

Technical Instructions:

- User is required to make individual **NOTEPAD Files** for **Each Image Files**.
- Every line in the **NOTEPAD File** should match with the corresponding line in the IMAGE; Hence the pages shall automatically match with the IMAGE file pages.
- Everything should be typed with left alignment, whatsoever may be in the image file of the Software notepad, even if it is center typing in image.
- Latin Characters, if any, shall be typed as normal characters. Ex: “æ” should be typed as ‘ae’, “ç” should be typed as ‘c’, “ê” should be typed as “e”, “á” should be typed as “a” etc.
- Any Headers or Footers found in IMAGE file it should be typed as Regular text in **NOTEPAD File** with appropriate line alignment
- Color Text (if found any in the IMAGE file) should be written in BLACK color Text only.
- Always type the text as **Regular text**. **Bold, Italics** in Software File is **not** at all required
- If a **word is split** in the IMAGE file then the same should be done in **NOTEPAD File**.
- If a line ends in IMAGE file then the same should be done in **NOTEPAD File**.
- User is required to submit all the text files at the time of submission in **new work**.
- User is required to submit his/her typed **NOTEPAD Files** only on the time of submission.
- User is required to **send his/her NOTEPAD Files in zip-folder only**.
- User is required to submit **NOTEPAD Files in zip-folder** at skygoaldepartment@gmail.com only.
- **Accuracy is calculated on whole project, NOT for single page**
- For quires Contact us @ skygoalonline@gmail.com

TERMS AND CONDITIONS FOR NEW WORK

- **The Accuracy level as per Data Accuracy Report should not be below 80% then your id will be Rejected and Terminated.**
- submit your work with your work id otherwise your work may be rejected.
- Company's decision will be final in all the terms and conditions stated above.

Rejection Criteria:

- If the File name of the image file and the corresponding text file does not match.
- If Content of any text files does not match with corresponding image files.
- Incomplete text files found in new work/ rework or re-rework
- Any third party software used for text checking or conversion.
- Should not type files in any version of MS Office/MS-word.
- Accent characters done using commands or character map used character found in any file.
- If hyperlinks are found in any of the text file.
- Any other files are found in the zip folder except the text document. (Like temporary files or any Other file types).
- If the typed text file is not in .txt format or any other extension files found.
- Entire Work should be type in single space only.
- If the completed Job files has not been submitted within the deadline mentioned by the company.
- If user will submit his/her typed files other than skygoaldepartment@gmail.com then his work will Not be consider in QC.
- For submission the work has to be e-mailed only on skygoaldepartment@gmail.com
- If a company found any type of mal-practicing, doubts or software, then company has right to Verify with center / individuals and can give some sample pages for testing the same.
- If QC Dept. found any type of software in your any project work, or help of Microsoft Word or Office or third party software has been found then your all the Id's will be immediately Terminated without any prior intimation.

Note:-Here by signing you agree to all the rules and regulations of the company.

Candidate's signature