

## 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**

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

Full Name	<b>Abc Xyz</b>
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 enter into an agreement 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 for the purpose of providing 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.

The purpose of this Agreement is 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.



*D Chandra*

Director, Hirexology Pvt Ltd

## Section 1 of 14: Description of Work

1.

The "Company" has some data in the English language in image format which mostly contains data from various literature books, historical books, novels, religious texts, epics, mythological novels, etc. from public domain material. "Freelancer" needs to type this data in the software provided by the "Company"

2.

The "Company" has the data in image format and one image file contains approximately 1000 words. This one image file will be considered as one page. The "Company" will provide to the "Freelancer" 480 such pages at a time. Hence, this work will be referred to as "English Typing (26 days)" work hereafter.

3.

"Company" will send the job folder containing 480 pages and typing software to "Freelancer" on registered email via Google drive. "Freelancer" needs to download this folder onto the computer. Sometimes "Company" may send the data in PDF format which can not be downloaded from the email but opens directly in a web browser.

4.

"Company" will provide the typing software to "Freelancer".

5.

If, in case the data is in non-downloadable PDF format, then "Freelancer" should adjust the web browser on one side of the computer screen and the data entry software on another side of the same computer screen to see the data from the PDF file opened in a web browser and type the data in the data entry software provided by the "Company".

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.

### 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 English Typing Work

1.  
"Company" will provide the "Freelancer" one job folder at a time for typing, which will contain 480 pages in image format as well as typing software. This job folder will be shared with "Freelancer" through Google drive. "Freelancer" needs to download this folder onto his/her computer.
2.  
Each page in image file format will have approximately 1000 words and "Freelancer" should open this page in the typing software.
3.  
"Company" will provide the "Freelancer" the separate software for typing and this software will work for only twenty-six days from the date of installation.
4.  
"Freelancer" should open the page by clicking on the page 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 pages as possible from the given job folder. Completing all 480 pages in 26 days is not compulsory.

6.

Typing 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 typing software are finished on one computer. "Freelancer" cannot change the computer in between the ongoing typing work.

8.

Once 26 days of typing software are completed, it will display the "Time Up" message. After that, "Freelancer" should submit the required database 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 pages completely and in the proper sequence without missing any content from the pages. Incomplete pages and pages typed randomly without maintaining the proper sequence will not be accepted.

#### **Section 5 of 14: Accuracy Report and Payment**

1.

"Freelancer" can send the database 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 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 on the registered email of the "Freelancer" at that time.

#### **Section 6 of 14: Payment Structure for Page Typing Work**

1.

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

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. In the below table, correct page\* means the page that contains mistakes less than or equal to the mistake limit mentioned in Column B.

Column A	Column B	Column C
Total pages completed in 26 days	Total mistakes allowed per page	Payment for each correct page*
001 to 050	03	Rs 05.00 per page
051 to 100	03	Rs 10.00 per page
101 to 150	04	Rs 15.00 per page
151 to 200	04	Rs 20.00 per page
201 to 240	04	Rs 25.00 per page
241 to 280	04	Rs 28.00 per page
281 to 320	05	Rs 30.00 per page
321 to 360	05	Rs 35.00 per page
361 to 400	05	Rs 40.00 per page
401 to 480	05	Rs 50.00 per page

## 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.

## 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:**  To  (12 Months)

## Section 9 of 14: Instructions About Software

1.  
Typing software provided by the "Company" for this page typing 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 pages in the software once the software shows a "Time Up" message.
4.  
"Freelancer" needs to submit the required database 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 in 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 of the security deposit from "Company".

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.



*D Chandra*  
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 typing work. The below image indicates one page of this typing 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 words per page will be approximately 1000.

-34-

their ground. This last rumour gradually got strength. No Frenchmen had made their appearance. Stragglers had come in from the army bringing reports more and more favourable: at last an aide-de-camp actually reached Brussels with despatches for the Commandant of the place, who placarded presently through the town an official announcement of the success of the allies at Quatre Bras, and the entire repulse of the French under Ney after a six hours' battle. The aide-de-camp must have arrived sometime while Jos and Rebecca were making their bargain together, or the latter was inspecting his purchase. Vanity Fair 632 of 1396 When he reached his own hotel, he found a score of its numerous inhabitants on the threshold discoursing of the news; there was no doubt as to its truth. And he went up to communicate it to the ladies under his charge. He did not think it was necessary to tell them how he had intended to take leave of them, how he had bought horses, and what a price he had paid for them. But success or defeat was a minor matter to them, who had only thought for the safety of those they loved. Amelia, at the news of the victory, became still more agitated even than before. She was for going that moment to the army. She besought her brother with tears to conduct her thither. Her doubts and terrors reached their paroxysm; and the poor girl, who for many hours had been plunged into stupor, raved and ran hither and thither in hysteric insanity—a piteous sight. No man writhing in pain on the hard-fought field fifteen miles off, where lay, after their struggles, so many of the brave—no man suffered more keenly than this poor harmless victim of the war. Jos could not bear the sight of her pain. He left his sister in the charge of her stouter female companion, and descended once more to the threshold of the hotel, where everybody still lingered, and talked, and waited for more news. Vanity Fair 633 of 1396 It grew to be broad daylight as they stood here, and fresh news began to arrive from the war, brought by men who had been actors in the scene. Wagons and long country carts laden with wounded came rolling into the town; ghastly groans came from within them, and haggard faces looked up sadly from out of the straw. Jos Sedley was looking at one of these carriages with a painful curiosity—the moans of the people within were frightful—the wearied horses could hardly pull the cart. 'Stop! stop!' a feeble voice cried from the straw, and the carriage stopped opposite Mr. Sedley's hotel. 'It is George, I know it is!' cried Amelia, rushing in a moment to the balcony, with a pallid face and loose flowing hair. It was not George, however, but it was the next best thing: it was news of him. It was poor Tom Stubble, who had marched out of Brussels so gallantly twenty-four hours before, bearing the colours of the regiment, which he had defended very gallantly upon the field. A French lancer had speared the young ensign in the leg, who fell, still bravely holding to his flag. At the conclusion of the engagement, a place had been found for the poor boy in a cart, and he had been brought back to Brussels. Vanity Fair 634 of 1396 'Mr. Sedley, Mr. Sedley!' cried the boy, faintly, and Jos came up almost frightened at the appeal. He had not at first distinguished who it was that called him. Little Tom Stubble held out his hot and feeble hand. 'I'm to be taken in here,' he said. 'Osborne—and—and Dobbin said I was; and you are to give the man two napoleons: my mother will pay you.' This young fellow's thoughts, during the long feverish hours passed in the cart, had been wandering to his father's parsonage which he had quitted only a few months before, and he had sometimes forgotten his pain in that delirium. The hotel was large, and the people kind, and all the inmates of the cart were taken in and placed on various couches. The young ensign was conveyed upstairs to Osborne's quarters. Amelia and the Major's wife had rushed down to him, when the latter had recognised him from the balcony. You may fancy the feelings of these women when they were told that the day was over, and both their husbands were safe; in what mute rapture Amelia fell on her good friend's neck, and embraced her; in what a grateful passion of prayer she fell on her knees, and thanked the Power which had saved her husband. Our young lady, in her fevered and nervous condition, could have had no more salutary medicine prescribed for Vanity Fair 635 of 1396 her by any physician than that which chance put in her way. She and Mrs. O'Dowd watched incessantly by the wounded lad, whose pains were very severe, and in the duty thus forced upon her, Amelia had not time to brood over her personal anxieties, or to give herself up to her own fears and forebodings after her wont. The young patient told in his simple fashion the events of the day, and the actions of our friends of the gallant —th. They had suffered severely. They had lost very many officers and men. The Major's horse had been shot under him as the regiment charged, and they all thought that O'Dowd was gone, and that Dobbin had got his majority, until on their return from the charge to their old ground, the Major was discovered seated on Pyramus's carcase, refreshing himself from a case-bottle. It was Captain Osborne that cut down the French lancer who had speared the ensign. Amelia turned so pale at the notion, that Mrs. O'Dowd stopped the young ensign in this story. And it was Captain Dobbin who at the end of the day, though wounded himself, took up the lad in his arms and carried him to the surgeon, and thence to the cart which was to bring him back to Brussels. And it was he who promised the driver two louis if he would make his way to Mr. Sedley's hotel in the city; Vanity Fair 636 of 1396 and tell Mrs. Captain Osborne that the action was over,



*D Chandra*

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----



*D. Chandra*  
Director, Hirexology Pvt Ltd