

# COMMUNITY OPERATIONAL UNIT [COU]

## LEVEL 1

### 1] Community Builder Agent. [CBA]

The Community Builder is one of the most important positions in QEUBIT GLOBAL.

A Community Builder acts as the direct connection between QEUBIT GLOBAL and the public by building trust, creating awareness, and helping people understand the services and benefits offered by the QEUBIT GLOBAL.

The main role of a Community Builder is to find and connect with people, explain the QEUBIT system clearly, promote and sell QEUBIT Connect [ after the purchase of QEUBIT Connect (Product) ] guide customers through the joining process, and help grow the QEUBIT Community Network. QEUBIT Connect provides access to the benefits offered by QEUBIT GLOBAL.

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### Eligibility

- Both male and female candidates can apply.
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### Required Qualifications & Skills

- › Good communication skills
- › Good behavior and professionalism
- › Work dedication and responsibility
- › Good interaction skills
- › Ability to explain clearly
- › Ability to attract and influence people
- › Capability to engage with people

## **Responsibilities**

- Find and connect with new people and communities
- Clearly explain about QEUBIT GLOBAL, its services, and customer benefits
- Explain the two main services:

### 1] E-Commerce

QEUBIT GLOBAL E-Commerce is designed to help customers get products and services at lower and affordable prices compared to many marketplaces around the world.

The main goal of QEUBIT GLOBAL is to reduce unnecessary market costs and help customers access products and services with better value, transparency, and support.

customers receive products and services at prices that can be approximately 35% to 50% lower than regular market prices.

The main goal of QEUBIT GLOBAL is to create an affordable, transparent, and customer-focused marketplace system where people can access products and services with better value and proper support.

### M to C (Manufacturer to Customer) Model

QEUBIT GLOBAL focuses on reducing unnecessary middle-market expenses by connecting products and services directly from manufacturers, providers, or authorized sources to customers.

This M to C model helps:

- Reduce extra market charges
- Provide lower prices for customers
- Increase affordability
- Create transparent pricing systems
- Improve direct customer support and communication

- Make products and services more accessible to people

Note: The Community Builder should explain and provide examples comparing prices between other marketplaces and QEUBIT GLOBAL products/services for better customer understanding and transparency.

## 2] QEUBIT Care [product]

QEUBIT Care is a support and development service under QEUBIT GLOBAL focused on helping through different support and development projects.

QEUBIT Care may provide projects such as:

- Educational Support Projects

These projects help students and learners through: • Financial support assistance

- Tutorial and learning support
- Educational guidance
- Skill development programs
- Career support

- Business Support Projects

These projects help startups, teams, and businesses through: • Financial support assistance

- Team building support
- Business development support
- Marketing and operational guidance
- Growth and expansion support

- Human Development Projects

These projects focus on personal and community growth through: • Financial support assistance

- Educational support
- Human development programs

- Skill and personality development
- Community development activities
- **And More Projects**

QEUBIT Care may introduce many more support and development projects in the future based on community needs, opportunities, and organizational growth.

- **Many More Yet To Come**

QEUBIT GLOBAL continuously focuses on expanding QEUBIT Care with new ideas, support systems, and development projects for the benefit of people and communities.

QEUBIT Connect is a product which is available in both digital and physical formats. The online QEUBIT Connect is free and will be delivered through email, WhatsApp, or SMS after registration. The registration fee is ₹200. If a customer requests a physical card or kit, an additional ₹50 plus applicable delivery charges will be added.

After successful registration, customers will receive a QEUBIT Connect ID and authentication (such as verification details, etc.), which allows them to access the benefits offered under QEUBIT Connect. The QEUBIT Connect ID serves as their unique identification within the QEUBIT system.

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## **QEUBIT COMMUNITY BUILDER – EARNINGS & TERMS**

### **EARNINGS**

Earn ₹200 per successful QEUBIT Connect registration.

Total income depends on the number of successful registrations completed.

### **EXAMPLES**

#### **◆ Daily Example**

10 registrations × ₹200 = ₹2000 per day

#### **◆ Weekly Example**

50 registrations × ₹200 = ₹10,000 per week

## ◆ Monthly Example

300 registrations × ₹200 = ₹60,000 per month

### **MONTHLY SCENARIOS**

10 per day → ₹2000/day → ₹60,000/month (30 days)

20 per day → ₹4000/day → ₹1,20,000/month

30 per day → ₹6000/day → ₹1,80,000/month

### **MINIMUM PERFORMANCE**

Minimum target: 10 successful registrations per day

### **MAXIMUM PERFORMANCE**

No fixed limit; depends on individual capability and effort

### **PAYMENT CYCLE**

Earnings are calculated and paid on a 30-day cycle

### **WORKING POLICY**

Sundays, government holidays, festivals, and personal leave are considered non-working days (no earnings)

Personal leave is allowed for genuine reasons

Extra work can be done on working days to maintain income levels

### **HOURLY PERFORMANCE OPTION**

If a Community Builder is skilled and achieves high performance:

Minimum requirement: 10 successful registrations within 1 hour

Reward: ₹2000 per hour

Each hour is calculated separately

If the target is not achieved in a given hour, no hourly payment is provided for that hour. If the target is achieved again in another hour, the payment applies again.

### **IMPORTANT NOTE**

If hourly payments are taken, the amount will be adjusted in the 30-day cycle payout

No duplicate payment for the same work

## **EMPLOYMENT TERMS**

Contract starts from the joining date

1-month prior notice required for resignation

Leaving within 6 months → ₹1999 training fee applicable

Leaving after 6 months → no fee required

Training support is provided from day one

Even below-minimum performance earns per successful registration completed

If performance does not improve after training, removal only after 6 months

- QEUBIT GLOBAL reserves the right to review performance and operational efficiency
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## **PERFORMANCE BENEFITS**

For every 1,000 successful QEUBIT Connect registrations, Community Builders are eligible for a Booster Benefit, such as:

### **Bonus rewards**

National / international trips for 2 people

Promotion to higher roles

Gift rewards

Only one benefit can be selected per milestone.

### **FINAL NOTE**

**All terms, conditions, and operational rules are governed by QEUBIT GLOBAL.**

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**Out fit:**

**1. FORMAL SHIRT & TROUSERS**

- Classic and professional
- Perfect for meetings
- Colors: White, Light Blue, Grey

**2. SOLID SHIRT & TROUSERS**

- Simple, sharp and elegant
- Ideal for daily office wear
- Colors: White, Beige, Light Grey

**3. SMART CASUAL**

- Relaxed yet professional
- Great for business casual days
- Colors: Navy, Olive, Beige, Brown

**4. SHIRT & BLAZER**

- Power look for important days
- Adds confidence and authority
- Colors: Navy, Charcoal, Black

**5. MONOCHROME LOOK**

- Modern, clean and sharp
- Creates a strong impression
- Colors: Black, Grey, Navy

**6. MINIMAL & MODERN**

- Minimal style, maximum impact
- Comfortable & professional
- Colors: White, Grey, Navy, Black

LOOK PROFESSIONAL. FEEL CONFIDENT.



1. CLASSIC NEUTRALS

- Black Shirt
- Beige Baggy Pants
- Black Heels
- Minimal Accessories



2. MONOCHROME CHIC

- White Shirt
- Black Baggy Pants
- White Sneakers
- Brown Tote Bag



3. SOFT & ELEGANT

- Light Blue Shirt
- Grey Baggy Pants
- Nude Heels
- Silver Watch



4. WARM TONES

- Beige Shirt
- Off White Baggy Pants
- Nude Heels
- Brown Handbag



5. SMART CASUAL

- Olive Green Shirt
- Black Baggy Pants
- Black Loafers
- Black Handbag



6. MODERN MINIMAL

- Striped Shirt
- Brown Baggy Pants
- White Sneakers
- ID Card / Lanyard



## **Level2**

### **COMMUNITY MANGER [CM]**

The Community Manager is an important management position in the Community Operational Unit [COU] under QEUBIT GLOBAL.

A Community Manager acts as the operational leader and coordinator for Community Builder Agents [CBA]. The main responsibility of a Community Manager is to manage, monitor, guide, and support the assigned CBA team while ensuring Earnings, productivity, operational discipline, customer handling, and registration activities are properly maintained.

A Community Manager is responsible for handling and managing 200 Community Builder Agents [CBA] within the assigned operational unit

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### **Eligibility**

- Both male and female candidates can apply.
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### **Required Qualifications & Skills**

- 》 Good leadership and management skills
- 》 Good communication and interaction skills
- 》 Team handling capability
- 》 Operational management skills

- » Problem-solving ability
  - » Responsibility and work dedication
  - » Productivity monitoring capability
  - » Ability to guide and support teams
  - » Professional behaviour and discipline maintenance
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### **Responsibilities**

- Manage and supervise 200 Community Builder Agents [CBA]
  - Monitor CBA productivity, registrations, and work performance
  - Ensure Community Builder Agents complete their daily responsibilities properly
  - Monitor customer registrations and operational workflow
  - Support and guide CBA teams in customer handling and community engagement
  - Maintain operational discipline and work coordination
  - Monitor the earnings and productivity of Community Builder Agents
  - Ensure responsibilities assigned by QEUBIT GLOBAL are fulfilled properly
  - Help improve team performance and operational efficiency
  - Maintain communication between management and operational teams
  - Support community growth and expansion activities
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### **COMMUNITY MANAGER – SALARY & TERMS**

#### SALARY

Fixed salary: ₹50,000 per month

#### STRUCTURE

- 1 Community Manager [CM] manages 200 Community Builder Agents [CBA]

## PAYMENT CYCLE

- Salary is calculated and paid on a 30-day cycle

## WORKING POLICY

- Sundays, government holidays, festivals, and approved leave days are considered non-working days
- Operational responsibilities must be maintained properly during working periods
- Community Managers are responsible for monitoring daily team productivity and operational performance
- Personal leave is allowed for genuine reasons
- Extra work can be done on working days to maintain income levels

## Note:-

Community Managers must ensure that assigned Community Builder Agents [CBA] properly complete their responsibilities

- If the performance of Community Builder Agents [CBA] is low, inactive, or responsibilities are not properly fulfilled, salary deductions may be applied
- If salary deductions occur, the remaining eligible salary amount will be provided accordingly
- Salary and management evaluation depend on team productivity, operational efficiency, and responsibility fulfillment under QEUBIT GLOBAL.

**If the team performs well and achieves good productivity, operational performance, and responsibility fulfillment, additional benefits and rewards may be provided accordingly by QEUBIT GLOBAL.**

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## EMPLOYMENT TERMS

- Contract starts from the joining date
- 1-month prior notice required for resignation
- Leaving within 6 months → ₹1999 management and training fee applicable
- Leaving after 6 months → no fee required
- Management and operational support are provided from day one

- If management performance, team productivity, or responsibility fulfillment does not improve after guidance and support, salary deductions or removal may occur based on operational review
  - If salary deductions occur, the remaining eligible salary amount will be provided accordingly
  - QEUBIT GLOBAL reserves the right to review management performance, operational efficiency, and responsibility fulfillment under QEUBIT GLOBAL.
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### **PERFORMANCE BENEFITS**

If the assigned CBA team achieves high productivity, successful registrations, and good operational performance, Community Managers [CM] may become eligible for Management Booster Benefits, such as:

- Bonus rewards
- National / international trips for 2 people
- Promotion to higher management roles
- Leadership rewards
- Gift rewards

Only one benefit may be selected per milestone based on operational policies.

### **FINAL NOTE**

All terms, conditions, management policies, and operational rules are governed by QEUBIT GLOBAL.

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**Out fit:**

FRONT VIEW



BACK VIEW



FRONT VIEW



BACK VIEW



## **LEVEL 3**

### **Community Head Manager [CHM]**

The Community Head Manager is a senior management position in the Community Operational Unit [COU] under QEUBIT GLOBAL.

A Community Head Manager acts as the higher-level operational leader responsible for managing, monitoring, supporting, and coordinating Community Managers [CM] and their assigned Community Builder Agent [CBA] teams.

The main role of a Community Head Manager is to ensure smooth operational workflow, productivity management, responsibility fulfillment, customer growth, and overall team performance within the assigned operational unit.

A Community Head Manager handles and manages 5 Community Managers [CM] within one COU structure.

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### **Eligibility**

- Both male and female candidates can apply.
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### **Required Qualifications & Skills**

- 》 Strong leadership and management skills
  - 》 Good communication and coordination skills
  - 》 Team handling and operational management capability
  - 》 Productivity monitoring and reporting skills
  - 》 Problem-solving and decision-making ability
  - 》 Responsibility and work dedication
  - 》 Professional behavior and discipline maintenance
  - 》 Ability to guide and support management teams
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## **Responsibilities**

- Manage and supervise 5 Community Managers [CM]
  - Manage and supervise 1,000 Community Builder Agents
  - Monitor overall team Earnings, productivity, registrations, and operational performance
  - Ensure Community Managers properly handle and manage assigned CBA teams
  - Monitor operational workflow and responsibility fulfillment
  - Support management coordination and problem solving
  - Maintain operational discipline and team efficiency
  - Monitor earnings, productivity, and performance reports
  - Support community growth and expansion activities
  - Ensure responsibilities assigned by QEUBIT GLOBAL are properly fulfilled
  - Maintain communication between management teams and higher operations
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## **COMMUNITY HEAD MANAGER – SALARY & TERMS**

### **SALARY**

Fixed salary: ₹65,000 per month

### **STRUCTURE**

- 1 Community Head Manager [CHM] manages 5 Community Managers [CM] And Manages 1,000 Community Builder Agents [CBA]

### **PAYMENT CYCLE**

- Salary is calculated and paid on a 30-day cycle

### **WORKING POLICY**

- Sundays, government holidays, festivals, and approved leave days are considered non-working days
- Operational responsibilities must be maintained properly during working periods

- Community Head Managers are responsible for monitoring management productivity and operational performance
- Personal leave is allowed for genuine reasons
- Extra work can be done on working days to maintain operational productivity and workflow

#### Note:-

- Community Head Managers must ensure that assigned Community Managers [CM] properly complete their responsibilities
- If the performance of Community Managers [CM] is low, inactive, or responsibilities are not properly fulfilled, salary deductions may be applied
- If salary deductions occur, the remaining eligible salary amount will be provided accordingly
- Salary and management evaluation depend on team productivity, operational efficiency, and responsibility fulfillment under QEUBIT GLOBAL
- If the management team performs well and achieves good productivity, operational performance, and responsibility fulfillment, additional benefits and rewards may be provided accordingly by QEUBIT GLOBAL

#### PERFORMANCE & SALARY CONDITIONS

- Community Head Managers must ensure that assigned Community Managers [CM] properly complete their responsibilities and management duties
  - If management performance, earnings, operational productivity, or responsibility fulfillment is low or inactive, salary deductions may be applied
  - If salary deductions occur, the remaining eligible salary amount will be provided accordingly
  - Salary and management evaluation depend on operational efficiency, productivity, and responsibility fulfillment
  - If the assigned management team performs well and achieves good operational productivity, additional benefits and rewards may be provided accordingly
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## EMPLOYMENT TERMS

- Contract starts from the joining date
  - 1-month prior notice required for resignation
  - Leaving within 6 months → ₹1999 management and training fee applicable
  - Leaving after 6 months → no fee required
  - Management and operational support are provided from day one
  - If management performance, team productivity, or responsibility fulfillment does not improve after guidance and support, salary deductions or removal may occur based on operational review
  - If salary deductions occur, the remaining eligible salary amount will be provided accordingly
  - QEUBIT GLOBAL reserves the right to review management performance, operational efficiency, and responsibility fulfillment under QEUBIT GLOBAL.
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## PERFORMANCE BENEFITS

If the assigned management team achieves high productivity, successful operational performance, and responsibility fulfillment, Community Head Managers [CHM] may become eligible for Leadership Booster Benefits, such as:

- Bonus rewards
- National / international trips for 2 people
- Promotion to higher leadership roles
- Leadership rewards
- Gift rewards

Only one benefit may be selected per milestone based on operational policies

## FINAL NOTE

All terms, conditions, management policies, and operational rules are governed by QEUBIT GLOBAL.

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**Out fit:**



FRONT VIEW



BACK VIEW



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**COMMUNITY OPERATIONAL UNIT [COU] – FINAL DESCRIPTION**

One COU Team has ,

» 1000:Community Builder Agents [CBA]

» 5:Community Managers [CM]

» 1:Community Head Manager [CHM]

The Community Operational Unit [COU] is a structured workforce, operational, and community management system under QEUBIT GLOBAL designed to manage customer acquisition, registrations, operational workflow, productivity, earnings monitoring, and community growth activities.

The COU system is created to build an organized and scalable operational structure where teams work together to support community expansion, customer engagement, QEUBIT Connect registrations, and operational management.

A complete COU consists of 3 operational management levels:

**LEVEL 1 – Community Builder Agent [CBA] (there are 1000 CBA in one COU team)**

Community Builder Agents act as the direct connection between QEUBIT GLOBAL and the public by engaging with customers, promoting QEUBIT Connect, supporting registrations, explaining services, and helping build the QEUBIT community network.

**LEVEL 2 – Community Manager [CM]**

Community Managers supervise, manage, monitor, and support 200 Community Builder Agents [CBA], There are 5 CM'S. Community Manager are responsible for maintaining team productivity, operational discipline, earnings monitoring, customer handling activities, and responsibility fulfillment within the assigned operational unit.

**LEVEL 3 – Community Head Manager [CHM] (there are 1 CHM in one COU team)**

Community Head Managers act as senior operational leaders responsible for managing 5 Community Managers [CM] and overseeing approximately 1,000 Community Builder Agents [CBA] within one COU structure. They ensure smooth operational workflow, productivity management, operational coordination, management supervision, and overall team performance.

The Community Operational Unit [COU] system is designed to create:

- Organized operational workflow

- **Structured team management**
- **Productivity and earnings monitoring**
- **Customer engagement and registration support**
- **Community growth and expansion**
- **Leadership development and operational coordination**
- **Scalable workforce management within QEUBIT GLOBAL**

**All operational systems, responsibilities, policies, management structures, and workflow activities are governed by QEUBIT GLOBAL.**

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