**Little champs’ edu. academy, Hyderabad**

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| Affix your latest Passport sizePhotograph |

 **ACCEPTANCE LETTER**

 For

 **Dist/Area Co-Ordinator(LCT, LEO, LCMS)**

 **(Academic Year 2016-17)**

 (Please fill this form in CAPITAL LETTERS only)

**Name of the Person :** ………………………………………………………………..

**Occupation : ……………………………………………………………..**

**Date of Birth : ……………………………………………………………..**

**Address for the correspondence :** …………………………………………………………………

 …………………………………………………………………

 …………………………………………………………………

 …………………………………Pin…………………………

**Phone No.s : 1.** ………………………………………………………………

 **2.** ...............................................................

**E-mail (Compulsory) :** …………………………………………………………………..

**PAN No. :** …………………………………………………………………...

**I would like to work as a Co-ordinator :** ……………………………………………………………………………

**(Please mention the Area/Dist. Names)**  ……………………………………………………………………………

**I am accepting your terms and conditions given at the backside of this Acceptance letter. I would like to work as Dist/Area Co-Ordinator for the Little Champs’ Edu Academy, Hyderabad.**

 ***Signature***

**Note: Please send this Acceptance Letter as soon as after receiving this letter.**

***TERMS & CONDITIONS***

**Dist/Area Co-Ordinator is required to:**

1. Approach head of the schools/institutions and teachers to introduce the LCT,LEO, & LCMS in their schools and motivate their students to take part in this examinations.

2. Co-ordinating between the schools that sign up and Academy to ensure smooth progress of the

 LCT, LEO & LCMS.

3. Help us in arranging the Test Centres and conducting the examination. (We will bear the

 Examination expenditure).

4. Arrange Observers in all the test centres in your Dist/Area for the smooth conducting of the

 Examinations. (Rs. 100/- for each observer will be paid the remuneration.

**REMUNERATION:**

The remuneration will be paid on the basis of number of students appearing for each exam (LCT, LEO & LMSO) by using the Application forms distributed in your dist/area. Every Co-Ordinator will be given an **Identification Number(ID NO**). Which should be cited in all the application forms for schools.

**We Pay the remuneration as follows:**

1. Rs. 8/- per student for enrolling up to 1000 students.

2. Rs. 10/- per student for enrolling more than 1000 students.

Note: 1. Application Forms, which do not carry your **identification Number (ID NO)** are not s

 considered in to your account.

 2. A Co-Ordinator is not supposed to accept the exam fee in the form cash from schools.

 3. Keep in touch with the Academy by providing an update information regarding your canvassing effort by sending an Acknowledgement forms.

 4. Co-Ordinator is required to work for Academy only. You should not promoted similar exams

 Of other organisations directly/indirectly.

Signature: ……………………………………………………………………. Date: ………………………………..

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| **For office use only:** Name of the Co-Ordinator:……………………………………………….. I.D. No. ……………………………… |