

WORKS Brief - Points / INCENTIVE & Stipend for INTERNS - Fresher Architects & Engineer - 2021

REX BMC PMC Building ka Doctor

SR NO	WORKS	Time	Stipend	Incentive on success / work completion	Target	On Receipt of Cheque
	Brief - Description of work at office				Min - 5 works	
1	Reaching site/ office on time (Office 10 am 2 - 3 pm 7)	10 mins early	20			
2	To know major parts of office materials / files / for quick response		10			
3	CALL / SMS clients - FOLLOWUP (1st & 2nd & 3rd Follow-up) WRITE message DETAILS at ADDRESS BOOK & other relevant records. 40 - 50 calls per day	100 mins	100	1% or Rs 200	15 success / M	500 all inclusive
4	Receive incoming Call - write client DETAILS at format book & ADDRESS BOOK	10 min	10			
5	SA / TDR LETTER preparing / printing / sending by mail / sms / courier - call & inform , make entries at relevant books	20 min	50			
6	Making upto approval - Bussiness related message postcard	20 min	50			
7	To forward / sms / Post the card to all medium of Social media - 500 forwards - P d	30 min	50			
8	Send marketing email to clients / Society (Let, Com Pro, Tips, Re. 1) - 100 mails - P d	20 min	50			
9	Organise & make - Tea/ snacks / Salad for oneself + others / as Incharge	1/2 hour	10			
10	SMS / Telecall on list of numbers for bussiness promotion - 50 calls per day	100 mins	100	2% /Rs 200	30 success / M	500 all incl
11	Making PPT presentation for project / clients	2 hrs (min)	200			
12	Making PPT to VDO about bussiness message for promotion	2 hrs (min)	500			
13	Preparation of small Seminar at Office or Society	2 hr	500			
14	Attending Lecture + Presentation skills practice once a week at office in group	2 hrs	100			
15	Preparation / making of Short Sub website for Client / Society	2 hr	500			
16	Office management Incharge - weekly basis	1 hr per day	200			
17	Site Management Incharge - weekly basis	1 hr per day	500			
18	Incentive on works / Execution (SA / FR / Design / Site monitoring , etc)				5 works / M	10 - 50 %
	Brief - Description of work at site or home					
1	MEETING with client / SOCIETY with SIR (per meeting)	2 hrs (min)	100			
2	MEETING with client /at SOCIETY INDIVIDUALLY (short Explain about us)	30 min (min)	50	2% - 1000		
3	MEETING with client /at SOCIETY INDIVIDUALLY (Detailed - Normal type)	2 hrs (min)	200	5% - 5000		
4	MEETING with client / at SOCIETY WITH ASSOCIATE ENGINEER	2 hrs (min)	150			
5	Follow up 2nd, 3rd & 4th Level/Fees letter preparation	10 min	20			

6	ATTENDING Industry related / Real estate / EXHIBITION	6- 8 hr	200		
7	ATTENDING SGBM meeting / Builders presentation at hotel	2 / 3 hr	100		
8	Smart Village / PMAY WORK Promotion (per person)	10 min	50		
9	FR/ SA/ Carpet / Plot Measure/ AutoCAD plan - any work during initial practice day - first 100 days . Work at home or office	Rs 200/- OR As per work allotted & decided by In-charge			
10	FR/ SA/ Carpet / Plot Measure/ AutoCAD plan - any work during initial practice day - first 100 days . Work at Site / To assist Engineer	Rs 300/- OR As per work allotted & decided by In-charge			
11	Building Survey/ Re. 1 scheme (per Building or Contact detail of society)	10 min per bldg	10		
12	Organising Seminar for society Independent (Complete Sponsorship + Management + PR) min 50 attendee	Daily followup	2000	100	
13	Hand deliver courier/ Cheque Collection/ Bldg Visit - initial	As per location	50		
14	To know major parts of office materials / files / for slow / no response - deduct	10 mins per day	20		
15	Reaching site / office late - deduct	10 mins or more	-50		
16	REX Promotional work Market field survey - 20 bldg per day	hrs / As per work	500		
17	Preparing new idea / format for any work	2 hrs	500		
18	Refer list of Incentives for 50% of Freelance Marketing person for all New Clients with leads & coordination				
THE TRAINEE Architect / Engineer must not EXCEEDS THE ALLOTTED TIME , Otherwise Incentive earned WILL BE REDUCED. Or Increased if done before time.					
	Expected Works / per Month / as Above	Expected Stipend	Incentive	per day at site	per day at office
1	First month	6 k	Nil	250	200
2	Second month	6 k	2 - 3 k	300	200
3	Third month	6 k	3 - 5 k	350	250
4	Fourth month	6 k	5 - 7 K	400	250
5	Fifth month	6 k	8 - 10 K	450	300
6	Sixth month	6 k	10 - 15 K	500	300
7	Seventh month	Nil	15 - 20 k	550	350
8	Eight month	Nil	25k	600	350
9	Ninth month	Nil	27 K	650	400
10	Tenth month	Nil	30 K	700	400
11	Eleventh Month	nil	32 K	750	450
12	Year Completed	Nil	35 K	800	500
		36 K			Avg - 2 lakh - FY
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