

SCO Terms & Conditions & KPIs

1. SCO job Nature is sitting in home to supervise & mobilize company policies and instruction to Assistant Coordination Officer (ACOs)
2. SCOs will be provided a list of applicants for the post of Assistant Coordination officer. SCO will select 50 competent ACOs having good communication and Marketing skills. SCO can also suggest people from their social circle who can fulfill the job requirement. SCO will send the list of ACOs to the project director for the final selection.
3. SCO will operate ACOs through a WhatsApp group. Add all selected ACOs in the group to assemble and mobilize all company policies and recommendations.
4. SCO will have access of the data of all the subjects in the software. Each SCO will be assigned a special class. She will further assign the course books of the assigned class to her team members.
5. SCO will be given access to Central reporting system (CRS) to update the data of her concerned ACOs.
6. SCO will make a comprehensive policy to mobilize her team of ACOs for a profitable business. Recommendations are always appreciated.
7. SCOs will make sure to contact their team members daily. They will assign them work along with guidance and help at all levels. SCO can contact the Project director for all sorts of assistance. The company will provide a list of data for TMOs. SCO will share this data with their ACOs to form a team of 50 TMOs. Both male and female can apply for the job of TMO. SCO will read the terms and conditions for the TMOs carefully.
8. SCO will make a team of 10 TMOs from the given lists or from their social circle for a better understanding of market response.
9. The working hours of the SCOs are from 9am to 5pm, Monday to Saturday. Their attendance will be duly checked. They will also make sure to mark their team's attendance daily.
10. A ufone SIM with unlimited calls facility will be provided to SCO.
11. **SALARY, PROBATION PERIOD & INCENTIVES.**

SCO will be given fixed basic pay Rs.30000 along with following incentives. 15 Days will be training period in which salary will not be given. 3 months will be probation period in which half salary will be given. In probation period incentives will be given 100%. In probation period if business target is achieved then salary will also be given 100%.

1	On the sale of each e Study Card by ACOs,TMOs,PMOs, ASOs	50 rupees
2	1 order of OSTP By ACO,TMO,PMO,ASO	1000 for each order
3	Sale By own TMOs e Study Card	200 in open market
4	Oder of OSTP by own TMOs	3 000 For each Order
5	Personal Sale of e Study Card	1000 in Open Market
6	Personal Sale of OSTP	20000 for 300 Students

SCOs can receive their incentives within 3 working days after the company has received the payment.

BUSINESS TARGET

Every ACO can easily generate a business of 3 lacs from their team of TMOs and PMOs. A business of 15million is expected from 50 ACOs. The company expects the SCOs to generate maximum business with their team. However, a minimum of one million business per month should be achieved at all cost personal and by utilizing their team of ACOs, PMOs, TMOs & ASOs. However If the business will be less than one million it will fall in the category of “minimum business achieved” it will fall into red zone. Minimum Business target per month is one million If Business per month decreases from 6 lacs then show cause notice will be issued from head office if regularly 3 months business decreases from 6 lacs then any penalty can be put on SCO for poor business.

TRANSANCTION OF AMOUNTS

SCO will make sure the timely recovery of money from the ACOs. The money should be sent to the Company’s account in time. SCOs will make an easy paisa account for receiving incentives and open a salary account in any branch of UBL.

REPORTING

SCO will report to project director on daily basis and will update all sales in CRS regularly.

KEY PERFORMANCE INDICATORS (KPIs)

The company will issue a business sales graph showing the key performance of SCOs at the end of every month. The SCO with the highest business will qualify for an award of Rs.50000. The second highest business will be awarded Rs.25000 and Rs.15000 respectively for the third highest business of the month.

If the business exceeds from one million then the SCO will be awarded Rs.30000 as a bonus.

If the business exceeds 2 million the SCO will be awarded Rs.100000 as a bonus.

Business volume will be calculated after the deduction of marketing team incentives as in open market 1000 per card and in OSTP 300 per card amount will be considered as a generated business. Business will also be included which will be done by SCO directly or by own TMOs. On daily basis SCOs will update their business in CRS and all deposits slips will be uploaded in CRS date wise with reference of representative ACO, TMO, PMO or ASO.



