



WES
WORLD EDUCATIONAL SERVICES

TERMS AND CONDITION FOR SUBJECT SPECIALIST (SS)

Subject Specialist is being hired on permanent basis initially over a contract of 5 years which is extendible depending upon the performance and competence of the candidate. Following are the terms and conditions for Subject Specialists:

Nature of the Employment

Subject specialist's role is very crucial for the well being of the company therefore SS ought to be highly professional and committed to the job. Negligence and procrastination are deemed unknown to the job of SS.

Subject Specialist's job is to rectify the academic data of the specialized subject. And to point out the deficiencies in the data as well. Moreover he/she is subjected to make recommendations on improvement of the system.

SS should also be good at presentation and communication skills, so that he/she could be sent to institutions for giving presentation on company's projects.

SS shall also be responsible for the security of the data of relevant subject.

The company is always open to innovative yet practical ideas and the creativity of SS shall be given due regards.

Performance of Duties

SS shall perform assigned duties and responsibilities in a professional manner, in good faith and to the best of her capabilities, skill, talent and experience. SS shall not get involved in any act as would be harmful to company's name and assets.

Being a full time employee, Subject Specialist has to report in at 09:00 am sharp from Monday to Saturday while the off time is 05:00 pm. As a part-time employee, the reporting time is 05:30 pm sharp and off time is 09:30 pm.

Term of Employment

The term of agreement is five years during which the SS shall remain committed to the company. This term is extendible based on the performance and will of the SS.

If a situation arises that compels the SS to leave the job one month notice prior to leaving the job is mandatory, so that the company may hire a replacement within the said period for avoiding any delay in the functioning. In a situation otherwise, company shall not refrain from taking any legal action against the employee. Moreover, the chances of the release of last working month's salary shall also be scarce.

Compensation

The monthly compensation for the post as full time job is Rs 30,000/- while Rs 25,000/- for part-time. First ten days of job shall be considered as training days and shall be unpaid. Moreover, first two months will amount to probation period during which salary shall be Rs 25,000/- and Rs 20,000/- respectively. The amount shall be deposited into the SS's bank account in UBL by 10th of every month

If SS is successful in selling company's projects to institutes, compensation via attractive incentive structure is also possible.

1	e-study card individual sale	Rs 100/-
2	e-study card via IDP/CDP	Rs 10 each card
3	IDP/CDP	Rs 1500/-
4	OTS, EDS, IMS, BMS, BAS,WEB	Rs 2000/- each

Paid Time Off

SS is allowed 2 fully paid leaves in a month. More than 2 leaves may result in deduction of salary. However, if Saturdays are off and there are more three public holidays during working days then the case of paid leaves does not remain applicable.

NOTE: The Company reserves the right of bringing any change into the company's policy of which the employee shall be notified.

