

**CONTRACT OF EMPLOYMENT  
(GENERAL)  
PART TIME WORK FOR FOREIGN STUDENTS  
BETWEEN**

.....having its registered office at .....duly represented by Mr/ Mrs  
.....of .....

Hereinafter referred to as “the employer”

Mr/ Mrs.....of .....(country of origin), bearing Passport  
No.....and is studying at the ..... Hereinafter referred to as  
the “worker” of .....

(FULL RESIDENTIAL ADDRESS OF EMPLOYEE IN COUNTRY OF ORIGIN)

By virtue of this contract, it is agreed that the following terms and conditions will apply:

**1. DEFINITION OF PART TIME WORKER**

The foreign student shall be employed as part time worker whose normal hours of work do not exceed 20 hours per week and for a duration of .....months with effect from.....

**2. JOB TITLE**

The worker shall be a person over 16 years of age and shall be employed as .....

**3. WORKPLACE**

The worker shall be required to perform work at .....

**4. PAYMENT OF REMUNERATION**

1. The employer shall pay to the worker

- (i) not less than the basic wage or salary prescribed in any enactment or specified in a collective agreement whichever is the higher for his category or grade, calculated proportionately on the notional hourly rate and increased by not less than 5 per cent;
- (ii) in any other case, not less than the basic wage or salary of a comparable full-time worker calculated proportionately on the notional monthly rate and increased by not less than 5 per cent.

2. (i) The Employer shall pay remuneration to the worker at monthly intervals, unless the parties agree to payment at shorter intervals. The basic salary shall be adjusted each year as per Additional Remuneration Act.

- (ii) The Employer shall not make any deduction from the wages of the worker except as authorized by the Law ( e.g NPS after 2 years’ service, Income Tax)

**5. TRANSPORT BENEFITS AND FACILITIES**

- (i) The employer shall, where the distance between the worker’s residence and his place of work exceeds 3 km, provide the worker with free transport from the worker’s place of work to his residence, or pay him the equivalent of the return bus fare.
- (ii) The employer shall, irrespective of the distance between the worker’s residence and his place of work, provide the worker with free transport from the worker’s residence to his place of work and from the worker’s place of work to his residence, where the worker is required by his employer to attend or cease work at a time when no public bus service is available.

**6. INSURANCE COVER**

The Employer shall insure the worker against any liability for any case of injury and death arising out of and in the course of his employment.

7. The worker shall also benefit, to all intents and purposes, such other conditions of employment as prescribed by law. Both the Employer and the worker understand and accept the aforesaid terms and conditions.

.....  
(Employer)

.....  
(Worker)

Date:.....