

14th November 2022

**Jenish Prajapati
Kathmandu, Nepal**

Trainee Appointment Letter

Dear **Jenish**,

On behalf of Cotiviti Nepal, we hereby appoint you as a Trainee in our company under the following terms and conditions:

- (a) You have been accepted as a full time **Trainee** for a period of two months effective **14th November 2022**.
- (b) Your allowance as a Trainee will be **Rs. 15,000** (Rupees fifteen thousand) per month consolidated. Payment of allowance shall be made upon deducting any tax applicable under the existing law. Your monthly allowance less all required withholding taxes and any other amounts required by law to be deducted or agreed by you to be withheld will be paid to you in Nepalese Rupees at the end of the month in Nepali Calendar.
- (c) You will not be entitled to any benefits/privileges/facilities or allowances available to the other full-time employees of the company except than the canteen facility.
- (d) You shall not be treated as a regular or permanent employee of the Company for any purposes, legal or otherwise.
- (e) Be it clearly understood and agreed that as a Trainee you will not have any lien or right on a full-time regular employment with the Company under this capacity. Your association with the Company shall automatically be terminated upon expiry of the said Traineeship period.
- (f) You shall be responsible for carrying out your assignments and instructions to the full satisfaction of your supervisor/s. The management expects you to work in the section in which you are placed with high standard of discipline, initiative, efficiency and economy. You are also expected to abide by all general rules of conduct laid down by the Company.
- (g) You shall not be absent from the work entrusted to you without prior permission of your supervisor or other designated officers of the Company.
- (h) You shall not give to anyone, by word of mouth, writing or otherwise; particulars or details of the technical know how, security arrangements, administrative and/or organizational matters of the Company, whether of confidential or secret nature that may become known to you for
- (i) Being associated with the Company. Further, you are required to review and sign a non-competition and confidentiality agreement. You should sign and execute the said agreement and return to the Company in order to complete the appointment process.
- (j) You shall also be responsible for the safe custody of the records, apparatus and other articles or tools entrusted to you and in case of any damage or loss, the management shall have the right to make good the same from your remuneration and terminate your training.

(k) You are required to devote a minimum of 40 working hours per week between the hours of 10.00 AM to 7:00 PM Monday to Friday. Please note that lunch/tiffin time is not considered as working hours. However, the Company shall have the right to change the working hours after written notice to you from time to time if required.

(l) You will be provided such public holidays as per the calendar maintained by the Company under the existing Labor Law. In addition, you shall also be entitled to 1 day of paid leave to each month of training period. No other holidays/leave shall be provided to you except provided for in this Clause. You should apply at least 2 days in advance with your supervisor to go for a leave. The Company shall deduct your remuneration if you are absent from work without approval from the concerned authority.

(m) At the termination of your employment by completion of the Training period or otherwise, or at any other time that the Company may request, you shall promptly deliver to the Company all records, documents, sketches, plans, models, compositions, formulations, computer data, and other tangible items made or compiled by you or in your possession concerning or relating to any business, product, process, operation, personnel, or business associate of the Company.

(n) Notwithstanding anything contained in any of the clauses of this Trainee appointment letter, the Company shall have the full rights of terminating your appointment at anytime without giving any reason and without giving any notice or compensation during your Traineeship period

We look forward to welcome you to Cotiviti Nepal.



Yours sincerely,

Ambika Maharjan
Senior HR Generalist
Cotiviti Nepal