

Manpower Outsourcing Contract – M/s. Gaviko Private Limited.

When will the salary be credited to the deutees account?

The salary will be credited to the deutees on or before 7th day of the every month.

What is the joining procedure?

Step 1: The Head of the Department/Section/Centre request to engage O/s depute to DR Admin

Step 2: DR Admin will get approval from the Register after verifying the vacancy of the particular section.

Step 3: After getting Approval from Registrar, the Eligible CVs will be forwarded to the concerned section to shortlist the candidate.

Step 4: The Certificate (originals) & other documents will be verified for the shortlisted candidate by the Admin Section.

Step 5 : Engagement Letter of the selected candidate will be forwarded to the Outsourcing agency in order to complete the joining formalities

Essential Qualification and Gross pay of the Manpower Outsourcing deutees?

S. No.	Existing Designation / Existing minimum salary (Rs.)	Qualification	Maximum Age limit	Gross Wages p.m. (in Rs.) (approx.)
1.	Helper	SSLC appeared	28 years	18486/-
2.	Motorist (Car) / (Bus)	10th / 12th with light & heavy duty driving license plus two years relevant experience	No limit	20488/-
2.	Secretarial Assistant	Bachelor's Degree in Arts / Science / Humanities with working knowledge of computers in MS Office/Tally	28 years	22516/-
3	Technical Assistant	B. Sc. / Diploma in Engineering / SSLC with ITI	28 years	22516/-
4	Technical Associate / Technical Associate (Hindi)	B.E / B. Tech / M.Sc. / M.E	28 years	24440/-
5	Nursing Associate	Diploma in Nursing / Diploma in Auxiliary Nursing Midwifery	35 years	24440/-

(Maximum period of engagement is 5 years)

What is the difference between CTC and Net Income?

CTC includes various components like PF, ESI, Income Tax, Professional Tax and other deductions apart from the deutees salary components. Whereas, Net Income is calculated after all statutory deductions, if any.

What is the Age requirement of outsourced manpower?

In order to be engaged as deputees under M/s. Gaviko Private Limited, he/she has should have completed 18 years of age and they can be engaged up to 28 years (relaxation of 31 yearsfor SC/ST deputees).

What is Provident Fund? What is the percentage of PF deduction?

Provident Fund plan is defined contribution plan which is established as a legal entities separated from the sponsoring employer. Provident Fund is a kind of benefit that employers offer to motivate employees and serve as a source of long-term saving for employees' during contractual period. The fund consists of money contributed by both employers and employees. Employer contribution is considered as part of the CTC of the employees. At the time of leaving the organization, the employee can get the PF transferred or withdrawn. Currently, employees' contribution is 12% of his/her basic salary and the employer contribution is also 12%.

What is minimum gross monthly fixed for the deputees engaged under M/s. Gaviko Private Limited?

The gross monthly salary is fixed based on the Minimum wages Act proposed by Government of India / Government of Tamilnadu.

What is ESI, What are its benefits? Who all are eligible for ESI?

ESI is Employee State Insurance. Employee's ESI contribution is 0.75% of the deputees monthly gross salary. Employer's ESI contribution is 3.25% of the deputees monthly gross salary. The employees who are eligible for ESI can nominate their dependant family members, to get free medical check-up for self and dependant family members at the nearest ESI hospital. All the employees whose monthly earnings are less than or equal to Rs.21,000/- are eligible for ESI.

What is cut-off date to complete the joining formalities at M/s. Gaviko Private Limited?

The cut-off date for completing the joining formalities at M/s. Gaviko Private Limited.. is 20th of every month.

What are the classification of deputees engaged under M/s. Gaviko Private Ltd. ?

The deputees are engaged with the below mentioned classifications-

Unskilled	Semi-Skilled	Skilled	Highly Skilled
Helper	Motorist (Driver)	Secretarial Assistant	Technical Associate
Nursing Helper		Technical Assistant	