

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

Date: 2020-02-06

raju 12

Kathmandu, Nepal

**Offer Letter**

**CONGRATULATION!!**

It is our pleasure to inform you that you have been selected as an IT Officer under Permanent employment basis. In this regard, Rolling Plans Pvt. Ltd. has decide to provide you contract effective from 2020-02-29. Should you accept this contract, you will be employed in Rolling Plans Pvt. Ltd. as a Permanent staff and will report to your supervisor for performing your daily task.

The purpose of this letter is to set forth undersatnding of the terms of your employment with Rolling Plans Pvt. Ltd. including your job and compensation.

**General information related to this position:**

- Job Title: **IT Officer**
- Level/Grade: **Officer/O5**
- Nature of Emplo-vment: **Permanent**
- Confacteffrctive from: **2020-02-29**
- Work Station: **Bizulibazar, Kathmandu, Nepal**
- Nailre of Job: **Full Time**
- Reporting to: **Jinesh Subedi**
- Job Responsibilities: **TOR-Annexure I**
- Offered Salary Remtrneration: Gross NRs. **420000** per annum (*Gross NRs. 35000 per Month*)

All the other terms and conditions regarding your remuneration, job description, and other benefits including leave facility, separation policy and renewal of the contract will be as per the contract of employment signed.

Please sign the enclosed copy of this letter and return it to Senior Management Team to indicate your acceptance of this offer.

Congratulations! We look forward, to your cooperation and enthusiasm in taking our organization forward.

Sincerely yours,

**ROLLING PLANS PVT. LTD.**

\*Signature\*

**Corporate Office:**

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

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**Business Center:**

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



Senior Management Team  
Rolling Plans Pvt. Ltd.  
Bizulibazar, Kathmandu, Nepal

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2020-02-06

## ROLLING PLANS PVT. LTD.

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