

Terms & Conditions of Business Development Officer (BDO)

Business Development Officer (BDO) will be appointed in World Educational Services (WES) as full time employee with fix salary to promote innovative projects in educational sector in his relevant area according to following terms and conditions.

- Company will maintain an office in BDOs relevant area to provide all operational requirements to the Educational institutes. BDO will promote and will mobilize all company projects to Educational Institutes.
- BDO will visit 2 Educational Institutes on daily basis. Institute visit form (IVF) and pictures will be shared with the head office.
- BDO will hire 20 PMO's (Project Marketing Officer) from his relevant area preferably having good marketing skills. They will be hired on commission base and will be paid as per company's policy.
- BDO will make sure that all operational requirements of the projects have been addressed and completed before their execution in their concerned area.
- BDO will hire an Assistant Sales Man (ASM) for personal assistance, presentations & other company's promotional material and distribution on a fixed salary package of Rs.12000+incentives. Minimum qualification of ASM should be Intermediate having good communication & marketing skills. Shortlisted candidates will be interviewed by the head office for the final selection.
- BDO and ASM will hold meetings with the higher officials of the Institutes for project marketing and selling.
- On daily basis BDO & ASM will meet 3 parents to introduce e Study Card and visit 2 business brands for BMS.
- BDOs office will be set in his area within 2 months with all operational requirements. BDO will send the suitable office recommendations to the head office. The head office team will finalize the office after the official visit.
- All Promotional Material, Cards and other hardware will be dispatched to BDO. PMOs will collect their material from BDOs.
- BDO will call his PMOs on daily basis to take progress report.

- BDO will work under Head Office Representative Assistant Coordination Officer (ACO) and will follow all instructions and policies given by ACO without any excuse. ACO will assign some chapters of any book for highlighting if any mistake
- Each area/division has been assigned a specific ACO and it is BDOs responsibility to keep a strong and smooth coordination with ACO for a progressive business growth.
- All PMOs, will directly deposit the amounts in company's mentioned account in due time. The BDO holds the right to take legal action against his subordinates if the company's money is not deposited in due time. It is the responsibility of BDO to ensure timely collection of projects amount from his team and deposit it in the company's account.
- BDO will collect all important and relevant data from the PMOs that they have collected from their field and will dispatch it to the Company through LCS (code provided by company).The courier charges will be paid by the company.
- Duty Timings will be from 9am to 5pm from Monday to Saturday. In case of any emergency 2 leaves will be allowed per month. Additional leaves will result in the deduction of salary as per company policy.
- One month notice should be given to the company prior to leaving the job.

Reporting (To the Head: Head Office)

- BDO will report to head office on daily basis about his daily work and progress.
- New recruited employee details shall be submitted to the head office immediately by the BDO.
- BDO will play a constructive role between the head office and his subordinates for progressive growth.
- BDO will be given access to Central Reporting System (CTS) to update his and his team members' daily work and sales report.

Accountability

- BDO will maintain proper documentation of the concern record/received material.
- In case of any violation of terms and conditions that will harm the company's interest, Company will terminate the BDO from his respective seat and will take a strict legal action.
- A legal agreement will be signed with BDO on stamp paper for the security of company amounts and company material.
- BDO cannot take any money other than the company money from his subordinates. If found guilty in this regard, he will be terminated.

Salary

BDO will be given 40000 fix salary. They will have 10days' workshop (unpaid). First two months are probation period in which salary will be given 25000 but incentives will be given 100%.

BDO Incentives on personal Sale

1	Computerized Testing System (CTS)	Rs.5000 for each order Rs.10 for each student registered in CTS
2	e Study Card	Rs. 400 Per e Study Card
3	Examination Development Software (EDS)	Rs. 2000 Per Card
4	Bio Metric Attendance System (BAS)	Rs. 2000 per order and Rs. 10 for each student registered in BAS.
5	Message Alert Service (MAS)	Rs. 50 for each Student
6	Teacher Card	Rs. 100 For each Card
7	Job Alert Card	Rs. 100 For each Card
8	Institute Management Software (IMS)	Rs. 2000 For each order
9	Branded Message Service (BMS)	Rs. 2000 For each Card
10	Digital Marketing Campaign (DMC)	Rs. 2000 For each Order
11	Software Development Program (SDP)	5% From each project
12	Home Automation System (HAS)	5% From each Project
13	Uniform Supply Program (USP)	2% From each Order

14	Bags Supply Program (BSP)	2% From each Order
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BDO Incentives on PMOs Sale

1	Computerized Testing System (CTS)	Rs.1000 for each order Rs.2 for each student registered in CTS
2	e Study Card	Rs. 50 Per e Study Card
3	Examination Development Software (EDS)	Rs. 500 Per Card
4	Bio Metric Attendance System (BAS)	Rs. 2000 per order and Rs. 10 for each student registered in BAS.
5	Message Alert Service (MAS)	Rs. 50 for each Student
6	Teacher Card	Rs. 100 For each Card
7	Job Alert Card	Rs. 100 For each Card
8	Institute Management Software (IMS)	Rs. 2000 For each order
9	Branded Message Service (BMS)	Rs. 2000 For each Card
10	Digital Marketing Campaign (DMC)	Rs. 2000 For each Order
11	Software Development Program (SDP)	5% From each project
12	Home Automation System (HAS)	5% From each Project
13	Uniform Supply Program (USP)	1% From each Order
14	Bags Supply Program (BSP)	1% From each Order

Key Performance Indicators

If BDO will take the 5 CTS order in month then as bonus BDO will be given 30000 as bonus. Except CTS & uniform if total revenue from BDO per month is generated 4 lacs from personal sale and PMOs sale then BDO will be given 20000 as bonus.

