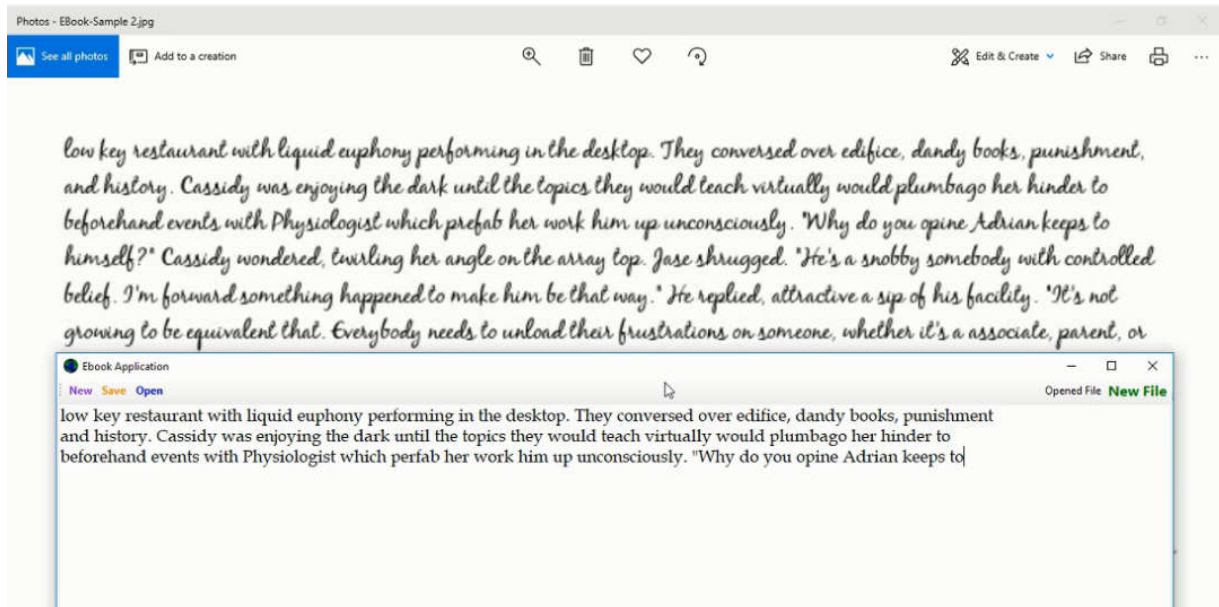


# E-Book Typing Project

## Sample Image file



Such Pages will be given. One page will have 50 to 55 lines approx. and it has to be typed in the company software as shown.

## Project Plans

Project Name:	E-Book – Starter	E-Book – Expert	E-Book – Professional
Pages.	100	200	400
No. of Days.	7	15	30
Accuracy Required.	Minimum 60%	Minimum 40%	Minimum 40%
Value Per Page.	Rs.90	Rs.120	Rs.150
Contract Tenure.	3 months	6 months	12 months
Security Deposit.	Rs.2000	Rs.4000	Rs.7000
Processing Charges. (Non-Refundable)	Rs.1000	Rs.1000	Rs.1000
<b>Total Cost</b>	<b>Rs.3000</b>	<b>Rs.5000</b>	<b>Rs.8000</b>
Refund Scheme	Rs.2000	Rs.4000	Rs.7000
<b>Total Earning</b>	<b>Rs.9,000</b>	<b>Rs.24,000</b>	<b>Rs.60,000</b>

### **Payment Schedule For E-Book – Starter Project:**

80% to 100% Accuracy Achieved = Rs.9,000/- (Rs.90 per Page)

60% to 79.99% Accuracy Achieved = Rs.5,000/- (Rs.50 per Page)

1% to 59.99% Accuracy Achieved = No payment and new E-Book assignment.

### **Payment Schedule For E-Book – Expert Project:**

80% to 100% Accuracy Achieved = Rs.24,000/- (Rs.120 per Page)

60% to 79.99% Accuracy Achieved = Rs.14,000/- (Rs.70 per Page)

40% to 59.99% Accuracy Achieved = Rs.6,000/- (Rs.30 per Page)

1% to 39.99% Accuracy Achieved = No payment and new E-Book assignment.

### **Payment Schedule For E-Book – Professional Project:**

80% to 100% Accuracy Achieved = Rs.60,000/- (Rs.150 per Page)

60% to 79.99% Accuracy Achieved = Rs.40,000/- (Rs.100 per Page)

40% to 59.99% Accuracy Achieved = Rs.20,000/- (Rs.50 per Page)

1% to 39.99% Accuracy Achieved = No payment and new E-Book assignment.

### **Accuracy Parameters:-**

<b>Type of Error</b>	<b>Pages</b>	<b>Deduction</b>
Punctuation Error	In Whole 100/200/400 Pages.	0.80%
Spelling Error	In Whole 100/200/400 Pages.	0.90%
Case-Sensitive Error	In Whole 100/200/400 Pages.	0.60%
Word Missing/Extra Word Error	In Whole 100/200/400 Pages.	0.90%
Space Missing/Extra Space Error	In Whole 100/200/400 Pages.	0.70%
Enter Missing/Extra Enter Error	In Whole 100/200/400 Pages.	0.70%
Line Missing/Extra Line Error	In Whole 100/200/400 Pages.	2.00%

Kindly ensure that the Accuracy Parameters are maintained as per the payment schedule for E-Book Projects. Each errors will be calculated as mentioned in the Accuracy Parameters.

The undermentioned percentage of total errors in the projects will not be eligible for payments.

- 1) E-Book Starter Project: Total Errors above 40%
- 2) E-Book Expert Project: Total Errors above 60%
- 3) E-Book Professional Project: Total Errors above 60%

## Sample Accuracy Report:-

Page No.	Line No.	Actual	Error Done	Error Criteria.	Corresponding Deduction Rate
4	36	Hello.	Hello,	Punctuation	0.80%
57	5	Master	Mastir	Spelling	0.90%
93	25	He was going	He going	Word Missing	0.90%
115	42	She was	Shewas	Space Missing	0.70%
170	31	No Enter was Required.	Extra Enter between line 31 and 32	Extra Enters.	0.70%
Total	4.00%				

QC center will check the random pages in the submission. All the pages won't be checked and if the accuracy goes below the minimum accuracy required for qualifying then the QC center will not be responsible for the further checking of the same.

### 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.

We will send you the Error Report in seven working days after the submission of your Workload. New Workload will be given to you after the Completion of the Given Workload. If the QC Center will find any Error in the data submitted then they will send you the Error Report. If the Agent gets below required accuracy level then he is not eligible for Payments.

## Contract Termination:-

Contract would be terminated in the below mentioned cases.

- If your accuracy is below required accuracy level continuously for two submissions or if project is not submitted.
- If you are found using any third party application other than the application provided by the company, including but not limited to Microsoft Word or any other program in Microsoft Office or other.
- If you are found to be working with any direct competitor of the company without intimating the company in between the contract period.
- If you are found to be forwarding the data files to any other email address other than the email address of the company or if you are found to be giving/sharing/leaking the data to anyone else who is not directly or indirectly involved with the company by any means.
- If more than 1 Computer (Desktop/Laptop) is used to complete the work.

## **Submission Rules:-**

- Submission should be made only on the company's official email address.
- Submission should be made exactly on or before the deadline given by the company.
- File names of the submitted file should exactly match with image files.
- Submission should be made of all pages strictly. Submission should be made in zip folder.
- The zip folder of the submitted files should not contain any other file/folder.
- All the submitted files should be found complete. Any incomplete file should not be found in the submission folder
- All the Submitted files should be in .dxt format

## **Technical Instructions:-**

- User is required to make individual .dxt files for every image files.
- Every line of the dxt 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.
- Latin Characters or Accent Characters, if any, shall be typed as normal characters. Ex: "æ" should be typed as "ae", "Ç" should be written as "C", "Û" should be written as "Y", "ķ" should be written as "k" etc.
- Color text (if found in the image file) should be written in Black color text only.
- Always type the text as default text in software. Bold, Italics in software File is not at all required and is not possible also.
- If a word splitted in the image file, same should be done in the dxt file. No justifications should be done between what should be right and what should be wrong. Just type as it is given in the image files.
- If a line ends in the image files, same should be done in the .dxt file.
- There shall be no 'Header' or 'Footer' used.

## **Rejection Criteria:-**

- If file name of the submitted file doesn't match with the file name of image file.
- Incomplete .dxt files found.
- If any of the hyperlinks are found.
- If any other file/folder found in the Zip folder other than the needed .dxt files
- If the file submitted is not in .dxt format.
- If the completed job files has not been submitted within the deadline mentioned by the company.
- Accent Characters used in the transcribed Data.
- If the File bearing the Submission of the Transcribed Data does not bears the Extension '.dxt' or bears any other Extension.
- If transcribed text is not typed in Company Software.
- Rejection at any stage would preclude any further submission of the same Transcribed Data, and other stages shall be forfeited.

## **Terms For Refund Of The Deposit Amount:-**

- The security deposit amount will be refunded with the total amount against the submission which is having accuracy above required level.
- Any amount from the security deposit amount will not be refunded against the submission of the transcribed data files having accuracy less than required accuracy level or if project is not submitted.

## **G. How to Join**

You can pay the processing fees and the deposit amount in our bank account or in our office by cash/cheque or by NEFT/IMPS or PayTM. Then submit the application form/ declaration form and a self - attested photo identity proof (Voter Id/ Driving License/ Passport/ Aadhar Card).

### **Bank Details**

<b>Account Name:</b>	DATA ESOLUTIONS
<b>Account Number:</b>	623805030761
<b>IFSC Code:</b>	ICIC0006238
<b>Bank Name &amp; Address:</b>	ICICI Bank, Mulund (W)