

**SHIKSHANA PRASARAKA MANDALI'S
PRIN L. N. WELINGKAR INSTITUTE OF MANAGEMENT, DEVELOPMENT & RESEARCH
(WeSchool), Mumbai**

ADVERTISEMENT

Selection of Authorised Admission Counseling Associate(s) for assisting students in the process of their enrolment with Prin. L.N. Welingkar Institute of Management Development and Research (WeSchool) for Open & Distance Learning (ODL mode) PGDM Programs and other certificate programs.

Advertisement is hereby given to invite the requisite information in a sealed envelope for selection of Counselling Associate(s) who shall counsel the students about the Open & Distance Learning Programs (ODL) of the WeSchool and assist them in the process of their enrolment with the WeSchool, subject to guidelines issued by Regulators from time to time.

Requisite information: Institution / persons with following criteria would be preferred.

- (i) Experience in working with and assisting colleges/universities/professional training companies or educational institutes in their admission process and enrollment process.
- (ii) Experienced professionals or institutions having domain expertise in sales and marketing of services like insurance, MF, banking products, education and online learning products.
- (iii) Startup founders, ed-tech companies, women entrepreneurs, career counselors, academicians or individuals who are interested in starting their own educational counseling and marketing business.
- (iv) Investment capacity of minimum Rs. 30 to 40 lakhs per enrollment assistance center to cover initial startup cost and working capital requirements for 6 months which will cover rental for office space, basic IT infrastructure, manpower costs and other business operation expenses.

- (v) Minimum 500 sq. ft. office set up OR 20 Workstations in city centre / Institutional area having basic I.T. infrastructure of around 8-10 PC / Desktops, 10 telephone lines, EPABX with IVR and 2 redundant high speed Broadband Internet connections with minimum 10 Mbps speed each.
- (vi) Professional or institutions with existing set up of multi-location captive centres involved in education counseling activity with substantial enrolments for more than 3 years.

Application form & necessary documents to be submitted along with the requisite information:

The application form will be available for download from date 23-07-2025 to 31-07-2025, on Trust's website www.spmandali.org.in. & www.welingkar.org.

The applicant can submit the filled in form along with the below documents;

- (A) Audited balance sheet and profit and loss account statement for immediate preceding Three (3) consecutive years;
- (B) Financial statements proving your credit worthiness and investment capability – your last three years ITR, bank statements
- (C) If the participant is :
 - Company / LLP : then Memorandum and Articles of Association, Certificate of Incorporation and PAN Card along with the current shareholding pattern and the details of the shareholders;
 - Partnership Firm : then Deed of Partnership, Registration Certificate and PAN Card
 - Sole proprietorship and Individual: PAN card.
 - Trust or society: then registration details, details of trustees

(D) Details of address for the purpose of communication and documentary proof of address.

(E) Disclosure of Related Parties is mandatory

Please disclose your relationship with any of the Trustees / Group Director / Employees (of S.P. Mandali, WeSchool, S.P. Mandali's other Institutions)

(F) Profile of the participant

Please note:

Date and Time for submission of requisite information and necessary documents from 23-07-2025 to 31-07-2025 between 10.30 am to 05.30 pm with the above requisite with necessary documents should be submitted at: Shikshana Prasarak Mandali, Sharada Sabhagriha, S.P.College Campus, Pune 411030.

S.P.Mandali will not be responsible for delay / loss or non-receipt of requisite information / necessary documents sent or forwarded by the participant at the above address.

A written intimation to download/collect process document will be given to such eligible participants on the addresses provided by them.

The process documents will mainly contain the additional technical qualifications and commercial proposal. The eligible participants are required to submit a demand draft of Rs. 1,00,000/- in the name of "S.P.Mandali" towards cost of process documents while submitting the process documents at the aforementioned address.

Shortlisting and awarding of the contract is at the discretion of S.P.Mandali's Management.

Sd /-
Secretary
S.P.Mandali



Application Form for Counseling Associates

Name of the Applicant

Age

Name of the Organization

Address1

Address2

Pin code

City

State

Email ID

Mobile Number

Preferred Location(s)
