

OFFLINE TYPING JOBS

PACKAGES: -

PROJECT PACKAGES.	Plan 01	Plan 02	Plan 03	Plan 04
PAGES	60	100	150	300
NO. OF DAYS.	5	10	15	30
ACCURACY REQUIRED.	95 %	90 %	75 %	75 %
CONTRACT TENURE.	6 MONTHS	LIFETIME	LIFETIME	LIFETIME
SECURITY DEPOSIT.	RS .2000	RS. 3000	RS. 4000	RS .5000
PROCESSING CHARGES.	RS .500	RS. 500	RS. 500	RS. 500
TOTAL COST	RS .2500	RS. 3500	RS. 4500	RS. 5500
REFUND SCHEME	RS.500	RS. 500	RS. 1000	RS. 1000
TOTAL EARNING	9000	RS. 15000	RS. 25000	RS. 45000

Why we should pay to start this work?

Deposit or fees is taken just to ensure your submission. You will work sensibly if you have paid for the same, It creates responsibility.

How can we trust you or is your company reliable?

Here your legal Agreement would be made on stamp paper of 100 Rs. As an assurance for the every commitments which We have made over here.

Payment Schedule: -

PLAN 01 :- 100% to 95% Accuracy Achieved = Rs. 9000/-

PLAN 02 :- 100% to 90% Accuracy Achieved = Rs. 15,000/-

PLAN 03 :- Above 100% to 75% in Standard Submission: -Rs. 25,000/-

PLAN 04 :- Above 100% to 75% in Standard Submission: -Rs. 45,000/-

Accuracy Parameters:-

Type of Error	Pages	Deduction
Punctuation Error	In Whole 60/100/150/300 Pages.	0.80%
Spelling Error	In Whole 60/100/150/300 Pages.	0.90%
Word Missing / Extra Word Error	In Whole 60/100/150/300 Pages	0.90%
Space Missing / Extra Space Error	In Whole 60/100/150/300 Pages	0.70%
Enter Missing / Extra Enter Error	In Whole 60/100/150/300 Pages	0.70%
Line Missing / Extra Line Error	In Whole 60/100/150/300 Pages	2.00%

Sample Accuracy Report:-

Page No.	Line. No.	Error Observed.	Rectification.	Error Criteria.	Corresponding Deduction Rate
254	36	There.	There,	Punctuation	0.80%
312	5	Devine	Divine	Spelling	0.90%
412	25	The girl was	The was	Word Missing	0.90%
420	42	Theysaid	They said	Space Missing	0.70%
486	2	Extra Enter	No Enter was	Extra Enters.	0.70%
		between line 25 and 26	Required.		
				Total	4.00%

Note:-

This is a Sample accuracy Report. In the same way a report will be generated and it will be forwarded to the second party by the first party showing which mistakes are there in which

line on which page number and according to the company's method of calculating accuracy

what type of error it is and hence how much % is deducted in terms of accuracy.

You can make 5% Error in your Page. But there should be 95%

Accuracy which should be compulsory followed. In PLAN 01.

But in

PLAN 03 and PLAN 04 You can make 25% Error in your Standard Submission and

We will send you the Error Report in 07 working days after the submission of your Workload.

Every Workload will be given to you after the Completion of the Given Workload.

If the QC Center will get 25% Error they will send you the Error Report. Minimum Accuracy Required 75% if the Agent gets 74.99% then he is not eligible for Payments.

Terminated:-Security Deposit non-Refundable

If the Agent does not Submit the Workload in Given Time Period for atleast Continuously 1 times in the Agreement Period. Then the Agent work is directly Terminated.

If the Agreement end does not give 75% Accuracy atleast Continuously 1 times in the Agreement period.

Then the Agent Work is directly Terminated

Security Deposit will be divided as per the Agreement Period.

If the Agent does not get the Accuracy level of the Workload he is not Eligible for the Refund of that Particular Workload .

QC rule:-

Qc center will check the random pages in the first submission, minimum accuracy required for qualifying then the Qc center will not be responsible for the further checking of the same. Again the business associate needs to check all the pages, correct all the mistakes provided in the report as well as found by himself / herself and then submit the

E. TECHNICAL SPECIFICATIONS FOR TRANSCRIPTIONS:

1. Every line in the Transcribed Data shall match with the Corresponding line in the Image file, thereby the Transcribe Data shall accurately match the Position of the Image file.
2. Transcribed Data should be typed in GI Software as provided by the company

3. No "Justification" of Transcribed Text shall be made.
4. Auto Spacing of Paragraphs SHALL NOT be made.
5. The Transcribed Data shall be an Exact Replica of the IMAGE file in terms of a Split in a Word or at the End of a line.
6. Accent Characters shall be typed as Normal Characters if understood or could be replaced by an "_" (underscore) symbols as a standard practise.

F. ERRORS WARRANTING AUTOMATIC REJECTION:

- 1) File name of the Transcribed File does not match with the Corresponding Image File Name.
- 2) Submission of an Incomplete File.
- 3) Use of any third Party Software -including but not limited to 'Microsoft Office'.
- 4) Accent Characters used in the Transcribed Data File.
- 5) Upon any Image being found in the Transcribed Data.
- 6) Upon any 'Hyperlinks' being found in the Transcribed Data.
- 7) Existence of any other File Type other than the Authorized Type, in the ZIP Folder bearing the submission of the Transcribed Data.
- 8) If the File bearing the Submission of the Transcribed Data does not bears the Extension '.dxt' or bears any other Extension.
- 09) Submission beyond the Stipulated Deadline.
- 10) Rejection at any Stage would Preclude any further Submission of the same Transcribed Data, and other Stages shall be forfeited.
- 11) If Transcribed text does not typed in FI Software

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G. How to Join

YOU CAN JOIN WITH US THROUGH
ONLINE

Address
dreams the mall, L – 117 station road, bhandup (w) mumbai 400078.

OFFICE TIMING:
MONDAY TO SATURDAY
10AM TO 6 PM

SUNDAY CLOSED