

2020

Xenium Vacancies



Rahisul Hasan
Xenium Academy Pvt. Ltd.
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Abbreviation

BA	Block Administrator
BEP	Board Exam Preparation
DA	District Administrator
KPI	Key Performance Indicators
LCD	Leadership and Career Development
SBA	Senior Block Administrator
ZM	Zonal Manager

1. Business overview

Mission of Xenium Academy is that private and government schools/colleges should adopt advance educational system. This advance educational system helps colleges to manage educational activities and helps students to secure good marks in board examinations. There are other activities which help students to prepare for government and private jobs. Xenium Academy conducts BEP (Board Exams Preparation) during final board examination. Xenium conducts Online Exam and Online Training for undergraduate, graduate and post graduate candidates to get private or government job.

1.1. Type of Works

There are 4 different types of business activities of Xenium Academy. Xenium staff is responsible to carry out associated activities of each business as mentioned below.

1.1.1. Xenium Education

- College management software with many features
- Conduct LCD Leadership & career development (BEP) activities these activities include individual and group tasks/ activities of students in games, public speaking, debate, essay writing, model making, organizing inaugural and closing ceremonies, online record feeding

1.1.2. Board Exam preparation BEP

BEP is online exam based on board question papers and soft copies of study material for board examinations

1.1.3. Online examinations

Online exam is for students preparing government Jobs like NDA, CDS, CPO, Airman, Police, Railway, Banks etc.

1.1.4. Online Training

Online training is for working professionals and job seeking candidates Job activities include advertising, marketing to colleges and individual students, counselling to colleges, individual students and parents, for private and government jobs for Xenium and non Xenium students.

- Sales And Marketing
- Computer courses
- Technical Trade
- Construction and maintenance technicians/ supervisors/ engineers
- Quality, Health, Safety and Environment (QHSE)
- Supervisors And Managers
- Administrative Skills
- Career Development
- Human Resources
- Microsoft Office Specialist (MOS)
- Personal Development
- Workplace Essentials

2. Organizational Structure

2.1. Geographical location

This system is applied district wise, considering one district as one unit. District is divided into 5 Blocks and each block has 5 Colleges. A Zone is formed by

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clubbing 10 districts of close proximity. Hence there are 25 colleges in a district and 250 colleges in one Zone.

2.2. Staff structure

One district has one District Administrator (DA), one Senior Block Administrator (SBA) and 5 Block Administrators (BA). One BA will coordinate with 5 Colleges. SBA is the link between BA and DA. SBA has shared responsibility of BA and DA and acts occasionally as BA or DA whenever and wherever required.

3. Financial & Work – Terms and conditions

3.1. Payment

Payment is strictly based on work performed by Staff on percentage commission basis. Salary will be given monthly calculated on the basis of business done for a year.

Salary is calculated on the following percentage

- BA : 30% (*from a Block of 05 colleges*)
- SBA : 8% (*from a District of 25 colleges*)
- DA : 10% (*from a District of 25 colleges*)
- ZM : 2% (*from a Zone 10 districts of 250 colleges*)

3.2. Working Hours

There are 08 hours to work. Staff has to coordinate with colleges, advertise and market the system as per schedule and work assignments. Staff has opportunity to work extra hours to generate extra income.

3.3. Staff Education

Staff is continuously given opportunity for courses to enhance his career and job capabilities. There will be online and classroom trainings for staff.

4. Automation of works

Works and assignments are prescheduled and available online. Staff works as per schedule and feeds the data/records online for all the activities. Key Performance Indicators (KPI's) are set for each activity and each staff. There are several other benefits and promotion to staff which are directly linked with employees KPI's.

5. Xenium Jobs

5.1. Post, No of Vacancies & Salary

Sr	Post	Salary/ Month	Vacancies
1	BA	Rs. 35,000/-	100
2	SBA	Rs. 50,000/-	20
3	DA	Rs. 60,000/-	20
4	ZM	Rs. 125,000/-	5

6. JD (Job Description)

6.1. BA, SBA & DA

6.1.1. Education

- Graduation in any stream (BA, BSc, BCom etc) or
- Diploma in Engineering

6.1.2. Experience

- Marketing and/or teaching experience
- Competitive examinations preparation
- Fresh Graduates may apply

6.1.3. Skills

- Surveying & Marketing
- Solving & Negotiation
- Interacting & presentation
- Analyzing & interpreting
- Creating & conceptualizing
- Organizing & executing
- Adopting & coping
- Enterprising & performing

6.1.4. Responsibilities

- Marketing **Xenium Education System** to colleges, meeting with college principal and manager, counselling parents and students
- Assisting College Staff to run the software and feed data
- Advertising of business through banners, posters and display in markets and fairs
- Development of syllabus, and examination papers
- Coordinating and managing Educational activities of colleges
- Development of LCD Activities of colleges
- Coordination and managing Leadership and Career Development (LCD) activities
- Marketing **BEP** to non-affiliated colleges and individual candidates
- Marketing of **Online Exams** to coaching Centers and individual candidates
- Marketing of **Online Training** to companies and individual candidates
- Assist in staff recruitment process and staff training

6.2. ZM

6.2.1. Education

- Post- Graduation in any Stream (MA, MSc, M Com)
- or Engineering degree
- or MBA

6.2.2. Experience

- More than 5 Years'
- Knowledge & Experience of following
- Manager post in any organization
- Developing and organizing Marketing Team
- MS Office – Word, Excel, Advance excel, Power Point
- Data management, Analyze and interpretation
- Recording and reporting
- Organizing events

6.2.3. Skills

- Good Public speaking
- Maintain discipline
- Counselling skills
- Work Under Tight Time Schedule
- Understanding the Requirement
- Analyze & interpret requirement
- Conceptualization of Requirement
- Interacting with different stakeholders
- Presenting the Business and reports

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- Solving and Negotiation

6.2.4. Responsibilities

- Act like a business owner
- Recruitment and training of Staff
- Motivating Staff & Public
- Develop Operational procedures
- Organize Events
- Develop budget and control of finance
- Prepare Business Feasibility
- Have operational control
- Marketing all activities
- Resolving Conflicts & grievances

7. Selection Procedure

- Written test & interview
- Training will be provided to selected candidates

8. Contact Details

- info@xeniumacademy.com
- headoffice.xeniumacademy@gmail.com
- it1xeniumacademy@gmail.com
- +91 83039 00821 (WA)
- +971 56 257 3434 (WA)

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