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Invitation for Proposal – Placement Partnership under Project Saksham (Hero MotoCorp Ltd. – ASDC Initiative)

#### 1. Introduction

The **Automotive Skills Development Council (ASDC)**, in partnership with **Hero MotoCorp Ltd.** through its flagship CSR initiative **Project Saksham**, is committed to empowering women in the automotive sector by providing specialized training in Sales and Service domains.

Building upon the success of Saksham-I, the current phase aims to **train and place 20,000** women candidates across India.

To achieve this vision, ASDC invites proposals from reputed **recruitment and staffing agencies** to collaborate as placement partners.

# 2. Scope of Work

Placement agencies will be responsible for:

- Ensuring timely placement of trained candidates across automotive dealerships and related industries.
- Providing pre-placement counselling and guidance to candidates.
- Coordinating with employers to secure employment opportunities aligned with training domains.
- Tracking and reporting candidate retention and salary compliance as per project requirements.

### 3. Placement Terms & Conditions

#### 1. Placement Timeline

- Candidates must be placed within one (1) month after successful completion of assessment.
- Any delay must be reported to ASDC with valid justification.

#### 2. Offer Letter as Placement Proof

- Offer Letter is mandatory as proof of placement.
- Agencies must upload scanned copies of signed offer letters to the designated OneDrive folder shared by ASDC.
- o Placements without offer letters will not be considered valid.

## 3. Minimum Retention Requirement

- o Candidates must be retained for a minimum of three (3) months.
- Agencies are expected to provide post-placement support, counselling, and follow-ups to ensure retention.

# 4. Salary Condition

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- Candidates must receive salary consecutively for three months after placement.
- o Salary slips or bank transaction proof will be required for verification.

### 4. Roles & Responsibilities of Placement Agencies

- Mobilize trained candidates and align them with relevant employers.
- Conduct pre-placement counselling to bridge expectation gaps.
- Share accurate placement data with ASDC on a weekly basis.
- Upload all required placement documents (Offer Letters, retention proofs, salary validation) in the OneDrive and tracker provided by ASDC.
- Liaise with employers to address challenges faced by candidates during the retention period.

## 5. Monitoring & Reporting

- **Weekly Updates:** Agencies must submit weekly reports on placement status, challenges, and corrective actions.
- **Retention Tracking:** Regular follow-ups to confirm candidate continuation in employment.
- **Final Compliance Report:** After the 3-month retention period, agencies must submit:
  - List of candidates placed
  - o Offer letters
  - Retention status
  - Salary proof for 3 consecutive months

### 6. Proposal Submission Requirements

Interested agencies are requested to submit their proposals with the following details:

- Company profile and experience in recruitment/placement.
- Past experience in automotive or similar sectors (if any).
- · Geographical reach and industries catered.
- Strategy for ensuring timely placements and retention.
- Contact details of authorized person for correspondence.

Kindly share your proposal at: asdc.placement25@gmail.com

Contact Person: Jagdeesh Singh Contact Number: +91 9675740304