

Date 12/11/2018

Head-HR,

NMB Bank Limited

NMB, Bhawan

Babarmahal, Kathmandu, Nepal

**Re: Request to engage our students as an Intern**

This is in reference to the agreement dated 12/11/2018 regarding engagement of the students as interns in your bank. We request you to engage following student/students named in the attached sheet as an intern under the terms and conditions of the said agreement:

1. Student Name:- Bishnu Kumari Kharel
2. Citizenship Number:- 37-02-71-10323
3. Address :-Sainamaina-2, Rupandehi
4. Father's name :-Prem Prasad Kharel  
Kumari
5. Mother's name :- Himak Kharel
6. Grand Father's name:- Poyurajyan  
Kharel
7. Contact number in case of emergency :-  
9807455754 / 9867037654
8. Medical information(if any serious illness) :-NA

~~Asmita~~ pur Rabina Gurung  
37-02-73-07802  
Sainamaina-4, Rupandehi  
Shankar Bahadur Gurung  
Nirmala Gurung  
Sher Bahadur Gurung  
R Contact number: 9816488581

With Regards,

Name of the College : Parroha Multiple Campus  
Name of the authorized person : Chitra Bahadur KC  
Designation : Campus Chief

Signature : .....

Seal:

## INTERNSHIP CONTRACT

This Internship Agreement ("Agreement") is entered between **Janata Bank Nepal Ltd.**, a public limited company, incorporated under the Laws of Nepal, having its registered office at Central Business Park, Thapathali -11, Kathmandu, Nepal (hereinafter referred to as "Bank" or "First party")

AND **Parroha Multiple Campus, Sainamaina Municipality Ward No 4**, located at Rupandehi District, Nepal (hereinafter referred to as "School/College" or "Second Party").

The agreement shall come into effect immediately after signing of the agreement by both the parties.

WHEREAS, the First Party is engaged in providing banking services in Nepal complying with the rules & regulations as applicable in Nepal,

WHEREAS, the Second Party is engaged in providing school/college education to the students under the prevailing Acts and regulatory provisions in Nepal,

WHEREAS, the Second party has approached the First Party for placement of high school/college interns at the departments, offices or branches of the First Party for the purpose of providing banking knowledge / experience to the interns in line with its approved curriculum,

WHEREAS, the First Party is willing to place high school/college interns in its departments, offices or branches to provide learning opportunities to the interns,

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained, the First Party and the Second Party hereby agree as follows:

### CONDITIONS AND RESPONSIBILITIES OF THE SECOND PARTY:

1. Second Party will send interns to the Bank with recommendation for internship placement.
2. While doing so, second party will ensure such interns are sent for internship program under their approved curriculum.
3. While sending interns to the Bank, Second party will ensure the students have not shown any serious misconduct in the high school/college during the tenor of the student's study.
4. Second party will ensure that proposed intern are not the permanent/contract staff of the bank and bank will not be liable to pay any facility/ facilities to the proposed intern as per banks HR rules and regulations.
5. Second party hereby confirms that the placement of interns in any area of Bank operations, sales, front offices, back offices, Head Office functions etc. comes under the approved curriculum of the Second Party.

### CONDITIONS AND RESPONSIBILITIES OF THE FIRST PARTY:

1. First party will provide an environment to the interns for them to learn practical banking knowledge of the real world. First party will place the interns in the departments and assign works / jobs at its own discretion, being within the curriculum of the study.
2. First party will accept and place the interns recommended by Second Party only upon availability of resources (work space, personnel to mentor interns etc.). First party can reject to place any intern so recommended without assigning any reason whatsoever.



*[Handwritten signatures]*



3. First party reserves the right to discontinue the interns for remaining period of the internship tenor in case of misconduct of the interns or issues in availability of resources (work space, personnel to mentor interns), without assigning any reason whatsoever.
4. In case of any accident resulting in physical casualties on the intern, First party will not be liable for any treatment expenses, medical reimbursements, insurance coverage or any sort of compensation. The responsibility of all that will be on interns themselves.
5. First Party will not put interns to work for more than 8 hours per day or 48 hours per week.
6. Bank may or may not provide any financial allowance to the interns. Such decision will be strictly at the discretion of the First party and may be subject to change at any point of time.
7. Interns so put to work in the Bank under this agreement shall not be considered employees of the Bank under payroll/contract etc. at any point of time.
8. First party will issue written certificate at its own format to the interns at the end of the internship tenor provided the interns have performed to the satisfaction of the department/branch supervisors and have not shown any misconduct or negligence during the tenor of the internship.


#### VALIDITY

This Agreement shall remain valid for 5 years and will be subject to renewal at mutual consent at the end of the validity.

#### TERMINATION

This Agreement may be terminated by either party at any time with a prior notice of 7 days. Such termination may be done without assigning any reason by both the parties.

For the Bank



Authorised Signature

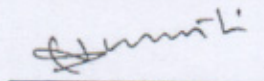
Name: Padam Raj Pokharel

Designation: Branch Manager

Murgiya

Date: Oct 26, 2018

For the School/College



Authorised Signature

Name: Chitra Bahadur K.C

Designation: Campus Chief

Date: Oct 26, 2018

School/college Name: Parroha Multiple

Campus, Murgiya

Contact Person: Chitra Bahadur K.C

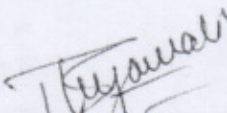
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Land Line: 071-440369

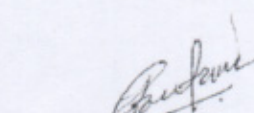


Witness:

Witness:



Name: Babita Gyawali  
Operation Incharge  
Murgiya Branch



Name: Jagannath Gautam  
Asst. Campus chief  
Parroha Multiple Campus  
Murgiya