



Regd. No.: 133213/071/072  
PAN: 602482903

AIMS GLOBAL EDUCATIONAL CONSULTANCY (P) Ltd.

Dillibazar, Kathmandu, Nepal

+977-1-4444 906

+977 9845023920, 9867436421

@ aimsglobal.edu.np@gmail.com

www.aimsglobaledu.com

**Date: 1<sup>st</sup> August, 2018**

To,  
Mr. Saroj Adhikari,  
Tokha Municipality -10, Gongabu, Kathmandu, Nepal

**Subject: Appointment for post of "ICT Officer"**

**Dear Mr. Adhikari,**

We are pleased to offer you, the position of "ICT Officer" to work with our company, Aims Global Educational Consultancy Pvt. Ltd. on the following terms and conditions:

**1. Commencement of employment**

Your employment will be effective, as of 5<sup>th</sup> August, 2018

**2. Job title**

Your job title will be "ICT Officer", and you will report to the Company's Managing Director regarding the activities carried out by your department to achieve our mission vision and goals.

**3. Salary**

You will receive NPR 60,000/- (In words: Nepalese Rupees Sixty Thousand only) as total monthly salary (including allowances) on 5th day of every Nepali Calendar at you bank a/c. In addition, an amount of equal to one-month basic salary Rs. 47,000/- (in words: Forty Seven Thousand) will be paid as Dashain Allowance after the expiry of six months of probation period.

Your Basic Salary and Allowance are as follows:

S.N.	Title	Amount
1.	Basic Salary	47,000.00
2.	Medical Allowance	8,000.00
3.	Fuel & Mobile Allowance	5,000.00
Total		60,000.00

*Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.*



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#### 4. Place of posting

You will be posted at Aims Global Educational Consultancy Pvt Ltd's head office at Putalisadak in Kathmandu. You may however be required to work at any place of business which the Company has, or may later acquire.

#### 5. Hours of Work

The normal working days are Sunday through Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9 a.m. to 5 p.m. and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

#### 6. Leave/Holidays

- You are entitled to casual leave of 12 days.
- You are entitled to 12 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each year.

#### 7. Your Duties and Responsibilities

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are as follows:

- Designing Facebook Ads., Boosting Ads. on Facebook and all the graphic designing work of the institution.
- Designing Leaflets, flyers, pamphlets and brochures as per the requirement of the institution.
- Typesetting, Layout and Printing Student's Reference materials for a. Daily Test b. Chapter wise Test c. Weekly Model Test(English)
- Assisting Academic Department(faculties) and provide them printed reference materials.
- Typesetting and layout of Online Text Preparation Textbooks provided by the institutions.
- Re-design website contents, creating web forms for collecting Students Name, Contact Details, College Name and maintain the record in webserver. Creating Online Pre-Admission Forms, Various Forms for downloading reference materials (to collect student's information).
- Creating/Adding Online Model Exams for Saturday's Moke test Conducted by the institution.
- System Maintenance (Software Level) and trouble setting, Assembling and Disassembling PCs if required.
- Coordinating with different IT vendors such as Attendance Management System, Printing Devices for the smooth functioning.
- Website update regularly with new announcements and services provided by the institution.
- Creating and managing website backup, Official Emails back up of the institution.
- Coordinating with other IT company to implement ICT products required by the company and ensure its smooth functioning.



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- Development of Web Application Software required by the company such as Online Examination System, students attendance system
- Providing IT Training to the deserving students, faculties and staffs of the institution for: Office Automation, Graphic Designing, Website Designing, Programming in C, C++ and C#
- Creating backup of website contents (files and database) weekly.

#### 8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### 9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

#### 10. Termination

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving no less than 1 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

#### 11. Confidential Information

- During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company.



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For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

- At no time, will you remove any Confidential Information from the office without permission.
- Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

#### 12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

#### 13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### 14. Governing Law/Jurisdiction

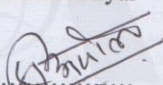
Your employment with the Company is subject to Nepalese laws.

#### 15. Acceptance of our offer

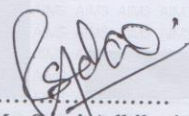
Please confirm your acceptance of this Contract of Employment by signing below and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,  
Mr. Suman Aryal

  
.....  
Mr. Suman Aryal  
Managing Director  
Aims Global Educational Consultancy  
Date: 1<sup>st</sup> August, 2018



  
.....  
Mr. Saroj Adhikari  
ICT Officer  
Tokha-10, Kathmandu  
Date: 1<sup>st</sup> August, 2018