Annexure II - Project-Based Employment (PBE)

Employment	Regular PBE	Incentive-based PBE
Description of employment	Regular PBE will be primarily for the purpose of (Hosting/Sending/Volunteer/Alumni) in connection with the specific project/undertaking as per given by the organization which needs to be completed in a specific period of time ranging from 3 to 6 months.	Incentive-based PBE will be primarily for the purpose of (Hosting/Sending/Volunteer/Alumni) in connection with the specific project/undertaking as per given by the organization which needs to be completed in a specific period of time ranging from 3 to 6 months, but it will be inclined more towards incentive based. It'd be further divided into two parts: 1. Incentive-based for Outbound Programs where employee will get incentive as per the numbers increase in AFS programs. This will only be applicable if you're hired under Sending Department. 2. Incentive-based for specific/special Programs where employee will get incentive if/when they finish the given assignment/project on time as per the guidelines and timelines provided by the organization. It'll be measured by the team.
Salary	20,000 INR per month without any incentive	1. Incentive-based for Outbound Programs 20,000 INR with incentive decided per new programs in Sending Department. 2. Incentive-based for specific/special Programs 18,000 INR with incentive provided bonus in the end of month if completed on given time. (if applicable)
Leaves	1 day in a month	1 day in a month
Timings	Regular from 9:00 a.m. to 5:30 p.m. from Monday to Thursday. Two working Saturdays in a month.	Regular from 9:00 am to 5:30 p.m. for three days in a week from Monday to Wednesday with one working Saturdays in a month. Depending on the specific/special Programs, one can also be given the possibility of working from home. Refer to the criteria for working from home below.
Calendar	Depending on the requirement of the department through the year. Hiring is	For Outbound Programs, employment will be given during the promotion time, so the recruitment can take place.

	usually done during peak moment for each department which differs for all. Sending – July to December Hosting – March to August	For specific/special Programs, employee will be hired as per required throughout the year.

Benefits	If required/needed:
	  1. Will be given cell phone for communication.
	  2. Will be given in-office use computer.
	  3. Will be given a great ambiance to work and prosper.
	  4. An employment certificate after the successful completion of project.
	  5. A chance to interact and work with volunteers.
	  6. Visiting Card
	  7. Work with reputed external organizations/schools.	

Special benefits for AFS alumni/volunteers	1. For AFS Alumni, a certificate of recognition after completion of programs. 2. An exemption from paying the Volunteer Registration Fees for 2 years.	

Criteria for Working from Home:

1. The results will be measured on the outcome employee will provide by the end of each week by submitting the form and details required to the reporting officer.
2. Must be available to communicate with the reporting officer from Monday to Wednesday from 9:00 a.m. to 5:30 p.m. and one working Saturdays.
3. In person meeting with the reporting officer in National Office end of 1.5 month.
4. Needs to have his/her own computer to work on.
5. Reimbursement on internet and phone communications can be done by the end of each month.

Note:

1. If an AFS-IND is keen on working with AFS-IND, and ready to contribute for a longer period, they can take up the project-based employment and work towards a permanent profile in the organization.
2. Incentive for the incentive based employment can be talked upon when negotiations are done. The incentive depends on the skills and talents you are bringing in the organization.
3. If you're a college/school student and still want to work with AFS-IND to build up the portfolio, AFS-IND would be happy to accommodate the needs and work out a detail if any project is available at the moment.