

Ref. No: - 5166/App/RPPL/2019

Date: 06 Feb, 2020

Appointment Letter

To,

Mrs. Alisha Karki

Kathmandu, Nepal

Dear Mrs. Karki,

We are pleased to inform you that our organization has found you eligible for the profile described and has found that you are well at your job performance with dedication and sincerity.

You will be under three month of provision period with effective from 2017-10-12 and you shall be on Full Time employment status. (Your employment may be continuous in accordance to your job performances which will be validated by the performance evaluation system set by the organization).

In consideration of organization entering into this appointment, employee agrees to confirm to the terms and conditions of the organization.

Job title : **Junior Officer- HR Service**

Reports to : **Manager-IT**

Nature of Job : **Full Time**

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

A job description outlining the duties and responsibilities for this position based in Rolling Plans Pvt. Ltd., is attached to this appointment along with the list of tasks to be undertaken.

STANDARDS

1. Maintain cordial and professional relationship with all individuals, associations, organization and other related fraternities within and outside of the organization.
2. Represent employer in workshop, meetings, conferences, seminar, associations and other set program conduct by employer as and when required.

ROLLING PLANS PVT. LTD.

Corporate Office:

Bijulibazar - 10, Kathmandu, Nepal
Tel : +977- 01- 4784183, 4785215
Email : info@rollingplans.com.np

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4th Floor, Shikhar Biz Center
Thapathali, Kathmandu
Tel : +977-01-4242909

3. Handle individual- projects for clients as team leader, supervisor or associate, as and when required.
4. Participate in development of all service related materials, promotional tools and procedures.
5. Conduct regular client's feedback and surveys on service levels and report to line manager.
6. Ensuring superior clientele service and satisfaction through superior service standards.
7. At all times maintain highest standard of personal grooming, decorum, behavior and ethical standards to represent employer's image and corporate integrity.
8. Follow the instructions and regulations set by the employer while performing all duties.
9. Perform all other office duties and administrative tasks as deemed required by the department

SALARY AND ALLOWANCES

During this employment you shall be paid a gross remuneration of NPR. 0.00 (salary in word) per month. The consecutive month's gross salary shall be paid to you on every 5th day of the Nepali month.

WORKING HOURS, JOB LOCATION AND DEPARTMENT

1. Normal Office hours are Sunday to Friday from 9:30 am to 05:30 pm includes Half-Hour lunch break in-between. There may be occasions, however, when employee shall be required to work beyond these hours.
2. Your duty station will be at Corporate Office of Rolling Plans Private Limited- Bijulibazar, Kathmandu. During employment, employee may liable to be transferred or assigned anywhere demanded by given assignment and its locations.
3. You are assigned to the IT enable Service Department and shall work under close supervision of your line Manager and report accordingly

LEAVE AND HOLIDAYS

During the probation period of 3 months, you won't be eligible for any sort of leave benefit. All leaves shall be treated as unpaid leave. Holidays are applicable as per organization's holiday calendar.

SECRECY AND CONFIDENTIALITY

You shall not, except as authorized or required by your duties, reveal to any person or company any trade secrets or confidential information, processes or dealings, or any information that may directly or indirectly harm organization and its clients.

DECLARATION

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Rolling Access, Recruitment management System (RMS), Rollin Nexus, any web-based system, desktop software, mobile application and all other log-in credentials including password develop or build for the company purpose will be the proprietary of the company and no right should be claim from the associate/s at any time. The company reverse the copyright of all software develop or build by the associates.

TERMINATION OF EMPLOYMENT

1. Rolling Plans reserves the right to terminate this Appointment at any time upon the occurrence of serious misconduct, unreasonable behavior, willful disobedience of employer's lawful orders, habitual negligence of duties, absenteeism, insubordination, revealing secrets of our establishment. You are entitled to remuneration up to the date of termination of services.
2. Rolling Plans may terminate this Appointment, giving a prior 30 days' advance written notice if the company no longer requires your services.
3. Similarly, you may terminate this Appointment, giving a prior 30 days' advance written notice to the Management of Rolling Plans, if you no longer wish to work for the organization.
4. In any case of termination, you shall complete or handover the pending jobs, documents and returns all non-consumable physical assets of the organization, failing which, the Rolling Plans holds the right to withhold/deduct any remuneration or recover the cost until you hands over such assets owned by the Organization.
5. The company does not hold any right to withhold/deduct any remuneration or any Fund for no valid reason.

Please indicate your acceptance of this Appointment and your understanding of its Terms & Conditions by signing and returning the enclosed copy of this letter.



Shabnam Maharjan

Senior Officer-Group HR

ACCEPTANCE

I hereby accept my Appointment to the employee of Rolling Plans Private Limited, under the Terms & Conditions set forth in it at present in effect and as they may be amended from time to time. I also pledge to perform with the

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highest standards of professional and ethical competence and integrity, having due regard for the nature and purposes of Rolling Plans Private Limited, and I ensure to perform any services under this Appointment in a manner consistent herewith.

Mrs. Alisha Karki

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