Agreement For Freelancing Work

Between

Hirexology Private Limited, a private limited company, registered with the Ministry of Corporate Affairs – Government of India with company registration number **U72900WB2022PTC254159** has its registered office at **Bhabani Apartment, Ground Floor, 146, School Road, Sodepur, North Parganas, West Bengal 700110, India** hereinafter referred to as the **"Company"** which expression shall unless repugnant to the context or meaning thereof include its successors and assigns of ONE PART.

And

A person whose basic details like legal name, contact number, and email address are as mentioned in the table below,

Full Name	**Abc Xyz**
Contact Number	9876543210
Email Address	abcxyz@email.com

hereinafter referred to as the **"Freelancer"** which expression unless repugnant to the context or meaning thereof be deemed to include, legal representatives, executors, administrators, successors, and permitted assigns of the OTHER PART, each a party and collectively referred to as parties.

"Freelancer" has approached the "Company" through some third party recruitment agency.

Both parties as above have expressed a desire to agree to meet their respective objectives, which are set out herein below,

1.
"Company" on its part has entered into the business of data entry outsourcing to provide various data entry services to other companies or individuals, e-library projects and digitization of public domain books, and other similar services and is interested in getting this data entry work done through "Freelancer".

2.
"Freelancer" is interested in earning money by performing such data entry work by working from home or any other convenient place to fulfill the requirements of the "Company".

3.
This Agreement aims to set forth the terms and conditions under which the parties to the Agreement shall conduct themselves during the substances of the Agreement.

NOW, THEREFORE, the parties, in consideration of the convents, undertakings, and commitments set forth therein hereby mutually agree as follows.

Director, Hirexology Pvt Ltd

Section 1 of 14: Description of Work

1.

The "Company" has some data in the English language in pdf format which contains the biodata of people received from various matrimonial service providers. "Freelancer" needs to type this data in the software provided by the "Company"

2.

Matrimonial-related information about a particular person is included in one form containing 42 fields. Each folder contains 2400 such matrimonial forms of different people. Hence, this work will be referred to as "Matrimonial Form Filling" work hereafter.

3.

"Company" will send the job folder containing 2400 forms and data entry software to "Freelancer" on registered email via Google Drive. "Freelancer" needs to download this folder onto the computer. Sometimes "Company" may send the data of 2500 forms in PDF format which can not be downloaded from the email but opens directly in a web browser.

4.

"Company" will provide the "Freelancer" the separate copyright-protected software for data entry purposes.

5.

After opening the data entry software, the forms will appear in the upper half of the software, and "Freelancer" needs to type the content of this form in the fields provided in the lower half part of the software.

6.

The "Company" purposely wants to get this work done by manual typing as the other automatic conversion methods have some limitations and drawbacks and hence do not get the perfect and desired results by these other methods.

Section 2 of 14: Basic Requirements

1.

"Freelancer" must have his/her own computer/laptop with the latest Windows operating system (Windows 10 or 11) with a high-speed internet connection.

2.

"Freelancer" should have MS Office (any version) software installed on his/her computer/laptop. If "Freelancer" doesn't have an MS Office setup, the "Company" will provide it free of cost.

3.

Software provided by the "Company" will not work on any smartphone or any other operating system except Microsoft Windows operating system.

4.

"Freelancer" should upload any one photo ID proof (PAN Card / Adhar Card / Driving License / Voter Card / Passport) and self-photograph during the online signing process of this agreement.

Director, Hirexology Pvt Ltd

Section 3 of 14: Security Deposit

1.
"Freelancer" has agreed to pay to the "Company" the **non-refundable** security deposit of **the amount that is agreed by mutual understanding** between "Freelancer" and the "Company" for the period of 12 months.

2.
"Company" will use this security deposit to cover the expenses of data entry software, and technical support provided to "Freelancer" and to incur the losses, if any, that may be caused due to unethical practices, and misuse of data and software by the "Freelancer".

3.
If "Company" fails to provide the page typing work to the "Freelancer" during the period of this agreement, then "Company" will provide a full or partial refund of the security deposit amount to the "Freelancer". This refund amount will be proportionate to the remaining period of the agreement, page typing work, and other services provided to the "Freelancer" by the "Company" till such date of refund.

4.
In all other conditions, except that mentioned in point (3) of Section 3, the security deposit paid by "Freelancer" to the "Company" will be strictly non-refundable, and "Freelancer" should not demand the refund of the security deposit in any conditions and should co-operate in this regard without any dispute.

Section 4 of 14: Rules for Matrimonial Form Filling Work

1.
"Company" will provide the "Freelancer" one job folder at a time for data entry, which will contain 2400 forms in image format as well as data entry software. This job folder will be shared with "Freelancer" through Google drive. "Freelancer" needs to download this folder onto his/her computer.

2.
Each form has 42 fields and "Freelancer" should open this form in the upper half part of the data entry software.

3.
The data entry software provided by "Company" to "Freelancer" will work for only twenty-six days from the date of installation.

4.
"Freelancer" should open the form by clicking on the form numbers displayed on the left side of the software window. Image file opens in the upper half part of the software and space for typing is provided in the lower half part of the software. Use of any other software by "Freelancer" for typing is strictly prohibited.

5.
In twenty-six days, "Freelancer" should completely type as many forms as possible out of 2400 forms. Completing all 2400 pages in 26 days is not compulsory.

6.

Data entry software once started on one computer should be run for at least 26 days on the same computer. This work cannot be divided on more than one computer at a time.

7.

"Freelancer" is allowed to change the computer, if required, only after 26 days of data entry software are finished on one computer. "Freelancer" cannot change the computer in between the ongoing typing work.

8.

Once 26 days of data entry software are completed, it will display the "Time Up" message. After that, "Freelancer" should submit the required file on the email of "Company" to check and generate the accuracy report.

9.

"Company" will provide the next work for another 26 days along with the accuracy report of previously submitted work. "Freelancer" is allowed to take a gap between the two works without giving any intimation to the "Company" and can start the next work anytime at his/her convenience.

10.

"Freelancer" should type the given forms completely and in the proper sequence without missing any fields of the forms. Incomplete forms and forms typed randomly without maintaining the proper sequence will be either counted as mistakes or will be completely rejected.

Section 5 of 14: Accuracy Report and Payment

1.

"Freelancer" can send the required file to the "Company" at any time after the software displays a "Time Up" message. "Freelancer" should not submit the database file for checking before 26 days of software are completed.

2.

"Company" will send the accuracy report for the work submitted by "Freelancer" on his/her registered email within 5 working days (except Saturday, Sunday, and Govt. holidays) from the date of submission. "Freelancer" should reply to the same email within 48 hours, if in case there is a complaint/objection/query regarding the accuracy report. After that, no complaints will be entertained by the "Company" regarding that particular accuracy report.

3.

"Company" will send the work payment into the bank account of "Freelancer" in 2 working days after sending the accuracy report. "Freelancer" should submit the bank details at the time of the first payment, through a payout link that the "Company" will send to the registered email of the "Freelancer" at that time.

Section 6 of 14: Payment Structure for Matrimonial Form Filling Work

1.

"Company" will provide the work payment to the "Freelancer" depending upon the total number of forms typed by the "Freelancer" in 26 days and the total mistakes in the work.

Director, Hirexology Pvt Ltd

2.

Spelling mistakes, capital-small letter mistakes, punctuation mark mistakes, extra words or missing words mistakes will be counted by the "Company" while generating an accuracy report of the work submitted by "Freelancer"

3.

"Freelancer" will receive the work payment from "Company" as per the payment structure given in the below table.

Column A	Column B	Column C	Column D
Forms completed in 26 days	Total mistakes allowed in the entire work	Payment for each form, if total mistakes are less than column B	Minimum fix payment, if total mistakes are more than column B
0001 to 0550	020	Rs 02.00 per form	Rs 0300.00
0551 to 0750	035	Rs 02.50 per form	Rs 0350.00
0751 to 0950	050	Rs 03.00 per form	Rs 0400.00
0951 to 1200	065	Rs 03.50 per form	Rs 0450.00
1201 to 1400	080	Rs 04.00 per form	Rs 0500.00
1401 to 1600	095	Rs 04.50 per form	Rs 0550.00
1601 to 1800	110	Rs 05.00 per form	Rs 0600.00
1801 to 2000	125	Rs 06.00 per form	Rs 0700.00
2001 to 2200	140	Rs 08.00 per form	Rs 0850.00
2201 to 2400	160	Rs 10.00 per form	Rs 1000.00

Section 7 of 14: Confidentiality

1.

"Freelancer" shall keep all information received from the "Company" in whatever form strictly confidential and shall not disclose it to third parties without the prior written consent of "Company" during the term of this Agreement.

2.

"Freelancer" agrees not to disclose payment information to Third Parties without prior written consent of "Company" during the term of this agreement.

Director, Hirexology Pvt Ltd

Section 8 of 14: Agreement Validity

This Agreement comes into force on the date of signing the agreement by "Freelancer". This agreement may be extended on the mutual understanding of both parties unless earlier terminated by paying an additional security deposit to "Company" by "Freelancer".

Agreement Period: [Agreement start date] **To** [Agreement end date] **(12 Months)**

Section 9 of 14: Instructions About Software

1.
Typing software provided by the "Company" for this matrimonial form-filling work will run for a continuous 26 days from the date of installation of the software.

2.
The software will display the remaining days at the top right corner of the software window and it will show a "Time Up" message after 26 days are completed.

3.
"Freelancer" will not be able to type any new data but can only see the previously typed forms in the software once the software shows a "Time Up" message.

4.
"Freelancer" needs to submit the required file to the official email of the "Company" from his/her registered email address, as soon as possible after the software shows a "Time Up" message. File sent from any other non-registered email will not be accepted by the "Company".

5.
The software will show the "New Assignment" button 5 days after the "Time Up" message. "Freelancer" should not click on this "New Assignment" button before getting an accuracy report of previously submitted work.

6.
After receiving the accuracy report from "Company" for the previously submitted file and after cross-checking the report, "Freelancer" needs to click on the "New Assignment" button in the software. By doing so, all the previously typed pages will be deleted and the software will again start for the next 26 days for the next assignment.
7.
If "Freelancer" clicks the "New Assignment" button in the software before receiving or before cross-checking the accuracy report of previous work, then he/she will not be able to cross-check the accuracy report with his/her original typing in the software and "Company" will not be responsible for this.

Section 10 of 14: Termination

1.
This agreement may be terminated by "Freelancer" at any time, without assigning any reason by giving prior written notice of fifteen (15) days. In this case, "Freelancer" will not be entitled to receive any refund.

Director, Hirexology Pvt Ltd

2.

"Company" shall be entitled to terminate this agreement without any refund of the security deposit to the "Freelancer" with immediate effect upon happening of one or more of the following:

a) Any breach or violation of any of the terms and conditions of this agreement by the "Freelancer", if within seven days of written notice from "Company" of the breach or violation, such breach or violation is not cured, provided that no cure period shall be applicable for the violation of any applicable law.

b) Use of auto typing software, N-Computing, converting given pdf data into text format, use of OCR or any other shortcut methods by "Freelancer" to complete this page typing work.

Section 11 of 14: Most Important Terms and Conditions

1.

The "Company" has reserved the rights to make some minor changes in the rules and regulations (except the payment structure) for page typing work without giving any prior intimation to the "Freelancer"

2.

"Freelancer" is expected to do this work on his/her own and thus "Freelancer" is not allowed to get this work done by someone else.

3.

"Freelancer" should not distribute this work to any other person or company in exchange for money. Thus, doing any kind of business using the data and software of page typing work provided by "Company" is strictly prohibited.

Section 12 of 14: Documents of Freelancer

1.

Any 1 identity proof (PAN Card / Adhar Card / Passport / Driving Licence / Voter Id). Only image files are accepted.

Director, Hirexology Pvt Ltd

2.
Self Photograph (Latest)

Section 13 of 14: Sample Data

1.
The image given below provides an idea about the data that will be provided by the "Company" to the "Freelancer" for matrimonial form-filling work. The below image indicates one form of this work.

2.
The image given below is just a sample to have a rough idea about the data. Actual data may have some different font type and size but the number of fields per form will be 42.

Form Number 1

Name	Adarsh Jha	Gender	Male	Age	23
Marita Status	Unmarried	Education	Bachelor in Science		
Education Detail	Bachelor in Science	Occupation	Service		
Religion	Hindu	Caste	Agnikula Kshatriya		
Sub Caste	Agnikula Kshatriya	Gothram	Tayal		
Mother Tongue	Kannada	Horoscope Match	Essential		
Star	Vishaka/Vishakam	Rassi / Moon Sign	Libra		
Dhosham / Magalik	No	Height	142 cms		
Weight	68 Kg	Citizenship	Belgium		
Home State	Himachal Pradesh	Country Living in	Belgium		
Body Type	Athletic	Eating Habit	Non-Vegetarian		
Complexion	Wheatish Brown	Physical Status	Normal		
Smoking Habit	Non-Smoker	Drinking Habit	Non-Drinker		
Family Value	Traditional	Family Type	Nuclear Family		
Family Status	Middle Class	Annual Income	Rs. 6 Lakh to Rs. 7 Lakh		

About Parents Siblings

Father is a retired goverment employee and Mother homemaker. I have one sister and one brother.

More About Self

I am a simple trustworthy person giving importance to family values. I am somewhat career-oriented but love to have a good balance between career and personal life.

Your Expectation

Above 10th, homely, friendly, decent, late marriage, widow, deaf & dump also ok, no porblam

Director, Hirexology Pvt Ltd

Section 14 of 14: Declaration by Freelancer

I, **Abc Xyz** hereby declare and confirm the following:

1.

I have approached the "Company" through some third-party job placement agency/agent. I have no objection to the amount I have paid to the job placement agency for securing this data entry work.

2.

I acknowledge that the job placement agency has taken a fee for their services and I am satisfied with the terms and conditions agreed upon with them.

3.

I understand and accept that the "Company" has received a deposit from the job placement agency on my behalf for the data entry software and technical support that the "Company" will provide me during the period of this agreement.

4.

I confirm that I have received the data entry work for which I have paid the amount to the job placement agency.

5.

I agree that I will not file any police complaint or legal claim against the job placement agency or the "Company" regarding the amount paid for obtaining this work opportunity.

----End of the Agreement----

Director, Hirexology Pvt Ltd