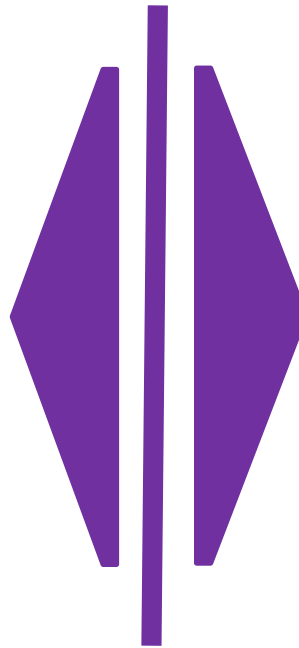




NNSWA

Nepal National Social Welfare Association

NNSWA Staff Recruitment and Retention Policy 2023



**Nepal National Social Welfare Association
(NNSWA)**

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1. Organizational Background:

Nepal National Social Welfare Association (NNSWA) established itself in 1990. In 1994, NNSWA registered with the District Administration Office Kanchanpur and affiliated to Social Welfare Council Kathmandu. NNSWA has grown over the years, implementing various integrated community-based development programs in Sudur Paschim Province being one of the leading development organizations in the Sudur Paschim Province of Nepal.

The Executive Committee is the legally constituted body responsible for providing strategic and policy direction to the organization. NNSWA has its own office building having sufficient rooms and training hall at Bheemdatt Municipality-18 in Kanchanpur district. As of record in February 2023, 185 skilled staff are mobilizing for the implementation of different projects as organizational human resources.

a) Vision of Organization:

NNSWA strives towards an equitable society.

b) Mission of Organization:

NNSWA is committed to empower and ensure the social rights of the **3D** people (*Deprived, Dalit, and Disable*).

c) Goal of Organization:

Target People 3D (Discriminated Community by caste, Disable & Deprived) will be Educated, healthy, wealthy, and empowered in all aspects to utilize human rights.

d) Objectives of Organization:

- To enhance the standard of education and provide educational opportunities to the Deprived, Dalit, and disabled group in the community.
- To provide health services including Nutrition, Reproductive Health, and Physical Rehabilitation Services to those in target area
- To advocate rights for women and children
- To improve access to human rights
- To create leaders from the 3D group through skill development and trainings
- To create opportunities for livelihood options, friendly environment, climate change and adaptation, DRRM, Humanitarian Response, poverty alleviation, and advocacy for human rights and inequality.

e) Targeted Group of Organization:

- Dalits
- Disables
- Deprived (Freed-Kamaiya, Displaced people, women, children, PLHIVs and People affected with Leprosy)

f) Working Strategies of Organization:

- Partnership-with the Government, donors, INGOs, local NGOs and CBOs
- Participatory Integrated Rural Development
- Gendered programming
- Rights based programming and Networking, Alliance, and Coalition Building

g) Principle of Organization:

“An Organization Working Together for an Equitable Society”.

To see an equitable society NNSWA perceive to joint hand together all funding partners, policy makers, media, advocates, and community target groups shod be working together model to achieve the vision of NNSWA which is core principle of the organization.

h) Values of Organization:

Follows the organizational vision, mission, goal, and objectives following are the values of NNSWA. Every person belonging or employee should obey the values.

1. Respect to the target groups
2. Non-Discrimination
3. Non-party political
4. Non-Religious
5. Open and Committed for Quality Services
6. Stand with Inclusiveness
7. Saving Life, Fight for Extreme Inequality, Humanitarian Response

i) NNSWA Executive Board:

The General Members constitute the General Assembly of NNSWA 11 members of this General Assembly constitute an Executive Committee. Executive Members are elected by the General assembly for a term of 5 years. The Executive Committee has 6 Office Bearers (President, Vice-president, General Secretary, Secretary, Treasurer and Vice-treasurer) and 5 Executive Members. The Executive Committee is the legally constituted body responsible for providing strategic and policy direction to NNSWA.

j) Core Management Team:

Core Management Team (CMT) is the very power full committee where President and Secretary General from Executive Board and Executive Director from the Employees are the members. This committee has the power to make decisions on any aspect of the situation. The president is the coordinator for this committee. The Secretary General and Executive Director are members. Mostly this committee will be active during an emergency; any problems need to be solved. The committee has power to provide final decision on programmatic and any grievances, any case from the sub committees (e.g., Child Safety, Sexual Harassment, Grievance etc.). However, the CMT may take suggestions from the SMT before any final decision.

k) Senior Management Team (SMT):

The Senior Management Committee (SMT) provides operational leadership. The Management Committee also serves as a bridge between the Executive Committee and NNSWA's programs. The NNSWA program operational is managed by the SMT under the planned programs. The human resource management for projects and coordination to the employee are the major activities of SMT of NNSWA. Senior topmost staff will be involved in the SMT. Executive director will be the coordinator for the SMT. Executive Director will nominate the members among the programs/projects and representative of executive board. The executive committee of NNSWA will be indorsed the SMT and committee will be effective.

1) Branch Offices:

The district chapter of NNSWA will also apply this policy as central office mended. The district office will allow developing their local policy to fulfill their local requirement, but the local policy should not contradict or supersede the NNSWA's central policies.

2. Scope:

NNSWA has been implementing multi sectoral projects partnering through donors and I/NGOs, GOs and other private sectors whereas fit with the NNSWA vision, mission, goal, and objectives (VMGO). According to the project requirement NNSWA has been recruiting new staff, sifting staff from one project to other new projects is common. Similarly, to retention the skilled and capable staff in an organization is also very essential job for the organization. To appropriate and competent staff recruitment for the any existing or new project the recruitment and retention of the staff in the organization will give a high-level scope to the organization.

This policy will replace to a recruitment staff clause # 'Kha' of NNSWA personnel policy and will be applied all staff recruitment process by the NNSWA central office and other district and branch offices for the any of project implement by the NNSWA either partnership with any type of partners and organization itself.

3. Purpose of the Policy:

This policy will serve the organizational staff recruitment efforts and initiatives to find candidates who are the best fit for a role. The policy makes it easier to identify professionals who are productive and loyal, helping to reduce the organization's overall employee turnover rates. They also support the culture of the organization and reinforce the ideals they demonstrate, such as who they recruited, what qualifications they look for and the type of candidates they seek for managerial leadership, technical and frontline positions. The purpose of recruitment and retention policies may differ from project to project to meet the individual requirements of an organization's values and objectives.

To describe the process for properly assessing and selecting candidates who meet the qualifications of the position. The organization dedicated itself to equal opportunity during the hiring and recruitment process. All involved recruitment team must provide a well-executed and discrimination free for recruitment initiative and process.

4. Types of Staff:

NNSWA will recruit the staff as need of the organization and projects requirement. According to the practices of the organization the following types of staff will be recruited as per need of the project, program, and interventions.

a. Category of the Staff:

1. Casual Staff or Labour
2. Contractual Staff
3. Project Based Staff
4. Staff under Program/Activities
5. Staff under Organizational
6. Internship and Volunteerism
7. Consultant

a.1 Description of Staff Category:

1.1 Casual Staff or Labour:

Wage employees or laborers means the employees who are employed by the employees within the organization who take a long time to complete the work or the employees who are needed only for a short time will be kept as casual staff. When providing the salary, the salary will be provided based on qualification and work efficiency and as market rate or labor regulations.

1.1.1 When Recruiting the Casual Staff:

- When recruiting a casual staff or a laborer, a contract can be made for a maximum of one month, but if more time is needed to complete the work, then the deadline must be extended again, because the SMT or the working committee, on the recommendation of the head of the branch, should take the decision and get more work done.
- If the budget is mentioned in the related project the recruited casual staff paid, if not budget allocated in project, the requested officer should take an approval from the concerned project partner and SMT before using the casual staff.
- The casual staff will get wages amount specified in an agreement and will not be eligible for other benefits from the organization.
- The casual staff can be used for both programming and administrative functions as required.

1.2 Contractual Staff:

The employees who are recruited to work for a certain time and until the specified days, and who work by earning the specified monthly salary and allowance, such employees are called contractual service employees. Under this organization, there will be employees who will be paid from the allocated budget of the project program to run the program as fixed date.

1.1.2 One-year Contractual Service:

- Under this one-year contractual service, the employees work to get salary from the allocated budget in the plans and programs activities. For example, the contractual staff will be paid under the mentioned activities as mentioned in the budget.
- The contract service of both above, organization should be posting a notice at the local level where access of all potential candidates to have opportunity to apply from the related work area. The level of employee recruitment should be based on full transparency.

1.3 Project Based Staff:

Denoting the projects conducted by the organization with the partnership of donor agencies or other organizations and by the organization with its own investment for a certain time until the project period. The staff appointed hereunder may be appointed for one full project period, but the renewable will be done once a year. Salaries and allowances of these employees will be determined by the organization according to the level and based on the agreement with the project partner's MOU.

1.4 Staff working within the activity budget activity.

Such staff who are assigned to the main activities under any program and are allocated activity-based salaries and facilities will refer to the employees. For example: Child Development Center Facilitators, Child Club Supervisor and Motivators, Adult Class Teacher and Supervisors, Reflect Class Teacher and Supervisors and Peer Educators etc. Such staff will be

recruited according to the budget allocated by the organization during action planning and budgeting. Such staff will be recruited and dismissed according to the nature of the activity.

1.5 Institutional Permanent Staff (Employment under Organizational Fund):

The staff who receive benefits from organizational funds fall under this scope.

1.6 Internship and Volunteers:

According to the needs of the organization and if the budget is allocated under organization or project for the internship and volunteering can be recruited with nominal paying condition. If there is a request to place a student as interns from any national and international universities and colleges and the nature of the internship and volunteering matches with the organization VMGO, the internship and volunteering can be allowed to placement, but the organization will not be pay any expenses for such internship or volunteering. If the organization get opportunity to engage the international and national student for internships and volunteers in organization, possibility will be explored for charging cost them to support the organizational from the student or their university, collages, and schools.

5. Staff Selection Procedures:

- Requirement of staff selection process for Casual Staff and laborers all process of recruitment will be not required.
- Casual Staff and laborers will be fixed based on the prevailing rates at the local level. While selecting the employees to be appointed under the project period and one-year contractual staff, through the selection examination process are must be selected the qualified and experienced staff as requirement of the organization and projects. Before the start staff selection process the job description (JD) of the all staff to be recruited.

5.1 NNSWA will apply the following process for recruiting the Staff:

- Competition by open advertising
- Internal competition (Within NNSWA)
- Head Hunting
- Project to Project Transfer
- Staff Sake hand (From other Likeminded and Partner Organization)

5.1.2 Competition by open advertising:

- Advertising of staff requirement as much as possible as, it should be done through reliable means to hearing of knowing by all eligible candidates of locally and wider coverage for equal opportunity to all.
- Time period for submitting the advertisement must be published at least 7 days after the date of publication of the advertisement. If there is an emergency the NNSWA SMT can decide to reduce the time for the deadline of the application submitted.
- During the advertisement Position, educational qualification, experience, summary of JD, project period and monthly salary, facility (if possible), date of Examination, Interview, Application deadline, selection process, and Contact Date and other notification should be incorporated while publishing advertisement.
- In addition to being mentioned above, the job description for the recruiting post should be prepared before the advertisement. Each time a new position is recruited, the SMT

will form an employee selection committee involving at least 3 to 5 members (as per recruitment context). The executive director of the association will be as coordinator for the Selection committee and there will be representatives from NNSWA executive working committee, related project coordinator (if available), SMT members will be part of the staff selection committee. The project partner organization will be invited as observers (if interested). If required, technicians or experts for the recruiting process from local government and non-governmental organizations, committee can have included them as support wings for the selection committee. If necessary, the branch heads of the respective branches will also be included.

5.1.3 New Staff Selection Process:

- **Vacancy Advertisements or Notice Post at Public Place/ NNSWA Offices for offering the application:** (News Paper, Online Services, NNSWA Website or Official Mass Media will be used for advertisement. The application will be called through the NNSWA online portal submission. If the circumstances are different, then hardcopy or email submission will be decided as by the selection committee decision.)
- **Shortlisting of application:** (Selection team will put all application details in shortlisting format where applicant will get the numerical numbers as announcement. During the shortlisting organizational will provide the additional graceful marks to the Female-5, Dalits-5, PwDs-3 and LGBTQ-2 then other applicants as NNSWA GESI policy. The shortlist will be listing 1:3 or 4 candidates for the written or interview of the selection process.)
- **Written Examination:** (Developed job-related questionnaire, 2-3 hours written examination will be done for shortlisted applicants)
- **Interview:** (Only 1:3 writing exam passed candidates will be call for the interview process. In other case if written and interviewed number will count circumstances will be decided by the selection committee then written exam passed candidates will face both written and oral interview and both numbers will be determined the successful candidate for the announced post).
- **Verification of the Staff background (Reference Check):** The candidates who are near to being recruited a reference check will be taken from their previous working organization as they provide the name of reference check. The selection committee will ask for the reference check at least one reference check from their previous working organization.
- **Recruitment:** (All after the above process a selection process will be done and a recruitment process will be started by induction, filling of staff profile, signing of all obligatory commitment documents such as child safeguarding policy, inti human trafficking, NNSWA code of conduct etc. and will sign the Staff appointment letter under the staff recruitment process).

5.1.4 Internal competition (Within NNSWA):

According to the organizational needs of staff and if organizational assessment indicates that the internal staff are available as required then organization will proceed the internal competition process and recruit the vacant and required job through the process. For which the process mentioned above will be adopted internally.

5.1.5 Skilled Person Selection through Head Hunting Process:

- Based on the advertisement, if the required employee is not found or if a certain employee is a suitable for the post, he or she will agree for the job in organization the selection committee can be recruited through a skilled person recruitment process (Head Hunting Appointment Process).
- Under this clause the selection committee will take consultation with related project partners and will proceed with the selection process.

5.1.6 Project to Project Transfer

Any of project require the staff and any of staff has been working on an ongoing project or are in the process of completing a project within near period if the staff is interested to transfer to another project and the staff skill, qualifications, and experience are matched in such a case, it can be staff transferred from project to project. The salary, benefits and facilities will be provided to the transferred staff as allocated in the project budget or according to the MOU with the project partner organization.

5.1.7 Staff Sake hand (From other Likeminded and Partner Organization):

In some cases, any projects signed with any partners, and they have already good staff who working with good result, having good track records and agree to work under all management of the organization, the funding partner also recommended for such staff, organization can sake hand the staff as project-based staff. Such staff should be properly oriented and trained in the organizational culture, value, VMGO and working principles during the induction and refresher.

5.2 Eligibility Required to Apply for Staff:

- Should be 18 years Above
- Should be a Nepali citizen.
- Having Good Health Certificate.
- No public crime and not punished.
- No corruption charges have been proven in the past.
- Not actively involved in party politics.
- Not being an active member of the NNSWA Executive Committee

5.3 Staff Recruitment/Appointment Letter:

- Appointment letters will not be given to Casual Staff however an agreement is made, it will be based on the current market price and based on both parti negotiation. At the time of payment, the work schedule, timetable, etc. must be approved by the head of the work branch. In addition, the experience certificate of doing the said work can be provided.
- The appointment letter will be given to the staff under contractual, project based and other categories for the specified period. Mostly the appointment letter will be provided annual basis.
- When choosing the staff of the organization, the appointment letter must be signed by the executive director of the organization based on the recommendation of the selection committee.
- There will be two types of appointment letter for the staff under project based.
 - a) **Probationary Period Appointment Letter** (The new staff will get the probationary appointment letter) Letter sample see the annex- 01.
 - b) **Service Confirmation Appointment letter** (After completion of the 3-month probationary period and a performance evaluation will be done by the immediate

supervisor and if the probationary result satisfactory as waiver the probationary period, then a service confirmation letter will be provided) Latter sample see the annex- 02.

5.4 Probationary Period:

The probationary Period of the staff working in NNSWA will be at least three (3) months from the date of appointment. The performance of the probationary period will be evaluated at the end of 3 months and if the performance is not satisfactory and the evaluated recommended for additional months as probationary situation can be increased. After the increased period also not improved the work performance then the employee can be removed from the position. If the performance does not show proper improvement or if the work is not satisfactory, the probationary employee can be removed from the post.

5.5 Probationary Waiver Process:

The immediate supervisor of the staff under probationary period, an evaluation will be conducted, and evaluation result will be determined either waiver or adding additional month or termination for the further employment in NNSWA. Evaluation form sample see annex- 03.

5.6 In case of double employment of Staff:

If any staff comes to know that he/she is a long-time staff and at the same time receiving a double salary allowance by doing double job, he must resign from one of the positions. If such condition is not known, the date on which such staff will notification from the NNSWA. If staff agree for the one post will be fine otherwise organization will dismiss the position in NNSWA.

5.7 Employment Classification and Level:

The classification and level of staff under NNSWA will be as per annex- 04.

6. New Staff Induction or Organizational Training:

All newly recruited staff will receive organizational training as an induction. During the induction recruited staff will get all about the organization VMGO, culture, value and working scenario in past and current. Projects existing in the organization, coordination internally and externally, administrative process, leave, benefits and policy of the organization will be fully oriented. During the training other old staff can join for their refresher. The OD/HR Manager/Coordinator will be fully responsible for the induction and organizational training. To provide the induction and organizational training based on NNSWA OT manual. Similarly, all staff/board annual gathering or meetings, organizational training and other information, new policies and updates will be provided to all.

7. Disqualification of Employment:

- a) If the term of office of staff appointed under wage and contractual service expires, the position will be automatically terminated or if there is no return according to the work, they can be dismissed with one day's notice.
- b) If a member of staff is chronically ill and physically unable to perform the duties within the service period, he will be retired. Certified by an authorized doctor for that.
- c) If the written resignation from the employee is accepted.
- d) If proven to have acted against the policy rules and code of conduct of the organization.

7.1 Conditions of suspension of employees (Suspension Condition):

- a) If it is suspected that the staff has acted beyond to the policy of organization and that is proved he has acted against the dignity of the organization and until it is proven, the concerned staff will be suspended for a maximum of 1 month by the Executive Director after consultation with the SMT.
- b) Staff joined to do illegal, anti-social activities, activities that are derogatory to the dignity of the organization or if there is a suspicion of creating pressure to do the work, it can be suspended.
- c) If any staff is found to have taken salary by taking double appointment, he/she will be suspended immediately, and disciplinary action will be taken.
- d) The organization will form a joint investigation committee among the staff and the executive committee to ascertain the cause or fault of the suspension.
- e) The joint investigation committee will be constituted of representatives and the committee's recommendations will be decided and action will be taken on the suspension accordingly.
- f) The SMT will consider the situation and decide whether to suspend the staff or not, based on the report of the investigating committee.
- g) If suspicion is proved and found guilty, the post will be vacated, and staff will be terminated, and salary will not be paid for the entire period of suspension.

7.2 The Staff may be Termination:

- a) If evidence of active involvement staff in party politics is found or proved.
- b) If there is evidence of personal gain by abusing the delegated authority, or if there is evidence of a well-planned plan to abuse the authority, the staff will be removed from the position immediately.
- c) If the conduct and behavior of the Staff is not suitable for the position or if he/she is punished under the Public Offenses Act during that period, the concerned employee will be termination from the position.
- d) Not performing the assigned tasks satisfactorily, breaching the confidentiality of the program and not abiding by the organizational policies, guidelines and directives that will determined that staff have acted against the program and organization will be termination from their position.
- e) If he/she is absent from the office for 10 days without any notice, a 7-day notice will be published about the staff and if he/she fails to attend within that period, the said staff will automatically be deemed to have termination from the post and the organization will not be obliged to re-appoint the staff.
- f) If proven or proven to have acted contrary to the policy, guidelines, directives, and code of conduct issued by the organization.

7.3 Termination Proofs of Staff:

- a. Based on photographs, audio-visual material, and mass media publications.
- b. Based on confirmed news, articles about negative behavior about Staff
- c. Based on the petition submitted to the organization by the community and any person and based on its verification.

- d. Based on verified written information prepared and submitted by the staffs' custodian.
- e. Based on the report of the inquiry committee if any.

7.4 Clarification Opportunity to employee:

The guilty employee will be given an opportunity to present the allegations against him to the investigation committee formed by the committee and if the guilty employee presents evidence that the allegations against him are baseless and the evidence is based on the accusations against the guilty employee. In case of false conviction, the dismissal of the guilty employee will be stopped. But if the allegations are proved, the guilty employee will be fired immediately.

8. Staff Retention:

The qualified, skilled staff should be retention in organization for quality implementation of the projects as well as achieving both project and organizational goals and objectives.

a) Objectives:

- Staff get sufficient working environment to remain in the organization with full energy.
- Provide full space to work under the organizational policy guidelines, improving leading space and reducing the staff turnover situation.

b) Process:

To retention of the staff in organization NNSWA will apply the following steps.

1. Proving working environment and with providing value of work
2. Rewarding of excellence work result
3. Conducting staff satisfaction survey of the staff in regular basis (Two Years Interval)
4. Providing Capacity Building Opportunity (Training, Exposure, Study opportunity)
5. Benefits as specified in Project MOU
6. Increase Learning sharing opportunity.
7. Due respect for remarkable result

9. Staff Retrenchment:

a) Objectives:

To managing the overloaded of the human resources in organization, a staff retrenchment process will be applied.

b) Employment Management and Retirement Retrenchment):

To fully manage the staff in the organization, it will be done according to the details below.

b.1 Self-Retrenchment

- If it is determined that there are unnecessarily more staff in the organization, the staff will be announced for self-retrenchment. According to the rules of the organization, facilities will be provided to the employees who take self-retirement, and the facilities will be as per organizational policy will be described.
- Retirement arrangements will be made for automatic retirement of employees working in this organization as per the details below.

b.1.1 Based on age (Base on Age)

- a) While working, if a staff reaches the age to retirement from work, according to the age limit, as shown by the citizenship, the employee can take voluntary retirement after

reaching the age according to the Government of Nepal Labor Act 2017. If the organization needs the said person and the said staff are willing to work, it can be made to work for another 5 years.

b.1.2 Death (Death:

- a) If a staff has an accident or dies due to any reason during the working period of the organization, he/she will know as death retirement.
- b) The benefits received by the staff will be provided to the next of kin as described on staff personnel red file.
- c) Necessary arrangements will be made to obtain accident insurance provided by the organization.
- d) The organization has an arrangement to keep its staff's savings fund or retirement fund in the organization to the next of kin as described on staff personnel red file.
- e) Necessary steps will be taken to provide the funds if there is provision for a gratuity fund.

b.1.3 Resignation:

If any staff resigns from their position, the executive director will analyze the situation and accept the resignation of the staff above the authorized level and submit it to the executive committee for approval. The Executive Director can automatically accept the resignation of the staff if the situation is as under the policy. Before the resignation is accepted, the staffs' account and other materials should be cleared. In addition, exit interviews should be conducted for staff who resign from his/her position. The staff must submit his/her resignation to the executive director one month in advance. If the resignation is not submitted one month in advance, the organization will not be obliged to give the current month's salary benefits. (Sample form of Exit Interview is enclosed annex- 05)

10. Policy Amendment:

The Staff Recruitment and Retention Policy will be reviewed and updated as per organizational requirement under the direction of the NNSWA Executive Committee.

11. Annexes

- | | |
|---|-----------|
| a) Probationary Letter of Employment | Annex -01 |
| b) Service Confirmation Letter of Employment | Annex -02 |
| c) Probationary Period Evaluation and Waiver Template | Annex -03 |
| d) Annual Performance Appraisal Self Evaluation Form | Annex -04 |
| e) Staff Classification or Level Table | Annex -05 |
| f) Staff Annual Performance Appraisal Template | Annex -06 |

Letter Head of Organization

Date:

Ref. No.:

Mr.
.....
.....
.....

Sub: Probationary Letter of Employment

Dear Mr.,

Congratulations.

It is my pleasure to inform you about the decision of NNSWA staff selection committee on (d/m/y) you are appointing on the post of forunderunder Project in NNSWA partnering with This employment will be effective from the (d/m/y to (d/m/y. The details of your job description and NNSWA code of conduct, child safety policy is enclosed herewith.

The employment of this project may ineffective automatically in any time, in the case of the agreement between NNSWA andwill be broke or finished.

According to the current position, the organization will pay you monthly basic salary Rs. (In words) and government tax policy will be applied. Organization will provide, all benefits describing as in the agreement signed between NNSWA andunderProject.

We wish you all the best,

.....
Executive Director
NNSWA
Kanchanpur

I am Mr/Ms. S/D/O Mr., resident at Ward No., district Nepal is signing here and agrees to abide to all policies and procedures of NNSWA.
Signature:
Mr/Ms.

CC: Admin and Finance Officer, Personnel File

Letter of Head

Date:

Ref. No.:

Mr.
.....

Sub: Service Confirmation Letter of Employment

Dear Mr./Ms.,
Congratulation.

It is my pleasure to inform you about the decision of NNSWA SMT on (d/m/y) your probationary period is successfully completed and providing you a service confirmation letter on the post of underunder Project in NNSWA partnering with This service confirmation will be effective from the (d/m/y) to (d/m/y).

The employment of this project may ineffective automatically in any time, in the case of the agreement between NNSWA andwill be broke or finished.

The all benefits and support will be continuing as describing as in the agreement signed between NNSWA andunderProject.

We wish you all the best,

<p>Service Confirmation Letter Received by: Signature: Name: Date:</p>

.....
Executive Director
NNSWA
Kanchanpur

CC: Admin and Finance Officer, Personnel File

Probationary Period Waiver Evaluation

Name of Employee:			Name of Project/Program:					
Organizational Joining Date:			Provisionary Period: from----- to -----					
Date of This Evaluation:			Name of Your supervisor:					
Sr.#	Description of Evaluation	Rating of Job Performance					Value	Average Value
1	Individual Behavior	1	2	3	4	5		
a	Attendance	0	0	0	0	0	0	0
b	Politeness and Civic sense	0	0	0	0	0		
c	Feeling for cooperation and understanding	0	0	0	0	0		
d	Clear Communication and Personal Attitude	0	0	0	0	0		
e	Dressing/Clothing	0	0	0	0	0		
2	Presentation Skill							
a	Clearly Understanding	0	0	0	0	0	0	0
b	Attractive	0	0	0	0	0		
c	Analytical	0	0	0	0	0		
d	Related with Subjects	0	0	0	0	0		
e	Acceptable Presentation	0	0	0	0	0		
3	Management of Documentation							
a	Skill of Managing Documentation	0	0	0	0	0	0	0
b	Available as per Need	0	0	0	0	0		
c	Quality of Documentation	0	0	0	0	0		
d	Knowledge of Documentation	0	0	0	0	0		
e	Study and Sharing of Documentation	0	0	0	0	0		
4	Efficiency of Job Performance							
a	Creativity of Knowledge and skill	0	0	0	0	0	0	0
b	Ability of Decision Making for Job Performance	0	0	0	0	0		
c	Interested in taking responsibility	0	0	0	0	0		
d	Work performance according to the JD	0	0	0	0	0		
e	Acceptance, Quality of Job Performance	0	0	0	0	0		
5	Applying Policy Procedures of Organization							
a	Abiding the organizational Policies	0	0	0	0	0	0	0
b	Abiding the Organizational Code of Conduct	0	0	0	0	0		
c	Able to do & done work as per policy procedures	0	0	0	0	0		
d	Accountability with Policies and procedures	0	0	0	0	0		
e	Maintaining Transparency and Confidentiality	0	0	0	0	0		
Total Average Values								0

Recommendation for Waiver the Probationary Period:

Name:

Post:

Signature:

Annual Performance Appraisal Form

Nepal National Social Welfare Association (NNSWA)

Airport Road-18, Bheemdatt Municipality, Kanchanpur-

Province # 7, Nepal

Staff Self and Supervisor's Evaluation**A. Personal Information:**

Name of Employee:

Name of Project/Program/Department:

Organizational Joining Date:

Last Job Performance Evaluation Date:

Current Date of Evaluation:

Name of supervisor:

This Employee is Recently

Join:

Just Marck

✓

**Leave the Evaluation till Mature of the Probationary
Period Completion**

B. Employee's Target/ Expected Result/Major Responsibilities (Rating by Employee)

Sr.#	List of Major Job Responsibilities	Rating of Complete the Job					Score	Average Score	Remarks on Performance
		1	2	3	4	5			
1	Project Implementation and technical support	0	0	0	0	0	0	0	
2	Coaching and mentoring	0	0	0	0	0			
3	Planning, Monitoring Documentation and Reporting	0	0	0	0	0			
4	Communication and coordination with local stakeholders and authorities	0	0	0	0	0			
5	Financial Management	0	0	0	0	0			
6	Self-Mobilization within the working district	0	0	0	0	0			
7	support to develop CSOs reports and other relevant	0	0	0	0	0			
8	Provide project training and motivate to CSOs	0	0	0	0	0			
9	Conduct OCA and ARI	0	0	0	0	0			

10	Ensure the availability of documentation with appropriate	0	0	0	0	0										
C.	Performance Attributes:															
Sr.#	Description of Evaluation	Staff Self Rating of Job Performance					Score	Average Score	Supervisor's Rating					Score	Average Score	Agreed Score
1	Personal Behavior	1	2	3	4	5			1	2	3	4	5			
a	Attendance / Punctuality	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b	Politeness and Civic sense	0	0	0	0	0										
c	Feeling for cooperation and understanding	0	0	0	0	0										
d	Sincerity, Honesty and Integrity	0	0	0	0	0										
e	Dressing/Clothing	0	0	0	0	0										
2	Knowledge / Skill															
a	Listening Skill and Receptivity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b	Self Confidence	0	0	0	0	0										
c	Reliability and Accountability	0	0	0	0	0										
d	Teamwork and Interpersonal Skill	0	0	0	0	0										
e	Learning and Adaptability	0	0	0	0	0										
3	Management of Documentation															
a	Experience of Managing Documentation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b	Availability as per Required	0	0	0	0	0										
c	Quality of Documentation	0	0	0	0	0										
d	Knowledge of Documentation	0	0	0	0	0										
e	Study and Sharing of Documentation	0	0	0	0	0										
4	Efficiency of Performance															
a	Creativity of Knowledge and skill	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b	Ability of Decision Making for Job Performance	0	0	0	0	0										
c	Interested in taking responsibility	0	0	0	0	0										
d	Work performance according to the JD	0	0	0	0	0										
e	Initiative Taking	0	0	0	0	0										
5	Respect of Policy/Procedures															
a	Abiding the organizational Policies	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
b	Abiding the Organizational Code of Conduct	0	0	0	0	0										

c	Able to do & done work as per policy & procedures	0	0	0	0	0			0	0	0	0	0			
d	Accountability with Policies and procedures	0	0	0	0	0			0	0	0	0	0			
e	Maintaining Transparency and Confidentiality	0	0	0	0	0			0	0	0	0	0			
Total Average Score							0	0						0	0	0
<u>Overall Comments if any:</u>																

D. Overall Performance Rating out of 100

Average Rating of Employee's Target/ Major Responsibilities		Average Rating on Attributes		Overall Performance Rating		Remarks
Average Rating of B	0	Average Agreed Rating of C	0	Overall Rating	0	Very Good

Ranking Advice:

Do not type any letter or figure, within the ranking places (Score and Agrage Score). You type only mutually agreed score in agreed score column

There are two table for Major Job and 1-5 raking for the job performance of complete. Please give your rank for your job Performance as following.	
Just put the numbers as following:	
Table: B	Table: C
Area of 1=10	Area of 1=10
Area of 2=8	Area of 2=8
Area of 3=6	Area of 3=6
Area of 4=4	Area of 4=4
Area of 5=2	Area of 5=2

Both Table's marking and results	
Excellent (Substantially Exceed the Targets)	100
Very Good (Fully met the Target and occasionally Exceeded TG)	75
Good (Met the Target)	50
Need Improvement (Did not Always meet the Target)	25
Unsatisfactory of Performance	0

E. Set your Next Year Goal:

- 1 What is your Goal/Objective for Next Year: (Next year evaluation will be done based of your G/O)
- 2 What things that will be supported you for achieving the all ranks:

- 3 Your Suggestion for your Supervisor and Ranks (From 100)

2	5		10
5	0	75	0

Please Tick ✓

4 Your Suggestion for the Organization:

F. Comments of Supervisor:

Sr.#	Strengths of Employee (Positive Aspects)	Area of Development/Improvement	Required Support for Development
1			
2			
3			
4			
5			

G. Employee's Commitments:

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Signature of Employee:

Name:

Post:

Date:

Signature of Supervisor:

Name:

Post:

Date:

H. Comments and Approved by Executive Director:

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Signature:

Name:

Date:

Employment Classification and Level		
(Level)	(Positions)	(Qualification and working Experience)
High Level	Executive Director	Master with at least 10 years' Experience or Agreed and approved by General Assembly
9	Deputy Executive Director	Master with 8 years' Experience
8	Program Director	Master with 7 years' Experience
7	Program Heads	
a)	Program/Project Team Leader	Master with 5 years' Experience
b)	Program/Project Manager	Master with 4 years' Experience
6.	Coordinators	
a)	Program/Project Coordinator	Master with 5 years' Experience
b)	Finance Coordinator	Master with 5 years' Experience
6.	Program Officers	
a)	Program Officers/ Admin Finance Officer	Bachelor with 3 Years Experience
b)	Logistic Officer	Bachelor with 3 Years Experience
c)	Executive Director's Personnel Assistant (PA)	Bachelor with 3 Years Experience
d)	M&E Officer	Bachelor with 2 Years Experience
e)	Ass. Program Officer/Asst. Finance Officer	Bachelor with 2 Years Experience
6.1	Staff under Engineering Areas	
a)	Engineer (Officer Level)	Bachelor in Engineer with 3 Years Experience
b)	Overseer/Sub Engineer (Asst. Level)	Overseer pass with 2 years' Experience
c)	Sub-overseer (Asst. Level)	Sub-Overseer pass with 2 years' Experience
6.2	Staff under Physical Rehabilitation Areas	
a)	Bachelor Prosthetics and Orthotics (BPO) (Doctor P&O)	BPO P&O Catt-I with 3 years' experience
b)	Physiotherapist	MPT with 3 Years Experience
c)	Physiotherapist	BPT with 3 Years Experience
d)	Prosthetics and Orthotics (Double Standard)	P&O -Catt-II with 3 years' Experience
e)	Prosthetics (Single Standard)	LLP with 2 years' experience
f)	Orthotics (Single Standard)	LLO with 2 years' experience
g)	Rehabilitation Therapy Assistant	RTA with 2 years' Experience
h)	Counselor	RTA with 2 years' Experience
i)	Rehabilitation Database Officer	Bachelor 3 years' experience
j)	Bench worker (P&O Deport)	Intermediate with 2 years or SLC with 5 Years Experience
k)	CDW/DDWs (PT/P&O Deport)	Intermediate /ANM/CMA with 2 years

l)	Workshop Cleaner	10 th Grade
6.3	Other Health Preventive and Curative Staff	
a)	Doctor (MBBS)	With 3 Years Experience
b)	BPH /BN/BSC Nursing	With 3 Years Experience
c)	Health Assistant (HA)/ Staff Nurse	With 2 Years
d)	CMA/ANM	Intermediate /ANM/CMA with 2 years
e)	CMA/ANM	CMA/ANM with 2 years
f)	Agriculture Officer	BSC AG with 3 years' Experience
g)	Asst. Agriculture Officer	ISC Ag with 2 years' experience
h)	JTA (Agro-Vet)	With 2 Years
5	Assistant Level	
a)	Accountant	10+2 with Accountancy with 2 years
b)	Receptionist	Intermediate with 2 years
c)	Field Supervisor	Intermediate with 2 years
d)	Field Motivator	Intermediate with 2 years
4.	Support Staff	
a)	Driver	SLC with 5 years' Experience
b)	Workshop Cleaner/Messenger/ Night guards	2 years' Experience on Messenger/ Night guards at least literate
c)	Sweeper	1 years' experience

Staff Exit Interview Form

The interview is conducted in case of staff resigning from his post or ending the position after the completion of the project period of the organization or leaving NNSWA. From this interview, it is believed that NNSWA's future strategies and human resource development will be supported.

About the staff: Name: Current position:Employment Joining date: first Recruitment Position:

Questions & Answered:

1) Have you found that your personality has developed during your working in this organization, if so, how?

Ans:

2) In this organization, if you are proud to say, what subjects did you fulfill your duty?

Ans:

3) What do you enjoy doing and how does it benefit the organization?

Ans:

4) What action do you consider to be unfair and what disadvantage did it bring to the organization?

Ans:

5) What difference have you found in the situation when you started working in the organization and when you left?

Ans:

6) Did the organization's policy ever bother you, why and how?

Ans:

7) Would it have been easy for everyone if the organization had made the difficult rules and regulations?

Ans:

8) What is the best part of this organization?

Ans:

9) What is the most disliked aspect of this institution?

Ans:

10) Something for organization development from your side, based on your experience so far Do you have important suggestions?

Ans:

11) Do you want to work in this organization again if you feel the need and offer to work for the position according to your qualifications?

Ans:

12) Why did you resign from your post? (Answer this question who resignation staff only)

Ans:

13) What will you do next or where do you think you will work?

Ans:

Signature:

Name of interviewer:

Date:.....

Signature:

Name Interview Giver:

Date:.....