



Our Vision Digital Pakistan

Terms & Conditions of Sale Representative (SR)

Sales Representative (SR) is being appointed for 5 year in World Educational Services (WES) having a reasonable salary package with attractive incentives. The contract is extendible after the completion of the said period. SR is a full time employee of the company and is therefore committed to the prosperity and growth of the purchases. This job holds a great business potential for a SR. In the best interest of the employee as well as the company, an SR must oblige to the following terms and conditions:

- SR Job nature is to visit Shops in his relevant locality to place E-study cards which are the company's core project. The shops may include easy paisa shops, Stationary Shops and general stores. Moreover, to paste all project stickers and banners in his area and surroundings is also his responsibility.
- SR will attend one day workshop in Islamabad for getting clearer idea of the projects and resolve any ambiguity whatsoever.
- All Promotional Material, Cards and other hardware will be provided to SR.
- SR will visit a minimum of 20 shops per day and shall share its pictures with the head office via Central Reporting System (CRS).
- SR will work in the supervision of Business Development Officer (BDO) and from head office Assistant Coordination Officer (ACO). SR will follow all instructions and policies given by ACO & BDO for betterment of the company.
- SR shall visit market in a presentable manner to maintain a professional outlook. Service card is must.
- SR will promote all projects of WES on social media as well. For this purpose recommendations will be issued by the head office.
- SR is responsible for ensuring timely collection of projects' amount from all shops and for depositing it in the company's account.
- Duty Timings will be from 9am to 5pm from Monday to Saturday. In case of any emergency 2 paid leaves are allowed per month. Additional leaves will result in the deduction of salary as per company's policy.
- In duty timings, SR should be in field. SR will share the live location with ACO. If found absent in audit, he shall be charged with a penalty.
- One month prior notice should be given to the company before leaving the job.

Report to :(To the Head: Head Office)

- SR will report to head office & BDO about his work and progress on daily basis.
- SR will be given access to Central Reporting System (CRS) to update data about Retail Shops and sales report in CRS.

Accountability

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

Salary

SR will be given a fixed salary of Rs20, 000/-. First 10 days shall be counted as training days and shall be unpaid. The performance of SR during training days shall decide the status of his job as permanent or temporary. First two months of the job would constitute probation period in which salary will be Rs. 15000/- but incentives will be given 100%.

Fuel Charges

Company will pay Rs6000 /- to SR in the name of fuel charges. However, completing mandatory number of visits is necessary. Less than mandatory number of visits shall result in deduction of salary.

SR Incentives on Projects personal Sale

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| 1 | e Study Card | Per Card 50 rupees in open market Sale |
| 2 | Smart Attendance System (SAS) | 1000 per order & 2 rupees per student. |
| 3 | Message Alert Service (MAS) | 10 rupees per student |
| 4 | Computerized Testing System (CTS) | 5000 per order & 10 rupees per student |
| 5 | Online Teaching System (OTS) | 1000 |
| 6 | Examination Development Software (EDS) | 1000 |
| 7 | Institute Management Software (IMS) | 1000 |
| 8 | Branded Message Service (BMS) | 1000 |

Key Performance Indicators (KPI's)

On achieving a target of 300 e Study Cards Rs. 10000/- will be given to the SR as bonus. If the total revenue generated by the SR in overall projects is 2 lacs BDO will be given Rs. 15000/- as bonus

