

## **IMPORTANT INSTRUCTIONS**

### **1. ALLOTMENT OF CODE NO & PASSWORD**

Every executive is allotted an Executive code No & Password which must be used for accessing the members page on our website & for all routine correspondence / communication with us.

### **2. STARTING OF WORK**

You can start working within 24 to 48 hours from the date of registration / receipt of D.D

### **3. TEXT FOR RELEASE OF ADS**

Suitable Headers and Ad Texts will be provided to Executives by the Management. Executives must ensure that the Text provided is not tampered with nor corrupted in any manner. As some of the sites do not accept ads more than certain number of characters, you may edit only to reduce the size of the ad.

### **4. SELECTION OF FREE AD SITES**

Executive shall not post ads on Paid Ad sites/Banned list under any circumstances. Posting ads on message boards/private forums is also STRICTLY PROHIBITED. Ads must be posted only on free classified sites.

### **5. REPEATING ADS**

Executive must ensure that Ads are NOT repeated in the same Ad site more than once a month. Also it is not permissible to repeat the Ad under different Heading/Categories/Classifications in the same Ad site. Repeating of Ads by posting to different countries/States from the same Ad site is also not permitted. Repeating of Ads by posting Ads on sites from the same classified ad sites directory and on identical links is also not permitted.

### **6. BANNED SITES LIST**

Posting of Ads on our Banned Sites List is strictly prohibited. Anyone posting Ads on any of these sites or similar sites is likely to attract a PENALTY of Rs.500/-for first time and Rs. 1000/- for the second time. If the mistake is repeated for 2-3 months consecutively your membership is likely to be terminated.

### **7. POSTING OF ADS ON IDENTICAL LINKS**

Posting of ads on identical links must be avoided. If you post ads on identical links, then you will be paid only for the first 5 ads & you will not be eligible for receiving payment for the other ads posted on identical sites.

### **8. SELECTION OF APPROPRIATE CLASSIFICATION/CATEGORY FOR POSTING OF ADS**

This is a very important aspect of work. Executives must ensure that Ads are posted only under the most appropriate Category/Classification.

### **9. MAINTAINING RECORDS**

It is the responsibility of Executive to maintain proper record of work done. Guidance in this regard will be provided during training. Executive shall not hold the Management responsible for loss of records. Executives have to forward details/record of work carried out by them on a weekly basis to the Management by e-mail.

### **10. SEND REPORTS IN TIME: AVOID DEACTIVATION OF ACCOUNT**

Executive must furnish a weekly report every Saturday giving details of all Ads posted by them during the week. Executives should inform the concerned officials if he/she would not be working for more than three consecutive weeks to avoid deactivation of account. Re-activation of the account will be Rs. 1,000/- for a gap of more than one month. Re-activation will however permit work only up to the end of stipulated period for each scheme. Re-activation is permitted only during the first six months for "Platinum & Diamond" schemes and within three months for "Gold" scheme.

### **11. ALLOCATION OF WORK**

Please note that work will be allocated for only FOUR weeks in a calendar month. Monthly work schedule will be uploaded in our website every month during the last 2-3 days of the month. First work schedule will be displayed within 2 days of registration/ receipt of D.D.

**12. BREAKS:** There will be occasional breaks ranging between 1-2 weeks for system maintenance /up gradation/staff leave.(Maximum 3 breaks in a year). During the breaks work allotment will not be done.

**13. PAYMENTS:** Payment details will be displayed in our website between 26<sup>th</sup> to 30<sup>th</sup> of following month and cheques will be dispatched batch wise spread over 2 to 3 weeks thereafter (Earlier only if possible). Payment less than Rs.1,000/- will be clubbed with the payment of the next month. Earnings below Rs.600/- will not be paid or carried over.

### **14. INFORMING CHANGE OF ADDRESSES**

Candidates should inform us if there is any change in address at the earliest to avoid Payment Cheques being sent to wrong addresses.

### **15. MODIFICATION OF RULES**

The Management reserves the right to modify or change any of the rules & regulations applicable to this offer at any time without prior notice to Executives. It is important in this regards that every executive should check the members notice board and other informations on the website regularly.

### **16. OTHER LEGAL ISSUES**

Any dispute arising out of this scheme shall be subject to the exclusive jurisdiction of the competent courts of Bangalore.

### **17. EXPENDITURE INCURRED ON PURCHASE OF COMPUTERS**

Expenses on account of internet connection or monthly internet bills will not be offset by us. You are advised not to incur heavy expenses in this regards. It is better to work from a cyber café initially. If at all you wish to purchase a computer, you can buy a second hand system after your start receiving regular payments.

### **18. YOU MUST WORK YOURSELF**

You must join our scheme only if you have knowledge of computer/internet yourself. You should not employ staff to work on your behalf & please do not start a big office with the idea of employing a lot of staff to do this work. This is not a commercial scheme. It is a scheme basically to help individuals.