 2 installments @ 13% payable within 1 year. The first installment will be of Rs 2, 90,000 and the second one for Rs.1, 64,000, including interest to be paid after one year. This facility is subject to the managements' terms and conditions.
- iii. Target in revenue shall be decided by the management of Salahkaar Consultants from time to time.
- iv. Training along with 10 training modules will be provided over a period of 2 years.
- v. For the profit sharing of the various services, please refer to the Commission schedule attached with this Document called Annexure B.
- vi. Computer and telecommunications and other relevant infrastructures must be arranged by the franchisee.
- vii. Preferable minimum manpower: 5.
- viii. Preferable office space required 750 sq. ft.
- ix. 1 (one) login IDs of leading Job Portals would be provided by Salahkaar Consultants.
- x. A designed web site would be provided.
- xi. No other Salahkaar Consultants Franchisee will be set up for 1 year in the same city.

B. SC Platinum Franchisee

- i. A one-time payment of INR Rs. 9.45L (Rupees Nine lakh forty five thousand only)
- ii. Installment facility available on first come first serve basis. As a Platinum Franchisee you could avail 2 installments @ 13% payable within 1 year. The first installment will be of Rs 5, 00,000 and the second one for Rs.5, 60,000, including interest to be paid after one year. This facility is subject to the managements' terms and conditions.
- iii. Target in revenue shall be decided by the management of Salahkaar Consultants from time to time.
- iv. Training along with 15 training modules will be provided over a period of 3 years.
- v. For the profit sharing of the various services, please refer to the Commission schedule attached with this Document called Annexure B.
- vi. Computer and telecommunications and other relevant infrastructures must be arranged by the franchisee.
- vii. Preferable minimum manpower: 6.
- viii. Preferable office space required 1000 sq. ft.
- ix. A job board would be provided by Salahkaar Consultants.
- x. 2 (two) login IDs of leading Job Portals would be provided by Salahkaar Consultants.
- xi. No other Salahkaar Consultants Franchisee will be set up for 3 years in the same city.

◆ **Comparison Table:**

A comparative table of the 2 levels of franchisee is as follows:

◆ **Comparison Table:**

	SC DIAMOND	SC PLATINUM
Initial One Time Payment		
USD (\$)	8,700	18,300
INR (Rs.)	4,35,000	9,95,000
Installment Option	Yes	Yes
Mode of Payment for Installment	2 installments facility	
First Year Installment	Rs. 2,90,000	Rs. 5,00,000
Second Year Installment (incl. interest)	Rs. 1,64,000	Rs. 5,60,000
Tenure of Franchisee	10 years	10 years
Commission to be paid to SC Franchisee	Refer the attached Commission Schedule called Annexure B.	
Target in Sales	As decided by Salahkaar Consultants	
Preferable Minimum Manpower Required	5	6
Preferable Office Space	750 sq. ft	1000 sq. ft
No of Training Modules	10	15
Job Portal	1 login IDs for first year thereafter chargeable @ market rate.	2 login IDs for 3 years

Note:

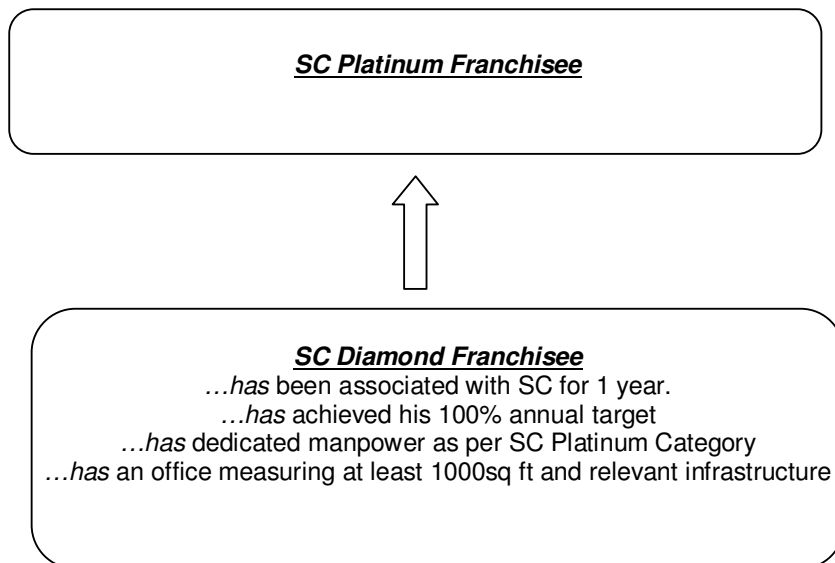
- The above are subject to the terms and conditions laid down by Salahkaar Consultants.
- The above rates would change without giving prior notice. Hence, franchisee seekers need to contact SC for the revised rates.
- The above figures are applicable as on 01-08-2009.
- Above rates are excluding all relevant taxes.
- Applicable service taxes shall be paid by the franchisee.

Rate of interest @ 13%. Figures are adjusted to the next 1000.

4. Progression of SC Franchisees.

A SC Franchisee can upgrade itself based on the requirements of SALAHKAAR CONSULTANTS. The criteria are as under:

When a franchisee has...



5. Reverse progression of franchisee:

If the franchisee is not able to achieve its annual targets, then Salahkaar Consultants have a right to demote the franchisee level. For example, from SC platinum Franchise to SC diamond franchise.

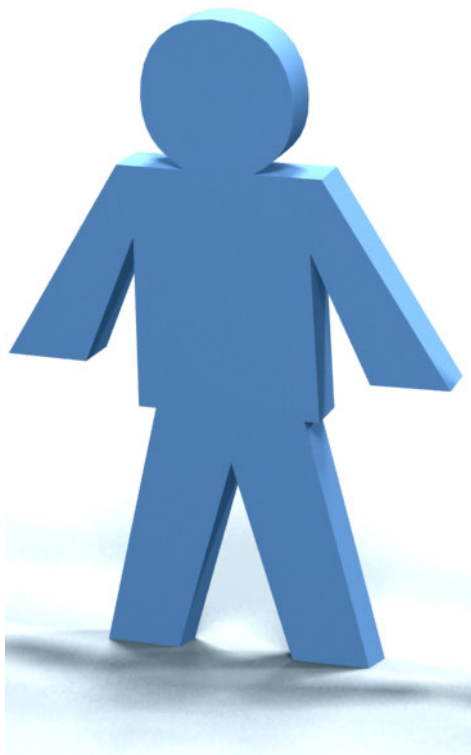
6. Quality of Service

The franchisee shall maintain and deliver utmost quality at all times. Non attainment of quality might lead to the termination of the Franchise Agreement.

A quality audit would be performed by Salahkaar Consultants on the franchisees on occasional basis to monitor the quality offered.

7. Training

Training will be provided by SALAHKAAR CONSULTANTS before the start of the business. Training will be provided according to the Franchisee Level. SALAHKAAR CONSULTANTS would provide further training whenever they feel that it is required.



8. Why Franchise?

“The franchise business in India has huge potential and we think it will grow to a large extent in next five years. In the next five years, there would be at least 50,000 franchises in the Indian market, which would create an employment for at least 500,000 people,” Indian Franchise Association (IFA) Executive Director Upendra Sachdev told IANS

So, why not franchise? Looking at the potential growth of franchises in India, why would anyone miss on this fabulous opportunity?

9. Statutory benefits

Statutory benefits like payment of wages, salaries, Provident Fund, Insurance and other such benefits shall be paid by the SC franchisee. Salahkaar Consultants shall not be liable for the non payment of such dues.

10. Appreciation

The franchisees will be appreciated for their continuous performance by way of monetary rewards, trophies and certificates.

11. Targets

Targets shall be decided by Salahkaar Consultants in Revenue Terms, that is in Indian Rupees or US Dollar or as the case may be. Non achievement of 70% of targets would result in demotion of franchisee level.

12. Who can apply?

Anyone can apply. The applicants could be a proprietorship, a partnership or a Pvt. Limited company. If not, then SALAHKAAR CONSULTANTS will help to set up the same. It would be the franchise seekers responsibility to adhere and stick to the needs of establishing his / her firm.

The basic qualification of the applicant is graduation. It would be an added advantage if the franchisee seeker would have a relevant experience in sales and/or human resources fields.

13. Multiple franchisees in the same city

In case, there are multiple franchise applicants for the same city, the next franchisee shall be set up beyond a radius of 3 Kms. from the location of the existing franchisee. No other franchise will be developed inside this limit of existing franchisee if the later is achieving 90% of its target in that quarter.

14. Taxes

TDS and other relevant taxes, law of land and other laws as per Government of India will be maintained and deduction will be done accordingly. Service tax added on the fees will not be considered by Salahkaar Consultants.

15. Staff Training

Staff training would be provided to one person by Salahkaar Consultants. If the franchisee wishes to train all its staff then Salahkaar Consultants could visit the premises and provide training to the staff to a maximum limit of 10 (ten) and maximum 3 (three) days at no extra fees, provided the franchisee agrees the pay full cost of travel and lodging. (*NOTE:* Travel is the minimum cost by air travel and lodging should be in a decent and acceptable location or in a 3 Star Hotel)

16. Meeting and Interview

It would be required to meet face to face before starting off a long lasting and profitable relationship at a suitable location in India. This will be an interview for the franchisee seeker.

17. Advertising

As per need felt by Salahkaar Consultants advertisement will done nationally or regionally without charges shared or shared with Franchisee. This will depend on situation, performance of region and franchisees and requirement.

Franchise individual advertisement is allowed but cost will be borne by respective parties. The plan and matter should have written approval from Salahkaar Consultants since the brand name will be at stake.

18. E-mail ID

An email ID with a domain of Salahkaar Consultants would be provided to the franchisee from Salahkaar Consultants.

19. Infrastructure

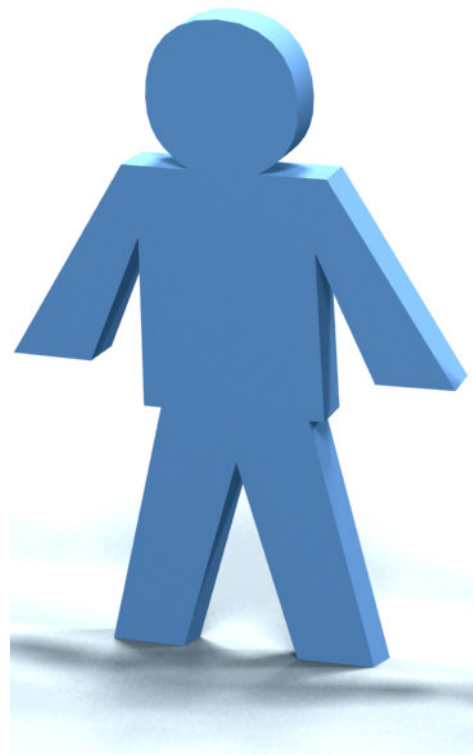
Within first year of operation, complete infrastructure with required color combination needs to be in place.

20. Commission

For the commissions please refer the Commission Schedule attached with this Document.

21. Quality check for Candidates

After a candidate has been shortlisted by the Company, the Franchisee shall do a Reference check with all previous companies and before final Interview, the Franchisee shall do a Background Check of the candidate's current company.



Also if the Company requires to do a Police Verification and Education Verification Check, the Franchisee can do so, after charging a fee from the Company and by adopting Salahkaar Consultants' set system.

22. Training by Franchisee

The Franchisee shall conduct training under the name of Salahkaar Consultants. If found conducting training on any other name then the agreement will stand cancelled.

The modules before training need to be sent and checked by Salahkaar Consultants. Trainers must be interviewed by Salahkaar Consultants on phone or in person before they give any training for the company. The quality of training will be randomly checked at client's venue and trainers of franchise need to allow the checking. If any trainer rated as not competent to deliver the training the franchise will not be allowed to take that trainer for future assignment before having a mock training or interview session with Salahkaar Consultants' team.

23. Application Process

Step 1: Send us your (i) **updated CV** along with (ii) **the application form** to franchisee@salahkaarconsultants.com

Step 2: Telephonic and personal interview.

Step 3: After short listing, we will send you the agreement copy. Return it back to us duly signed on a Stamp Paper of Rs. 500/- (Rupees Five Hundred only) along with:

- 2 passport size photographs,
- ID proof
- Residency proof
- Demand Draft or cheque of the relevant amount as a non refundable Franchisee Fee in favour of "SALAHKAAR CONSULTANTS", payable in Pune,

Courier the above to:

Salahkaar Consultants,
Second Floor, Siddhant Classic, Plot No-25
Next to Gulmohar Royale,
Viman Nagar, Pune 411 014, India.
020 - 400 277 72, 400 39 346, 400 27 168

Step 4: You are a Salahkaar Consultants Franchisee. [Welcome to the Salahkaar Family!!!](#)

