

GURU INFOTECH

Company Policy-2018

For Freelance Content Writers

BankExamsToday.com

3/5/2018

This document clearly specifies the terms and conditions for the freelance content writers willing to work with us or already working with us. We recommend you to read it thoroughly

INTRODUCTION

BankExamsToday is a web-portal and mobile application precisely designed to offer an e-learning platform to the students and aspirants of various competitive exams like RBI Grade B, NABARD Grade A, Credit Officer (Various Banks) SBI PO and Clerk, IBPS PO and Clerk. Along with these, we also cover the state level exams.

WHO WE ARE?

Established in 2013, BankExamsToday is an endeavor of Mr. Ramandeep Singh Behl, an educator and entrepreneur. He envisioned delivering web platform to the students and aspirants where they can find all the useful and relevant study material for their exams. We here with a team of in-house editors and teachers work with the team of freelancers living in various states of our country. We believe in sharing ideas and spreading knowledge. BankExamsToday is a project under Guru Infotech located in Ludhiana. GKDigest.com, Ttotal.com. Learn.BankExamsToday.com are some of our well-recognized projects.

WHAT DO WE TEACH?

Our study material comes in various formats viz. Blog Posts published on BankExamsToday.com, GKDigest.com, Ttotal.com and Learn.BankExamsToday.com. We make e-books and video lectures also that fall in the category of our premium products.

TOPICS TO BE COVERED

It very important for you to be aware of the exam patterns, syllabus, types of questions of these competitive exams. The subjects mainly covered in these exams are

- Banking and Financial Awareness
- Reasoning Ability
- Quantitative Aptitude
- English Language
- Financial Management
- Finance and Management
- General Awareness
- Static GK
- Computer Awareness

I mentioned the topics so that you can opt out the subject or more than one subject according to your educational background and interest.

JOB DESCRIPTION

As a freelance content writer, you will choose one or more subjects of your interest. From the chosen subject you will be asked to prepare a list of the topics that you would like to cover in a week. E-mailing the list of daily or weekly assignment is a must. The editor will approve your topics and then you can proceed to write your assignment. While writing your assignment, keep the following things in mind

- You can write on the topics approved by the editor
- It should be in word document format not in PDF or any other format.
- Font size 12 and font Calibri. Use headings and subheadings for clear understanding of the topic.
- Article without heading and subheadings will be rejected at once.
- It should be plagiarism free. If your content is found copied, we will terminate you from the position of freelance writer at once.
- The plagiarism of your content can be detected even after the assignment is published on the website. Make sure you write unique content.
- The above condition does not apply when it comes to preparing reading comprehensions or other questions for the English Language.
- There will be a deadline to deliver your assignments. Assignments delivered after the deadline (without prior notice of delay) will not be accepted.
- You have to send us at least one article a day or three articles in a week.
- An article will only be published once it's content go through and clears our rigorous language and plagiarism test.
- Format of the Questions should be: Question + Option A, Option B, Option C, Option D, Option E + Description/Explanation)

PAYMENT CRITERIA

The payment will be done for the published articles only. If an article is missed by our team or we have added it to the premium content, then it will be paid. If we are using your content for premium course, you will be informed about that.

Basic Payment	150-200 (Word Limit minimum 500 Words per article)
Article More than 500 Words	250-300
For English Language Questions	INR 20
For Quantitative Aptitude Questions	INR 25

For Reasoning Ability Questions	INR 25
For Short-cut tricks of Quantitative Aptitude and Reasoning	INR 300-400
For General Awareness Questions	INR 15
For Finance and Management Questions	INR 25
Banking Awareness Questions	INR 20
Computer Awareness Questions/Articles	Not Accepted
Exam Notifications	50/-Notification
Exam Analysis	150/- Analysis
Current Affairs+Quiz (daily)	5000/ Month

We do not accept questions for general awareness, banking awareness and financial management unless we assign you to do the same. You must send us articles. If you add some expected questions at the end of your article, that won't fetch you separate payment for the question. The worth of an article depends upon the number of readers it attracts. It will be finalized by the editor.

Payment will be deducted for the incorrect solutions/explanations. (if found any)

MODE OF PAYMENT

The payment is done between 5th to 10th of every month. The mode of payment is UPI Transfer. The payment can be delayed due to holidays, evaluation of your assignments and work-overload. There will be no negotiation.

MAINTENANCE OF WORKSHEET

Maintaining the record of your work is your prime responsibility. After you accept our terms and conditions, we will send you a excel sheet with titles to be filled by you and the same sheet will be sent to us on 1st of every month to be matched with our worksheet.

Note for the already working writers- A new excel sheet will be sent to you tomorrow. You are expected to maintain your record in that worksheet only.

LEAVE/RESIGNATION NOTICE

- We understand your personal and professional commitments, therefore we expect you to inform us prior taking a leave for a week or two. Leaven taken without prior notice will lead to discontinuation of assignments
- If at any point of time, you feel to leave our company, you must give us a formal letter mentioning that the content you provided us with will not be shared with any other web-platform without our knowledge or approval. Breach of this, will lead to serious action.

MUST DO'S

- Always get your topics approved

- Adhere to the grammatical rules
- Maintain your work record
- Stay in touch with the editor

NEVER DO

- Never copy
- Never miss the deadline
- Never take leave without prior information
- Never write grammatically incorrect sentences

These terms and conditions are applicable to everyone who is willing to work or already working with us. Adherence to the rules is expected from everyone.

The prospective writers can drop your queries on the email id: writer.bankexamstoday@gmail.com

Thanks and Regards

Insiya

Educator and Editor

BankExamsToday.com