



Himalayan WhiteHouse Int'l College

G.P.O. Box: 26314, New Baneshwor
Kathmandu, Nepal
Telephone: 977-1-4487562, 4494138
Facsimile: 977-1-4474851
email: whitehouse@mail.com.np
URL: www.whitehouse.edu.np

Appointment Letter to Mr. Saroj Adhikari: Kathmandu, Nepal

Dear Mr. Adhikari,

We are glad to appoint you as Software / Web Developer, effective from 16th March, 2006 The details of the Terms and Conditions are furnished hereunder:

Post : Software/Web Developer, WhiteHouse Education Network (WHEN), New Baneshwor, Kathmandu, Nepal
Job Status : Part-time (6 am – 8am)
Job Description : The college management expects optimum productivity with your own conscience and discretion to work under the direct guidance of the authority of WHEN, leading the institution therein to newer heights.
Responsibilities : As per the Job Description (JD) attached herewith.

Other Terms & Conditions: As per the College's Personnel Manual

Salary & other benefits:

1. The College will remunerate you total NRS 8000/- per month (5th day of each Nepali Month).
2. Part-Time employees do not enjoy the benefits as per the Personnel Manual of the College.
3. Your administrative or other extra responsibilities if added to your present job shall bear a quid pro quo on a pro rata basis.

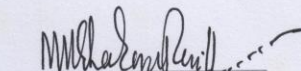
Dear Mr. Adhikari, you are expected to abide by the above terms, conditions & policies of the institution, which you are advised to understand before signing this contract.

By signing this contract you shall, therefore, indicate acceptance of all the prevalent terms, conditions and policies of the institution and any revisions made thereof.

If the above terms, conditions and policies are acceptable to you, please sign in and date all the copies of this contract in the space provided below. Please retain the original for your records and return the signed copies to WHEN for our perusal.

Once again, I would like to thank you for taking interest to work and contribute for the growth and development of HWHIC.

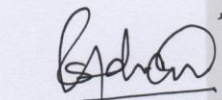
On behalf of the College,



Madhav Sharma

Principal

Date March 10, 2006



Mr. Saroj Adhikari

Employee

Date March 10, 2006

C.C.

1. Administration, HWHIC
2. Finance Department (Head Office)



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Job Responsibility of Mr. Saroj Adhikari, Software/Web Developer, WhiteHouse Education Network, New Baneshwor, Kathmandu, Nepal

JOB DESCRIPTION

1. To coordinate with the Corporate House of the Network and other Program Heads to update the WhiteHouse's website as per their suggestion.
2. Creating WhiteHouse's MIS software and maintaining it.
3. Also creating other soft wares as per the requirement of the network.
4. Uploading important notices and entrance exams result in the website.
5. Creating and maintaining WhiteHouse Education Network's email system

Welcome to Himalayan WhiteHouse Family!



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To Whom It May Concern

This is to inform that Mr. Saroj Adhikari, has been working in WhiteHouse Education Network as a **Software/Web Developer** since 16th March 2006. Mr. Adhikari initially drew a salary of NRS 8000/- per month and as of date he draws a salary of NRS 12000/-.

This letter is issued at his personal request.

Wishes,

A handwritten signature in black ink, appearing to read 'Archana Sharma'.

Ms. Archana Sharma
Chief Admin. Officer



26th March, 2010