



# Holy Spirit Hospital

Mahakali Caves Road, Andheri (E), Mumbai - 400 093.  
Tel. : 91-22-2824 8500 / 01 / 02 / 03 / 04, Fax : 91-22-2822 1430  
Email : hsb@holyspirthospital.org Website : www.holyspirthospital.org



Date: 08-12-2020

Ms. Aleena sabu,  
Rathappillil (H),  
Kalloorkad P.O,  
Kaloorkad, Muvattupuzha  
Ernakulam (Dist)  
Kerala - 686668.

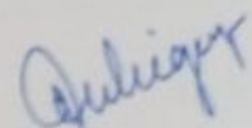
Dear Madam,

With reference to your application dated 21-11-2020 and subsequent interview with us we are pleased to appoint you as **"Staff Nurse"** on contract effective from 08<sup>th</sup> of December 2020 to 31<sup>st</sup> of May 2022 on the following terms and conditions.

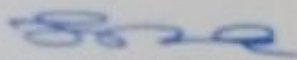
- 1) This contract is within the meaning of section 2(OO) (BB) of the Industrial Disputes Act, 1947.
- 2) During the contract period you will be paid salary of Rs. 17,000/- (Seventeen Thousand only) per month from 08-12-2020 to 28-02-2021, and you shall be paid a consolidated salary of **Rs. 23,000/-** (Rupees Twenty Three Thousand only) per month from 01-03-2021 to 31-05-2022.
- 3) During the period of contract you shall be entitled to **36** days PL and Hospital holiday's as decided by the hospital. In case your contract is terminated prior to completion of contract period, for any reasons, leave will be granted pro-rate to your contract services. Unavailed leave will be encashed on termination of contract. You will observe weekly off on the day fixed by your department head.
- 4) You shall during this contract employment with us, diligently and faithfully serve our hospital and devote the whole of your time and shall not take up any other employment.
- 5) You shall use your utmost endeavor to promote the interest of our hospital and shall in all respect confirm to and act in a accordance with all direction which may be given to you by us through our officer and shall execute and perform with all due dispatch and punctually and according to the best of your skill and ability all such work as we may require you to do.
- 6) You will maintain professionalism as per practice and report duty in clean and presentable manner as decided by the Management from time to time.

- 7) You will be governed by the rules and regulation of the hospital in force and notified from time to time.
- 8) During the continuance of your employment and anytime thereafter you shall not disclose or communicate any of the Hospital confidential details, secrets of the patients or management to any person, persons or corporate body unless compelled to do so by law.
- 9) On reporting for duty you need to mark your attendance on biometric finger scan/ face detector machine at the staff entrance, so also after your duty hours.
- 10) You will observe such duty hours and weekly off as informed to you from time by the Management. You will work in any shift assigned to you from time to time as per the need of the Hospital that will be determined by the Management.
- 11) Any change in residential address should be notified in writing forthwith to the Management. In adhering of the above any intimation to you by the hospital to the notified address shall be treated as proper service against you.
- 12) Your appointment is subject to producing a copy of your recent passport size photograph and satisfactory proof of age, educational qualifications, past employer's certificates, testimonials and reference from your immediate employer with whom you were in service and such documents which Management may require relevant to your appointment.
- 13) This appointment is subjected to completion of your Maharashtra Registration for validation within the period of three months from 08-12-2020.
- 14) After completion of contract period of employment on 31-05-2022 your services stand terminated.
- 15) In case of illness due to self-inflicted injury, attempted suicide, injuries due to assault & fights, and cosmetic procedures, all treatment cost for the same will be borne by you and no leave will be granted for that period.
- 16) This contract is liable to be terminated with one-month notice or one months' salary in lieu of notice by either party.
- 17) Please find enclosed your Job Description which is only illustrative and not exhaustive. Management reserves the right to amend, add, and alter all or any of the job descriptions.

Yours faithfully,  
For Holy spirit Hospital.



Sr. Julie George  
Director-Human Resources



Sr. Usha Thomas  
Director Nursing

**P. D. HINDUJA NATIONAL HOSPITAL  
& MEDICAL RESEARCH CENTRE**

**(Established and managed by the National Health & Education Society)**

VEER SAVARKAR MARG, MAHIM, MUMBAI - 400 016, INDIA  
PHONE : 2445 1515, 2445 2222, 2444 9199 FAX : 2444 9151



HH/PD/01-25/10519

Date: 1<sup>st</sup> February, 2021

**Ms. Anija Mathew**  
Pallikkudathil, Chakkupallam,  
Idukki, Kerala - 685509

Dear Ms. Anija,

With reference to your application and pursuant to the interview you had with us, we are pleased to appoint you as a 'Jr. Staff Nurse' in the grade 'N-3' at our Hospital with effect from **February 01, 2021** on the following terms and conditions:

1. Your appointment is subject to medical fitness.
2. You will be on probation for a period of six months from the date of your appointment; this period may be extended at the discretion of the Management subject to your performance, attitude and attendance being not satisfactory in all respects. During probation, your services can be terminated without notice or salary in lieu of notice. On successful completion of probation, you will be confirmed in writing.
3. The hospital operations are fully computerized. You are required to acquire sufficient working knowledge to operate the Hospital computer system covering data entries as well as retrieval within your probation period. Your confirmation will depend on among other factors, your proficiency in handling our computer system.
4. You will receive a Basic Pay of **Rs. 7,420/-** (Rupees: **Seven thousand four hundred twenty** only) per month in the scale of Rs 7420-40-7545-45-7765-50-8015-55-8290 with admissible allowances which presently are: Variable D.A. – Rs. 12,383.70/-, H.R.A. – Rs. 3,298/-, Transport Allowance - Rs. 7,083/-, Education Allowance – Rs. 3,462/-, and Nursing Allowance – Rs. 2,763/-, during your probation period.
  - a) On Confirmation you will be eligible for additional Nursing Allowance of Rs. 2,763/- p.m.
  - b) When you are a Resident Staff Nurse, you will not be eligible for House Rent Allowance.

*(Handwritten signature)*

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- 2 -

5. On joining duty, you will undergo in service education and training for which you will have to sign a separate skill upgradation agreement enclosed along with this appointment letter.
6. As mentioned in the skill upgradation agreement, you will be required to work in this hospital for a minimum period of **2 years** from the date of appointment (excluding the period of unauthorized absence from duty and Leave Without Pay). You shall not be allowed to leave our service within this period.
7. After and during the minimum period of **two years** of service, your services can be terminated by the Management by one month's notice or three months' notice pay in lieu thereof. In the event you desire to leave after & during the minimum period of two years, you will also have to serve one month's notice or give three months' notice pay in lieu thereof.
8. You shall be required to perform your duties in any shift. In case of exigencies of work, you shall have to attend 'On-call' Duty / Emergency Duty beyond your normal working hours as and when required. You shall be required to perform your duties diligently, sincerely and courteously.
9. You may be required to serve in any branch, office, department or section of the Hospital. In case of such a transfer, the service conditions applicable to that branch, office, department or section will be applicable to you.
10. Your employment with the Hospital being on whole-time basis, you shall not engage yourself directly or indirectly in any other business or employment.
11. Being a hospital, your job will involve contact with all kinds of patients. You will have to handle/process blood, body fluids and other specimens of the patients in the course of investigations/procedures. You must, therefore, take adequate precautions during your work as per the universal precautions/guidelines. In some areas the job will involve working with radioactive materials/radio isotopes/instruments emitting x-rays/radiation. You must therefore, take adequate precautions as per departmental guidelines.
12. During your employment with this hospital, you shall discharge the duties entrusted to you diligently and faithfully and you shall not refuse to carry out any procedure/job as may be required in the department and/or resort to any action which, according to the Management, may hamper the working of the institution or involve yourself in any acts which, according to the Management are detrimental to the interests of the Institution. In case you are found to have committed breach of any of these conditions, the Management shall take suitable action against you.

...3...



- 3 -

13. You are required to wear uniform of non-synthetic fabric and of the design prescribed by the Management, whilst on duty and to keep it neat and tidy.
14. The Hospital attaches considerable importance to a high level of physical fitness, personal grooming, appearance and deportment. Your continuance in service will be subject to your maintaining the required level of medical fitness and being declared medically fit in the periodic medical check-ups conducted by the hospital.
15. You have been allotted **Employee No. 10519**. You will be required to remember this number and quote it in all communications with us.
16. You will be required to promptly inform us of any changes in your personal status (e.g. Change of address, qualifications, marital status, etc.)
17. You will retire on attaining the age of 60 years.
18. On cessation of employment, you will hand over all equipment, tools, keys, records, uniforms and any other materials of the Hospital in your possession, to your immediate superior and obtain a receipt in token of having returned the same.
19. You will be governed by the rules and regulations of the hospital as in force from time to time.

Kindly signify your acceptance on the duplicate copy of this letter in token of your having accepted the same.

Yours sincerely,

Jagdeep Chauhan  
Director – Human Resources

I have read the above mentioned conditions and agree to abide by the



- 3 -

13. You are required to wear uniform of non-synthetic fabric and of the design prescribed by the Management, whilst on duty and to keep it neat and tidy.
14. The Hospital attaches considerable importance to a high level of physical fitness, personal grooming, appearance and deportment. Your continuance in service will be subject to your maintaining the required level of medical fitness and being declared medically fit in the periodic medical check-ups conducted by the hospital.
15. You have been allotted **Employee No. 10519**. You will be required to remember this number and quote it in all communications with us.
16. You will be required to promptly inform us of any changes in your personal status (e.g. Change of address, qualifications, marital status, etc.)
17. You will retire on attaining the age of 60 years.
18. On cessation of employment, you will hand over all equipment, tools, keys, records, uniforms and any other materials of the Hospital in your possession, to your immediate superior and obtain a receipt in token of having returned the same.
19. You will be governed by the rules and regulations of the hospital as in force from time to time.

Kindly signify your acceptance on the duplicate copy of this letter in token of your having accepted the same.

Yours sincerely,

**Jagdeep Chauhan**  
Director – Human Resources

I have read and understood the above mentioned conditions and agree to abide by the rules and regulations of the hospital as in force from time to time, as per terms of Settlement dated 28th March, 2018.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

ak  
ak



LILAVATI HOSPITAL  
AND RESEARCH CENTRE

REF: LH/HRD/2020

December 11, 2020

Ms. Anila Kuriakose  
Pulickaparambil House,  
Laksham Kavala P.O,  
Idukki, Kerala- 685602.

**SUBJECT : OFFER LETTER**

Dear Ms. Anila,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of a "Staff Nurse" in the Department of Nursing Services as per the terms and conditions agreed upon.

Your appointment is subject to being found fit by the Medical team of Hospital as per requirement of the Management.

You are advised to join the hospital by **December 11, 2020**.

We welcome you to the Lilavati family.

This offer letter is being issued to you to facilitate your registration with Maharashtra Nursing Council and to get Police Verification at your home town.

Please sign and return the duplicate copy of the letter as a token of acceptance of the above terms and conditions.

A detailed appointment letter will be issued to you on your joining.

With Best Wishes,

For LILAVATI HOSPITAL & RESEARCH CENTRE,



APOORVA PRABHU  
MANAGER - HR



More than Health Care, Human Care

Administration of  
Dadra & Nagar Haveli and Daman & Diu  
Directorate of Medical and Health Services  
Shri Vinoba Bhave College of Nursing

No. DMHS/EST/Advt./Doctors/2019/247/866

Silvassa

Date: 17/08/2020

To  
**Thomas Anusha Aniyam**  
Lilly Villa House No.1752, Plot No-15/16  
Near Telephone Exchange, Ekta Nagar,  
Daheli Bhilad-396105  
Mob No. 9769632286

**OFFER OF APPOINTMENT**

It is to inform that you have been appointed to the post **Sister Tutor** at Shri Vinoba Bhave College of Nursing, Dadra & Nagar Haveli, Silvassa purely on short term contract basis on a consolidated fixed pay of **Rs. 50,700/-** per month subject to the following terms and conditions:-

1. The appointment is purely on contractual basis from the date of joining upto **12/02/2021**.
2. If the Programme/Project comes to an end, the appointment will automatically stand terminated.
3. Emoluments to the post are fixed as above (consolidated). No other allowance/claim by whatsoever name including G.P.F/C.P.F/DA is permissible. In case of court evidence in public interest T.A/D.A is admissible. All statutory deductions including income Tax (TDS)/PF will be made as per the prevailing laws of the Govt.
4. *While employed on contract basis you will not be allowed to do any kind of private job.*
5. *He/she is entitled for 01 (one) day casual leave per completed month in a calendar year and shall not be entitled for any other kind of leave prescribed by the Government. The leave cannot be carried forward to the next contract appointment, if appointed.*
6. *The service in above grade shall not bestow any claim or right in future for regular/permanent employment to the said post.*
7. *The department reserves the right to terminate the contract to the post before the expiry of the stipulated period without assigning any reason after giving one month advance notice. Similarly, you shall have to give a notice of one month before you may decide to quit from the post or deposit one month salary in lieu of the same after which your appointment will stand terminated.*
8. *Your contract shall be terminated, if you are found under the influence of any intoxicating drink or inappropriate behavior or chronic absenteeism during the course of duty.*
9. *In case the department deutes you for the TOT training, the same shall be further disseminated to the colleagues and only then you may apply for resignation.*
10. *Your contract shall be terminated without any notice, if any information declaration/Statement furnished by you in connection with your selection/appointment on contract basis at any time is found to be false/incorrect, and you shall also be liable to be prosecuted against, according to the law.*
11. *If at any time during the period of contract the authority feels to discontinue the contractual appointment. It may do so by giving 01 months notice without reasons.*



12. In case of death of the employee during the contract period, remuneration for the actual days of services rendered will be paid to his/her family and no other benefits will be entitled and paid.
13. If you accept the above terms & conditions, you shall serve for a period of year and if non-compliance is found, experience certificate will not be issued by the department.
14. If you accept the offer on the above mentioned terms and conditions, you should present yourself immediately before the Office of the **Director, Medical & Health Department, Dadra & Nagar Haveli, Silvassa** for your Medical examination. If declared fit you should report for duty in this office within 07 days of the date of receipt and give an acceptance, failing which the offer will be treated as cancelled.

This is issued with the approval of the Secretary (Health), DNH&DD vide diary no. 626961 dated 11/08/2020.

  
(Dr. V. K. Das)  
Director

Copy to:-

1. The Principal, SVBCON, DNH.
2. The Account Section, VBCH, Silvassa.

NOTE:- 1. Private practice in any form is not admissible.

2. On contract – Holidays are:-

1. 2<sup>nd</sup> August
2. 15<sup>th</sup> August
3. 26<sup>th</sup> January
4. Holi & Deepawali only.

Rest you have to take casual leave.



**MGM MEDICAL COLLEGE & HOSPITAL**  
**Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209**  
**Tel: 022-27437900/01, Fax: 91-22-2743 1723**

Ref No:-MGMH/KAM/App./B.Sc./HR/2021/005

Date: 11<sup>th</sup> February, 2021

Ms. Apurwa Sanjay Gaikwad,  
AT – Kumbhaivali , Tal – Khalapur,  
Dist – Raigad- 410202  
Contact No.:- 9588642926  
Email ID:-apurwagaikwad9998@gmail.com

**Subject: - Appointment as Staff Nurse, after submission of MNC Registration.**

Dear Apurwa,

Based on the submission of your Maharashtra Nursing Registration Certificate, we are pleased to inform you that you are hereby appointed as “Staff Nurse” in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 950 + AGP of Rs. 2, 800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21,638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month, with effect from 1<sup>st</sup> February, 2021.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from 1<sup>st</sup> February, 2021 and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.

7. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
8. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

You are advised to report for your duties immediately.

Signature of the Employee:- AR

Date of Joining:- 1/2/21



ksae  
Hospital Director  
MGM Hospital, Kamothe

Copy for information: -

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Dr. LV/ General (Retd)-K R Salgotra, VSM  
Hospital Director  
MGM Medical College & Hospital,  
Kamothe, Navi Mumbai - 410 209.

Copy to: -

1. Personal File ✓
2. Accounts Department

o/c  
Khan HK  
12/3/2021.  
CTO

AR  
12/3/21



**MAHATMA GANDHI MISSION HOSPITAL**  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./M.Sc./HR/2020/050

Date: 26<sup>th</sup> November, 2020

To,  
Ms. Arathi Chandran,  
Kalamkulathu (H)  
Valiyakavu (P.O.)  
Pathanamthitta, Kerala-689675  
Contact No.:-8848108428  
Email ID:chippyarathi@gmail.com

**Subject: - Appointment Letter as a “Senior Staff Nurse (Infection Control)”.**

Dear Arathi,

We are pleased to inform you that you are hereby appointed as “**Senior Staff Nurse (Infection Control)**” in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 8,670 + AGP of Rs. 2,800 in the pay scale of Rs. 5,200 - 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 28,502/- (Rupees Twenty Eight Thousand Five Hundred Two Only) per month, with effect from 2<sup>nd</sup> November, 2020.

Your appointment is subjected to the terms and conditions mentioned below: -

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your appointment is subject to the final approval of Maharashtra Nursing Council.
6. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.

7. While joining the duties, you will have to give an undertaking to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
8. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
9. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
10. You will have to open an account with IDBI Bank, to enable to remit your salary.
11. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
12. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
13. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
14. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee:- \_\_\_\_\_

Date of Joining:- \_\_\_\_\_



*K R Salgotra*

Hospital Director  
MGM Hospital, Kamothe

Dr. Lt/ General (Retd) K R Salgotra, VSM  
Hospital Director  
MGM Medical College & Hospital,  
Kamothe, Navi Mumbai - 410 209.

Copy for information: -

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Copy to: -

1. Personal File
2. Accounts Department



LILAVATI HOSPITAL  
AND RESEARCH CENTRE

February 01, 2021

Ref.: LH/HRD/005326/2021

Ms. Asha Mariam Varghese  
Palelil Vallikattil,  
Cheeckanal,  
Omallor P.O.,  
Pathanamthitta,  
Kerala- 689647.

Subject : APPOINTMENT LETTER.

Dear Ms. Asha,

Our motto at Lilavati Hospital & Research Centre is  
**"More Than Health Care - Human Care"**

Our priorities are to serve the patient, their relatives and friends.

Human care is to be provided by giving quick, precise, clean and cheerful service: with striving for their maximum physical and emotional satisfaction.

With reference to your application and in pursuant to the interview you had with us, we are pleased to appoint you as a **"Staff Nurse"** in the grade **N4** at our Hospital with effect from **February 01, 2021** on the following terms and conditions:

1. Your appointment is subject to medical fitness. It may be necessary to periodically carry out medical checkup and special blood test to monitor your health.
2. You will receive a Basic pay of Rs.6945/- p.m. in the grade 6825-60-7125-65-7450-70-7800-75-8175-80-8575-85-9000-90-9450-95-9925-100-10425-105-10950-110-11500.

The detailed compensation package is as mentioned in the Annexure attached herewith.

Contd .....2



More than Health Care, Human Care



LILAVATI HOSPITAL  
AND RESEARCH CENTRE

Ref.: LH/HRD/005322/2021

February 01, 2021

Ms. Blessy Anna Daniel  
Attiyaril (H),  
Niranam Central (P.O),  
Thiruvalla,  
Pathanamthitta,  
Kerala- 689621.

Subject : APPOINTMENT LETTER.

Dear Ms. Blessy,

Our motto at Lilavati Hospital & Research Centre is  
**"More Than Health Care - Human Care"**

Our priorities are to serve the patient, their relatives and friends.

Human care is to be provided by giving quick, precise, clean and cheerful service: with striving for their maximum physical and emotional satisfaction.

With reference to your application and in pursuant to the interview you had with us, we are pleased to appoint you as a **"Staff Nurse"** in the grade **N4** at our Hospital with effect from **February 01, 2021** on the following terms and conditions:

1. Your appointment is subject to medical fitness. It may be necessary to periodically carry out medical checkup and special blood test to monitor your health.
2. You will receive a Basic pay of Rs.6945/- p.m. in the grade 6825-60-7125-65-7450-70-7800-75-8175-80-8575-85-9000-90-9450-95-9925-100-10425-105-10950-110-11500.

The detailed compensation package is as mentioned in the Annexure attached herewith.

Contd .....2



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ALQUAD CAMERA



More than Health Care, Human Care

A-791, Bandra Reclamation, Bandra (W), Mumbai - 400 050. Tel. ( Board ): 2675 1000, 2656 8000, 2666  
Fax : (91-22) 2640 7655 Email : info@lilavatihospital.com Website : www.lilavatihospital.com



LILAVATI HOSPITAL  
AND RESEARCH CENTRE

Ref. LH/HRD/005327/2021

February 01, 2021

Ms. Celesty Ann James  
Pulur House,  
Uthimoodu P.O.,  
Kottamala, Cherukole,  
Pathanamthitta,  
Kerala- 689672.

Subject : APPOINTMENT LETTER

Dear Ms. Celesty,

Our motto at Lilavati Hospital & Research Centre is  
**"More Than Health Care - Human Care"**

Our priorities are to serve the patient, their relatives and friends.

Human care is to be provided by giving quick, precise, clean and cheerful service with striving for their maximum physical and emotional satisfaction.

With reference to your application and in pursuant to the interview you had with us, we are pleased to appoint you as a **"Staff Nurse"** in the grade **N4** at our Hospital with effect from **February 01, 2021** on the following terms and conditions:

1. Your appointment is subject to medical fitness. It may be necessary to periodically carry out medical checkup and special blood test to monitor your health.
2. You will receive a Basic pay of Rs 6945/- p.m. in the grade 6825-60-7125-65-7450-70-7800-75-8175-80-8575-85-9000-90-9450-95-9925-100-10425-105-10950-110-11500.

The detailed compensation package is as mentioned in the Annexure attached herewith.

Contd .....2



More than Health Care, Human Care





**MAHATMA GANDHI MISSION HOSPITAL**  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./GNM/HR/2020/028

Date: 24<sup>th</sup> August, 2020

To,  
Ms. Firdaus Raus Khan,  
Fatima House No. 549,  
Plot No. 25, Dak Banglow,  
RD. Opp. Ambassodor Hotel,  
Igatpuri, Nashik-422403.  
Contact No.:- 9511661877.  
Email ID: khanfirdaus933@gmail.com

**Subject: - Appointment Letter as a "Staff Nurse".**

Dear Firdaus,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 200 + AGP of Rs. 2, 200 in the pay scale of Rs. 5, 200- 20, 200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs.17, 590/- (Rupees Seventeen Thousand Five Hundred Ninety Only) per month.

Your appointment is subjected to the terms and conditions mentioned below:-

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your appointment is subject to the final approval of Maharashtra Nursing Council.
6. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
7. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.

8. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
9. While joining the duties, you will have to give an undertaking to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
10. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
11. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
12. You will have to open an account with IDBI Bank, CBD, Belapur to enable to remit your salary.
13. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Medical Superintendent, immediately after joining with intimation to you.
14. You are requested to sign the duplicate copy of this letter, as a token of you acceptance of the terms and conditions of this appointment letter.
15. You are advised to report for your duties on or before 31<sup>st</sup> August, 2020.

Signature of the Employee:- \_\_\_\_\_

Date of Joining:- 24/Aug/2020



*Wacc*  
Medical Superintendent  
MGM Hospital, Kamothe  
**Medical Superintendent**  
M. G. M. HOSPITAL, KAMOTHE

Copy for information:-

1. The Hon'ble Medical Director, MGM Hospital, Kamothe.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Copy to:-

1. Personal File
2. Accounts Department

*Received*  
*[Signature]*



# Holy Spirit Hospital

Mahakali Caves Road, Andheri (E), Mumbai - 400 093.  
Tel. : 91-22-2824 8500 / 01 / 02 / 03 / 04, Fax : 91-22-2822 1430  
Email : hsh@holyspirthospital.org Website : www.holyspirthospital.org



Date: 01-12-2020

Ms. Jessina Cherian,  
Kuzhimannil (H),  
Mallappally West P.O,  
Mallappally West,  
Pathaqqnamthitta (Dist)  
Kerala - 689585.

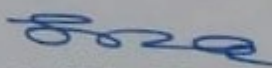
Dear Madam,

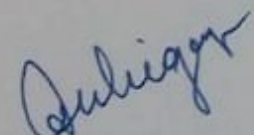
With reference to your application dated 04-11-2020 and subsequent interview with us we are pleased to appoint you as **"Staff Nurse"** on contract effective from 01<sup>st</sup> of December 2020 to 31<sup>st</sup> of May 2022 on the following terms and conditions.

- 1) This contract is within the meaning of section 2(OO) (BB) of the Industrial Disputes Act. 1947.
- 2) During the contract period you will be paid salary of Rs. 17,000/- (Seventeen Thousand only) per month from 01-12-2020 to 28-02-2021, and you shall be paid a consolidated salary of **Rs. 23,000/-** (Rupees Twenty Three Thousand only) per month from 01-03-2021 to 31-05-2022.
- 3) During the period of contract you shall be entitled to **36** days PL and Hospital holiday's as decided by the hospital. In case your contract is terminated prior to completion of contract period, for any reasons, leave will be granted pro-rate to your contract services. Unavailed leave will be encashed on termination of contract. You will observe weekly off on the day fixed by your department head.
- 4) You shall during this contract employment with us, diligently and faithfully serve our hospital and devote the whole of your time and shall not take up any other employment.
- 5) You shall use your utmost endeavor to promote the interest of our hospital and shall in all respect conform to and act in accordance with all directions which may be given to you by us through our officer and shall execute and perform with due dispatch and punctually and according to the best of your skill and ability such work as we may require you to do.
- 6) You will maintain professionalism as per practice and report duty in clean and presentable manner as decided by the Management from time to time.

- 7) You will be governed by the rules and regulation of the hospital in force and notified from time to time.
- 8) During the continuance of your employment and anytime thereafter you shall not disclose or communicate any of the Hospital confidential details, secrets of the patients or management to any person, persons or corporate body unless compelled to do so by law.
- 9) On reporting for duty you need to mark your attendance on biometric finger scan/ face detector machine at the staff entrance, so also after your duty hours.
- 10) You will observe such duty hours and weekly off as informed to you from time by the Management. You will work in any shift assigned to you from time to time as per the need of the Hospital that will be determined by the Management.
- 11) Any change in residential address should be notified in writing forthwith to the Management. In adhering of the above any intimation to you by the hospital to the notified address shall be treated as proper service against you.
- 12) Your appointment is subject to producing a copy of your recent passport size photograph and satisfactory proof of age, educational qualifications, past employer's certificates, testimonials and reference from your immediate employer with whom you were in service and such documents which Management may require relevant to your appointment.
- 13) This appointment is subjected to completion of your Maharashtra Registration for validation within the period of three months from 01-12-2020.
- 14) After completion of contract period of employment on 31-05-2022 your services stand terminated.
- 15) In case of illness due to self-inflicted injury, attempted suicide, injuries due to assault & fights, and cosmetic procedures, all treatment cost for the same will be borne by you and no leave will be granted for that period.
- 16) This contract is liable to be terminated with one-month notice or one months' salary in lieu of notice by either party.
- 17) Please find enclosed your Job Description which is only illustrative and not exhaustive. Management reserves the right to amend, add, and alter all or any of the job descriptions.

Yours faithfully,  
For Holy spirit Hospital.

  
Sr. Usha Thomas  
Director Nursing

  
Sr. Julie George  
Director-Human Resources



**MAHATMA GANDHI MISSION HOSPITAL**  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./GNM/HR/2020/027

Date: 24<sup>th</sup> August, 2020

To,  
Ms. Pooja Jaywant Bhosale,  
Chintan Apt.,  
3<sup>rd</sup> Floor, Room No.303,  
Mada Titwala-421605.  
Contact No.:- 9326838825.  
Email ID: bhosalepooja689@gmail.com

**Subject: - Appointment Letter as a "Staff Nurse".**

Dear Pooja,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 200 + AGP of Rs. 2, 200 in the pay scale of Rs. 5, 200- 20, 200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs.17, 590/- (Rupees Seventeen Thousand Five Hundred Ninety Only) per month.

Your appointment is subjected to the terms and conditions mentioned below:-

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your appointment is subject to the final approval of Maharashtra Nursing Council.
6. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
7. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.

8. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
9. While joining the duties, you will have to give an undertaking to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
10. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
11. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
12. You will have to open an account with IDBI Bank, CBD, Belapur to enable to remit your salary.
13. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Medical Superintendent, immediately after joining with intimation to you.
14. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.
15. You are advised to report for your duties on or before 31<sup>st</sup> August, 2020.

Signature of the Employee:- Rhosik

Date of Joining:- 24/8/20



baal  
Medical Superintendent  
MGM Hospital, Kamothe  
**Medical Superintendent**  
**M. G. M. HOSPITAL, KAMOTHE**

Copy for information:-

1. The Hon'ble Medical Director, MGM Hospital, Kamothe.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Copy to:-

1. Personal File
2. Accounts Department



**MAHATMA GANDHI MISSION HOSPITAL**  
**Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209**  
**Tel: 022-27437900/01, Fax: 91-22-2743 1723**

Ref No:-M.G.M.H/KAM/App./P.B.B.Sc./HR/2020/044

Date: 7<sup>th</sup> Novmber, 2020

To,  
Ms. Prabha Tripathi,  
13 B/1, Drummond Road,  
Allahabad, Uttar Pradesh ,  
Contact No.:-8692876417  
Email ID: prabhatripathi594@gmail.com

**Subject: - Appointment Letter as a “Staff Nurse”.**

Dear Prabha,

We are pleased to inform you that you are hereby appointed as “Staff Nurse” in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950 + AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month.

Your appointment is subject to the terms and conditions mentioned below: -

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your appointment is subject to the final approval of Maharashtra Nursing Council.
6. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
7. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.

8. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
9. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
10. You will have to open an account with IDBI Bank, to enable to remit your salary.
11. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
12. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
13. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
14. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

You are advised to report for your duties immediately.

Signature of the Employee:- *J. Patil*

Date of Joining:- 09/11/20



*K. S.*

Hospital Director  
MGM Hospital, Kamothé

**Medical Superintendent**  
**M. G. M. HOSPITAL, KAMOTHE**

Copy for information: -

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothé.
3. The Nursing Superintendent, MGM Hospital, Kamothé

Copy to: -

1. Personal File ✓
2. Accounts Department

*o/c*  
*K. S.*  
*CAO*





PGH/ 33 /FZL/N3

*The B. D. Petit Parsee General Hospital*  
*B. Petit Road, Cumballa Hill,*  
*Mumbai - 400 036.*  
*Tel.:6118 6118, 2363 3641, Tel./Fax: 6118 6333*  
*E-mail : ceo@bdppgh.org, bdppgh@mtnl.net.in*

20<sup>th</sup> January 2021

**Ms. Pratibha Kumari**  
Ward No.3, Papraur,  
Begusarai  
BIHAR 851 210

**Sub : Your Appointment as a Staff Nurse (Residential)**

Further to your Appointment Letter No.PGH/467/FZL/N3 dated 3<sup>rd</sup> December 2020, appointing you as Intern and on submission of your MNC Registration, the Management is pleased to appoint you as a **Staff Nurse (Residential)** with effect from **19<sup>th</sup> January 2021**, on the following terms and conditions :-

**Terms and Conditions of appointment**

1. Your appointment with our Hospital is subject to you being always medically fit in the opinion of the Medical Superintendent of the Hospital.
2. You will be on probation for a period of one month from 19<sup>th</sup> January 2021, which may be further extended up to a maximum period of three months. Before the expiry or on completion of the probationary period, your probationary services may be terminated without giving any notice or payment in lieu of such notice without assigning any reason. Similarly, you can also terminate your appointment by giving 24 hours notice in writing. On confirmation, however, you shall serve the Hospital for a minimum period of two years.
3. You will work under the administrative and supervisory control of the Chief Nursing Superintendent / Matron who will assign your duties, and be responsible for all matters related to your work, living accommodation, leave and discipline. You will be required to work in any area of the Hospital dependent upon exigencies of work, and carry out shift duties as assigned by the Management.
4. Your job responsibilities are described in the attached enclosure.
5. You will be placed in the grade of Rs.750-220-2290-290-4320-360-6480-430-8630-530-11280 (30 years) and receive:
  - a) Basic Salary Rs.750/- per month.
  - b) Dearness Allowance as applicable from time to time;
  - c) Uniform and Washing Allowance @ Rs.1100/- per month.
  - d) Other Allowances as admissible from time to time.
  - e) L.T.A. as per rules.
  - f) Ex-Gratia as and when declared by the Management.

*Ve*





## The B. D. Petit Parsee General Hospital

- 2 -

Subject to your confirmation after the probation period, you will be assessed on an annual basis and annual increment shall be at the sole discretion of the management and subject to receipt of satisfactory appraisal of your performance. Your annual increment will fall due on 1<sup>st</sup> February 2022 and thereafter on the same date every subsequent year.

6. You are required to pay non-interest bearing refundable deposit of Rs 15,000/- This deposit will be refunded to you on your leaving Hospital services subject to deduction for any Hospital dues for whatever cause and vacation of residential accommodation. The deposit will be forfeited if your services are terminated on disciplinary grounds, or you leave service without completing tenure of contract.
7. In addition, you shall deposit with the Hospital, Notary Attested photo copies of the Certificates of your Educational Qualifications, Experience and Registration Certificate / Licence obtained from Maharashtra Nursing Council and any other documents if required by the Hospital.
8. Your services can be terminated after confirmation by giving you two month's notice in writing or two month's salary in lieu of the notice without assigning any reasons. Similarly, you can also terminate your services by giving two month's notice in writing or two month's salary in lieu of notice. Besides, if you leave within two years, your deposit will not be refunded and experience certificate will not be issued. However, after two years you can terminate your service by giving one month's Notice in writing or one month salary in lieu of Notice.
9. Your services can be terminated at 24 hours notice if you are found guilty of indiscipline, insubordination, misconduct, and/or neglect of duties. Your deposit will be forfeited if your services are terminated on disciplinary grounds.
10. You will be entitled to provision of free Boarding and Lodging facilities subject to availability, on a room sharing basis during the tenure of your appointment and while on duty. You are not permitted to accommodate any outsiders in your room. No cooking is permitted in the residential area provided to you. Storage of inflammable articles, intoxicant drugs and alcoholic beverages in the residential premises is prohibited. Ordinarily you will not be allowed to stay in the residential premises during the period of your Privilege Leave, except for a couple of days before rejoining duties, with prior written permission from the Chief Nursing Superintendent / Matron. You are required to vacate the residential accommodation, provided to you within twenty four hours of termination of your services for whatever cause.

Contd... 3 ...



11. Your conduct and work will be governed by the rules and regulations of the Hospital as in force from time to time. You will be required to wear uniform as approved by the Management. You undertake and agree that all Hospital property including copies of all correspondence, vouchers, books, documents, hospital records and circulars which shall come into your possession in the course of your employment at the Hospital or otherwise shall be the absolute property of the Hospital and that you at any time during the currency of your employment or upon termination thereof from any cause whatsoever deliver the same to the Hospital on demand without claiming any lien whatsoever thereof.
12. You are responsible for safe custody and careful use of Hospital property under your charge at your residence and work area. You will be held responsible for loss or damage to Hospital property resulting from careless use, negligence or willful damage and recoveries will be affected for the same.
13. You will be eligible to join the Provident Fund Scheme under the Employee's Provident Fund and Miscellaneous Provisions Act 1952, and Employee's Family Pension Scheme 1971 as per rules in force.
14. You will be entitled to per calendar year **(a)** 11 days' Casual Leave **(b)** 15 days' Sick Leave **(c)** 30 days' Privilege Leave which can be availed only after completing one year of service.
15. You will be entitled to free medical treatment under care of the Medical Superintendent at the Parsee General Hospital. You should report through Chief Nursing Superintendent/Matron for treatment of any illness. The Medical Superintendent may seek specialist opinion if so required in his opinion and arrange for admission if required. You are not allowed to seek Medical treatment directly without being seen by the Medical Superintendent/Administrative Medical Officer, and/or referred by him to a specialist.
16. During the period of employment with the Hospital, you shall devote whole time and attention to the interest of the Hospital and the patients of the Hospital. You shall not during the service with the Hospital even after the completion of your duty hours or on off days or on holidays or while on leave undertake or concern yourself directly or indirectly with any other work or outside duties or do any business or profession whether for gain or not without express written permission from the Hospital.
17. Your services are liable to be transferred from one shift to another, from one department / ward to another or vice versa. In case of such transfers, you shall not be entitled for any compensation or extra remuneration. On transfer whether department or otherwise, you shall be governed by the conditions of service or rules and regulations that may be prevailing in the place to which you may be transferred.  
You shall not refuse such a transfer. Failure or refusal by you to report at the place of transfer for any reason whatsoever shall be deemed that you have resigned from the services of the Hospital without prior notice to the Hospital and the consequences of such termination shall follow as stated herein.

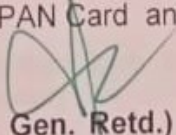




## The B. D. Petit Parsee General Hospital

- 4 -

18. Any change in your residential address, you should notify the same in writing forthwith to the Hospital, also inform your contact telephone number / address while on leave
19. Your appointment is subject to your producing a copy of your recent passport size photograph along with the satisfactory proof of your age, educational qualifications, past employment certificate, testimonials and satisfactory reference from your immediate Employer with whom you are employed and such other documents which the Management may require relevant to your appointment with the Hospital.
20. You shall not divulge, disclose or make known to any person any of the secrets of the Hospital and the patients treated in the Hospital which may become known to you as an employee of the Hospital or on account of you being in the employment of the Hospital at any time either while in the employment of the Hospital or otherwise except when compelled to do so by the law of the land. If at any time the Hospital comes to know that you are divulging the secrets of the organization to others, either while in the service or otherwise, your services shall be terminated without any notice or payment in lieu of such notice besides taking any other action as may deem fit.
21. You shall not take outside the premises of the Hospital any documents, drawings, notings, circulars, vouchers, books or its copies at any time without the prior written permission of the Hospital even though such documents, drawings, notings, circulars, vouchers are made or prepared by you or otherwise. You shall also not disclose or publish in any magazines, newspapers, journals, reports, etc. anything about the Hospital without the prior written permission of the Hospital.
22. You shall retire from the services of the Hospital on attaining / completion of the age of 60 years.
23. Any communication to be issued to you shall be considered as sufficient if the same is sent to you at the address mentioned hereinabove by Registered Post even if the same is returned to the Hospital undelivered for any reason whatsoever, it shall be deemed that the communication is duly served on you.
24. You are advised to open Savings Bank Account with Bank of India/State Bank of India, for crediting your salary to your Savings Bank Account. You are requested to collect the Bank Account Opening Form from the salary section. On opening of your S B Account you are advised to immediately intimate Accounts department your S B Account Number alongwith xerox copies of PAN Card and Aadhar Card.

  
Dr. (Lt. Gen. Retd.) M. Ganguly, VSM  
Chief Executive Officer

I accept the appointment on terms and conditions as stated in this letter.

Date :

Signature :

cc : Chief Nsg. Supdt. cc : Upper Staff Salary Section cc : Time Office





**MAHATMA GANDHI MISSION HOSPITAL**  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-MGMH/KAM/App./NP/HR/2020/054

Date: 3<sup>rd</sup> December, 2020

To,

Ms. Precious Angel Josey,  
Chullickal Prashan Villa,  
Arthungal P.O Cherthala,  
Alappuzha, Kerala-688530.  
Mobile No.8291342193  
Email ID-preciousangeljosey199327@gmail.com

**Subject: - Appointment Letter as a “Nurse Practitioner in Critical Care”.**

Dear Precious,

We are pleased to inform you that you are hereby appointed as “Nurse Practitioner in Critical Care”, units of MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a consolidated salary Rs. 35,000/- + Rs. 5, 000 /- per month as Critical Care Allowance.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You should have a valid registration certificate as “Nurse Practitioner” from State Nursing Registration Council. You should also have a valid AHA accredited BLS and ACLS Certificate at the time of appointment.
3. You will be posted in critical care units only. You will wear scrub suits as approved by the management (with name and designation imprinted), while working in the Critical Care Units.
4. You will perform round the clock shift duties by relieving each other and report to Unit Heads and Head of Critical Care Unit and Nursing Superintendent. You will maintain daily records pertaining to patient on the NPCC progress notes in the patient file.
5. You may be privileged and permitted to perform advance procedures like endotracheal intubation, central line and arterial line insertion, order investigations and therapies (as per institutional protocols approved for NPCC). The privileging of advanced procedures will be completed by you.
6. You will follow the Standard Operating Procedures and Protocols as approved by members of Hospital Committee constituted by the Medical Director and the Board of Management MGMIHS.
7. Your major job description in Critical Care includes initial focused history collection, daily physical examination, monitoring and management of plan of care in collaboration with the consulting doctor. You will act as first responder in emergency critical care situations and be an active member of Code Blue Team.
8. You will have to give one month’s notice in writing to the management before resigning the job, failing which your last month’s salary shall be forfeited.

9. You will have to submit to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
10. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
11. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
12. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
13. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
14. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
15. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
16. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
17. You will have to open an account with IDBI Bank, to enable to remit your salary.
18. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Hospital Director, immediately after joining with intimation to you.
19. You are advised to report for your duties with immediate effect.

You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee:- \_\_\_\_\_

Date of Joining:- \_\_\_\_\_



*K. Salgotra*

Hospital Director  
MGM Hospital, Kamothe

Copy for information to:-

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Dr. Lt/ General (Retd) K R Salgotra, VSM  
Hospital Director  
MGM Medical College & Hospital,  
Kamothe, Navi Mumbai - 410 209.

Copy to:-

1. Personal File
2. Accounts Department



**MAHATMA GANDHI MISSION HOSPITAL**  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App./P.B.B.Sc./HR/2020/055

Date: 16<sup>th</sup> December, 2020

To,  
Ms. Priti Yadav,  
Village Chakaudhi,  
Post-Sultanpur, Dist.- Mau,  
Uttar Pradesh-276402  
Contact No.:-7991578931  
Email ID: ypri831@gmail.com

**Subject: - Appointment Letter as a "Staff Nurse".**

Dear Priti,

We are pleased to inform you that you are hereby appointed as "Staff Nurse" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5,950 + AGP of Rs. 2,800 in the pay scale of Rs. 5,200- 20,200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs. 21638/- (Rupees Twenty One Thousand Six Hundred Thirty Eight Only) per month.

Your appointment is subject to the terms and conditions mentioned below: -

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit the authentic proof regarding your date of birth, educational qualification and passport size photographs, to HRD, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your appointment is subject to the final approval of Maharashtra Nursing Council.
6. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
7. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.

8. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
9. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
10. You will have to open an account with IDBI Bank, to enable to remit your salary.
11. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
12. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
13. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
14. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

You are advised to report for your duties immediately.

Signature of the Employee:- \_\_\_\_\_

Date of Joining:- \_\_\_\_\_



*K R*  
Hospital Director  
MGM Hospital, Kamothe

Dr. Lt/ General (Retd) K R Salgotra, VSM  
Hospital Director  
MGM Medical College & Hospital,  
Kamothe, Navi Mumbai - 410 209.

Copy for information: -

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Copy to: -

1. Personal File
2. Accounts Department





**MAHATMA GANDHI MISSION HOSPITAL**  
**Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209**  
**Tel: 022-27437900/01, Fax: 91-22-2743 1723**

Ref No:-MGMH/KAM/App./NP/HR/2020/052

Date: 3<sup>rd</sup> December, 2020

To,

Ms. Priyanka Vishwakarma,  
Room No. 15, Ayyappa CHS,  
At Kalkhe, Post-ONGC, Tal- Panvel,  
Dist.- Raigad-410206.  
Mobile No.9819295345/937223283  
Email ID-priyalvishwakarma@gmail.com

**Subject: - Appointment Letter as a “Nurse Practitioner in Critical Care”.**

Dear Priyanka,

We are pleased to inform you that you are hereby appointed as “Nurse Practitioner in Critical Care”, units of MGM Medical College & Hospital, Kamothe, Navi Mumbai, on a consolidated salary Rs. 35,000/- + Rs. 5, 000 /- per month as Critical Care Allowance.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You should have a valid registration certificate as “Nurse Practitioner” from State Nursing Registration Council. You should also have a valid AHA accredited BLS and ACLS Certificate at the time of appointment.
3. You will be posted in critical care units only. You will wear scrub suits as approved by the management (with name and designation imprinted), while working in the Critical Care Units.
4. You will perform round the clock shift duties by relieving each other and report to Unit Heads and Head of Critical Care Unit and Nursing Superintendent. You will maintain daily records pertaining to patient on the NPCC progress notes in the patient file.
5. You may be privileged and permitted to perform advance procedures like endotracheal intubation, central line and arterial line insertion, order investigations and therapies (as per institutional protocols approved for NPCC). The privileging of advanced procedures will be completed by you.
6. You will follow the Standard Operating Procedures and Protocols as approved by members of Hospital Committee constituted by the Medical Director and the Board of Management MGMIHS.
7. Your major job description in Critical Care includes initial focused history collection, daily physical examination, monitoring and management of plan of care in collaboration with the consulting doctor. You will act as first responder in emergency critical care situations and be an active member of Code Blue Team.
8. You will have to give one month’s notice in writing to the management before resigning the job, failing which your last month’s salary shall be forfeited.

9. You will have to submit to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
10. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
11. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
12. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
13. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
14. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
15. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
16. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
17. You will have to open an account with IDBI Bank, to enable to remit your salary.
18. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Hospital Director, immediately after joining with intimation to you.
19. You are advised to report for your duties with immediate effect.

You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee:- \_\_\_\_\_

Date of Joining:- \_\_\_\_\_



*K R Salgotra*

Hospital Director  
MGM Hospital, Kamothe

Copy for information to:-

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Dr. LV General (Retd) K R Salgotra, VSM  
Hospital Director  
MGM Medical College & Hospital,  
Kamothe, Navi Mumbai - 410 209.

Copy to:-

1. Personal File
2. Accounts Department



**MAHATMA GANDHI MISSION HOSPITAL**  
**Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209**  
**Tel: 022-27437900/01, Fax: 91-22-2743 1723**

Ref No:-M.G.M.H/KAM/App./B.Sc./HR/2020/053

Date: 16<sup>th</sup> December, 2020

To,  
Ms. Rutuja Subhash Pol,  
B/4, B- Wing, 101, Geetanjali CHS,  
Sector-10, Kalamboli-410218.  
Contact No.:-8850186954  
Email ID:rutuja99pol@gmail.com

**Subject: - Appointment Letter as a “Trainee Nurse”.**

Dear Rutuja,

We are pleased to inform you that you are hereby appointed as “**Trainee Nurse**” in MGM Medical College Hospital, Kamothe, Navi Mumbai, on the monthly stipend of Rs. 15,000/- (Rupees Fifteen Thousand Only).

Your appointment is subject to the terms and conditions mentioned below: -

1. You will have to complete the assignments given by in-charge of the Department.
2. You will have to submit authentic proof regarding your date of birth, educational qualification and resent passport size photographs, to the HRD, while reporting for your duty.
3. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
4. Your appointment is subject to the final approval of Maharashtra Nursing Council.
5. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
6. While joining the duties, you will have to give an undertaking to the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
7. A sum equivalent to one month’s stipend will be deducted from your stipend in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.

8. You will not be entitled to any leave during your training period.
9. You will have to open an account with IDBI Bank, to enable to remit your salary.
10. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
11. Your continuous unauthorized absence from duty will lead to the termination of your services, effective from the date from which you remain continuously absent your duties.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the HRD, before joining your duty.
13. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.

Signature of the Employee: - \_\_\_\_\_

Date of Joining: - \_\_\_\_\_

  
\_\_\_\_\_  
**Hospital Director**  
**MGM Hospital Kamothé**



Copy for information: -

1. The Hon'ble Medical Director.
2. The Dean, MGM Medical College, Kamothé.
3. The Nursing Superintendent

**Dr. LV General (Retd) K R Salgotra, VSM**  
Hospital Director  
MGM Medical College & Hospital,  
Kamothé, Navi Mumbai - 410 209.

Copy to: -

1. Personal File
2. Accounts Department



# Holy Spirit Hospital

Mahakali Caves Road, Andheri (E), Mumbai - 400 093.  
Tel : 91-22-2824 8580 / 01 / 02 / 03 / 04, Fax : 91-22-2822 1400  
Email : [hr@holyspirithospital.org](mailto:hr@holyspirithospital.org) Website : [www.holyspirithospital.org](http://www.holyspirithospital.org)



Date: 13-01-2021

Ms. Samiksha Nitin Mhatre  
659, Z-11,  
Omkar Colony,  
Kumbharwada Road  
Near Bharti Police House  
Uran (Dist)  
Maharashtra - 400702


Dear Madam,

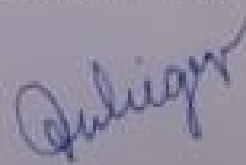
With reference to your application dated 06-01-2021 and subsequent interview with us we are pleased to appoint you as "Staff Nurse" on contract effective from 13<sup>th</sup> of January 2021 to 30<sup>th</sup> of June 2022 on the following terms and conditions.

- 1) This contract is within the meaning of section 2(OO) (BB) of the Industrial Disputes Act, 1947.
- 2) During the contract period you will be paid salary of Rs. 17,000/- (Seventeen Thousand only) per month from 13-01-2021 to 31-03-2021, and you shall be paid a consolidated salary of Rs. 23,000/- (Rupees Twenty Three Thousand only) per month from 01-04-2021 to 30-06-2022.
- 3) During the period of contract you shall be entitled to 36 days PL and Hospital holiday's as decided by the hospital. In case your contract is terminated prior to completion of contract period, for any reasons, leave will be granted pro-rate to your contract services. Unavailed leave will be encashed on termination of contract. You will observe weekly off on the day fixed by your department head.
- 4) You shall during this contract employment with us, diligently and faithfully serve our hospital and devote the whole of your time and shall not take up any other employment.
- 5) You shall use your utmost endeavor to promote the interest of our hospital and shall in all respect conform to and act in accordance with all direction which may be given to you by us through our officer and shall execute and perform with all due dispatch and punctually and according to the best of your skill and ability all such work as we may require you to do.
- 6) You will maintain professionalism as per practice and report duty in clean and presentable manner as decided by the Management from time to time.

- 7) You will be governed by the rules and regulation of the hospital in force and notified from time to time.
- 8) During the continuance of your employment and anytime thereafter you shall not disclose or communicate any of the Hospital confidential details, secrets of the patients or management to any person, persons or corporate body unless compelled to do so by law.
- 9) On reporting for duty you need to mark your attendance on biometric finger scan/ face detector machine at the staff entrance, so also after your duty hours.
- 10) You will observe such duty hours and weekly off as informed to you from time by the Management. You will work in any shift assigned to you from time to time as per the need of the Hospital that will be determined by the Management.
- 11) Any change in residential address should be notified in writing forthwith to the Management. In adhering of the above any intimation to you by the hospital to the notified address shall be treated as proper service against you.
- 12) Your appointment is subject to producing a copy of your recent passport size photograph and satisfactory proof of age, educational qualifications, past employer's certificates, testimonials and reference from your immediate employer with whom you were in service and such documents which Management may require relevant to your appointment.
- 13) This appointment is subjected to completion of your Maharashtra Registration for validation within the period of three months from 13-01-2021.
- 14) After completion of contract period of employment on 30-06-2022 your services stand terminated.
- 15) In case of illness due to self-inflicted injury, attempted suicide, injuries due to assault & fights, and cosmetic procedures, all treatment cost for the same will be borne by you and no leave will be granted for that period.
- 16) This contract is liable to be terminated with one-month notice or one months' salary in lieu of notice by either party.
- 17) Please find enclosed your Job Description which is only illustrative and not exhaustive. Management reserves the right to amend, add, and alter all or any of the job descriptions.

Yours faithfully,  
For Holy spirit Hospital.

Fov  
  
Sr. Usha Thomas

  
Sr. Julie George



# Holy Spirit Hospital

Mahakali Caves Road, Andheri (E), Mumbai - 400 093.  
Tel. : 91-22-2824 8500 / 01 / 02 / 03 / 04, Fax : 91-22-2822 1430  
Email : hsh@holyspirthospital.org Website : www.holyspirthospital.org



Date: 01-12-2020

Ms. Saranya C.S,  
Choolayikuttal (H),  
Njeezoor P.O,  
Kaduthuruthy,  
Kottayam (Dist)  
Kerala - 686612.

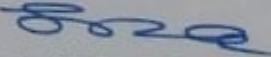
Dear Madam,

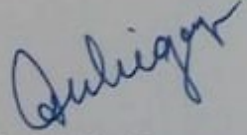
With reference to your application dated 04-11-2020 and subsequent interview with us we are pleased to appoint you as **"Staff Nurse"** on contract effective from 01<sup>st</sup> of December 2020 to 31<sup>st</sup> of May 2022 on the following terms and conditions.

- 1) This contract is within the meaning of section 2(OO) (BB) of the Industrial Disputes Act. 1947.
- 2) During the contract period you will be paid salary of Rs. 17,000/- (Seventeen Thousand only) per month from 01-12-2020 to 28-02-2021, and you shall be paid a consolidated salary of **Rs. 23,000/-** (Rupees Twenty Three Thousand only) per month from 01-03-2021 to 31-05-2022.
- 3) During the period of contract you shall be entitled to **36** days PL and Hospital holiday's as decided by the hospital. In case your contract is terminated prior to completion of contract period, for any reasons, leave will be granted pro-rate to your contract services. Unavailed leave will be encashed on termination of contract. You will observe weekly off on the day fixed by your department head.
- 4) You shall during this contract employment with us, diligently and faithfully serve our hospital and devote the whole of your time and shall not take up any other employment.
- 5) You shall use your utmost endeavor to promote the interest of our hospital and shall in all respect confirm to and act in a accordance with all direction which may be given to you by us through our officer and shall execute and perform with all due dispatch and punctually and according to the best of your skill and ability all such work as we may require you to do.
- 6) You will maintain professionalism as per practice and report duty in clean and presentable manner as decided by the Management from time to time.

- 7) You will be governed by the rules and regulation of the hospital in force and notified from time to time.
- 8) During the continuance of your employment and anytime thereafter you shall not disclose or communicate any of the Hospital confidential details, secrets of the patients or management to any person, persons or corporate body unless compelled to do so by law.
- 9) On reporting for duty you need to mark your attendance on biometric finger scan/ face detector machine at the staff entrance, so also after your duty hours.
- 10) You will observe such duty hours and weekly off as informed to you from time by the Management. You will work in any shift assigned to you from time to time as per the need of the Hospital that will be determined by the Management.
- 11) Any change in residential address should be notified in writing forthwith to the Management. In adhering of the above any intimation to you by the hospital to the notified address shall be treated as proper service against you.
- 12) Your appointment is subject to producing a copy of your recent passport size photograph and satisfactory proof of age, educational qualifications, past employer's certificates, testimonials and reference from your immediate employer with whom you were in service and such documents which Management may require relevant to your appointment.
- 13) This appointment is subjected to completion of your Maharashtra Registration for validation within the period of three months from 01-12-2020.
- 14) After completion of contract period of employment on 31-05-2022 your services stand terminated.
- 15) In case of illness due to self-inflicted injury, attempted suicide, injuries due to assault & fights, and cosmetic procedures, all treatment cost for the same will be borne by you and no leave will be granted for that period.
- 16) This contract is liable to be terminated with one-month notice or one months' salary in lieu of notice by either party.
- 17) Please find enclosed your Job Description which is only illustrative and not exhaustive. Management reserves the right to amend, add, and alter all or any of the job descriptions.

Yours faithfully,  
For Holy spirit Hospital.

  
Sr. Usha Thomas  
Director Nursing

  
Sr. Julie George  
Director-Human Resources





LILAVATI HOSPITAL  
AND RESEARCH CENTRE

Ref.: LH/HRD/004792/2018

January 01, 2018

Ms. Shajin Philip.  
Maliyekkal (H),  
Azhiyadathuchira (PO),  
Thiruvalla, Kavumbhagom (Part),  
Alumthuruthy,  
Pathanamthitta (Dist),  
Kerala – 689113.

Subject : APPOINTMENT LETTER.

Dear Ms. Shajin,

Our motto at Lilavati Hospital & Research Centre is  
**"More Than Health Care - Human Care"**

Our priorities are to serve the patient, their relatives and friends.

Human care is to be provided by giving quick, precise, clean and cheerful service: with striving for their maximum physical and emotional satisfaction.

With reference to your application and in pursuant to the interview you had with us, we are pleased to appoint you as a **"Staff Nurse"** in the grade **N4** at our Hospital with effect from **January 01, 2018** on the following terms and conditions:

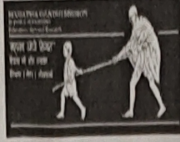
1. Your appointment is subject to medical fitness. It may be necessary to periodically carry out medical checkup and special blood test to monitor your health.
2. You will receive a Basic pay of Rs.6945/- p.m. in the grade 6825-60-7125-65-7450-70-7800-75-8175-80-8575-85-9000-90-9450-95-9925-100-10425-105-10950-110-11500.

The detailed compensation package is as mentioned in the Annexure attached herewith.

Contd .....2



*More than Health Care, Human Care*



226

MAHATMA GANDHI MISSION HOSPITAL  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref.: -MGMH/KAM/OO/HR/2020/001

Date: -6<sup>th</sup> January, 2020**OFFICE ORDER**

To,

Mrs. Sreedevi P.S.,  
Senior Staff Nurse,  
Nursing Department,  
MGM Hospital, Kamothe.

**Subject:-Re-designation & Increase in the Salary.**

Dear Sreedevi,

1. MGM Medical College Hospital, Kamothe, is pleased to inform you that based on the approval of the Hon'ble Medical Director, you are hereby re-designated as "**Nurse Practitioner in Critical Care**" units of MGM Hospital, Kamothe, with immediate effect.
2. As a **Nurse Practitioner in Critical Care**, your salary will be in the pay scale of Rs. 5200-20200, with the basic pay of Rs. 9014/- & AGP of Rs. 2800/- + special allowance of Rs. 6837/- + Critical Care Allowance of Rs. 5,000/-. Thus, your total salary along with other usual allowances, works out to Rs. 40,000/- per month.
3. All other terms and conditions of your appointment letter No. M.G.M.H/KAM/App./HR/2016/003, dated 04/01/2016, will remain the same.

Copy for information to:-

1. The Hon'ble Medical Director
2. The Dean, MGM Medical College, Kamothe
3. The Nursing Superintendent

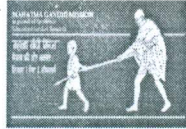
Copy to:-

1. Accounts Department.
2. Personal File.



*Kas*  
Medical Superintendent  
MGM Hospital, Kamothe

Medical Superintendent  
M. G. M. HOSPITAL, KAMOTHE



**MAHATMA GANDHI MISSION HOSPITAL**  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-M.G.M.H/KAM/App/GNM/HR/2020/029

Date: 24<sup>th</sup> August, 2020

To,  
Ms. Swapnali Bhimaji Unde,  
Sargam Apt.,  
Sector- 09, Plot No.- 35/36,  
Kamothe, Navi Mumbai-410209.  
Contact No.:-7506171272  
Email ID: swapnaliunde1998@gmail.com.

**Subject: - Appointment Letter as a “Staff Nurse”.**

Dear Swapnali,

We are pleased to inform you that you are hereby appointed as “Staff Nurse” in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a monthly Basic Pay of Rs. 5, 200 + AGP of Rs. 2, 200 in the pay scale of Rs. 5, 200- 20, 200 + usual allowances applicable to the staff of MGM Hospital, Kamothe, with the Gross salary of Rs.17, 590/- (Rupees Seventeen Thousand Five Hundred Ninety Only) per month.

Your appointment is subjected to the terms and conditions mentioned below:-

1. You will be on probation for one year from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before resigning the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your appointment is subject to the final approval of Maharashtra Nursing Council.
6. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
7. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.

8. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
9. While joining the duties, you will have to give an undertaking to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
10. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
11. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
12. You will have to open an account with IDBI Bank, CBD, Belapur to enable to remit your salary.
13. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Medical Superintendent, immediately after joining with intimation to you.
14. You are requested to sign the duplicate copy of this letter, as a token of your acceptance of the terms and conditions of this appointment letter.
15. You are advised to report for your duties on or before 31<sup>st</sup> August, 2020.

Signature of the Employee:- \_\_\_\_\_

Date of Joining:- 1<sup>st</sup> Du. 2020



*Walec*  
\_\_\_\_\_  
Medical Superintendent  
MGM Hospital, Kamothe  
**Medical Superintendent**  
**M. G. M. HOSPITAL, KAMOTHE**

Copy for information:-

1. The Hon'ble Medical Director, MGM Hospital, Kamothe.
2. The Dean, MGM Medical College, Kamothe.
3. The Nursing Superintendent, MGM Hospital, Kamothe

Copy to:-

1. Personal File
2. Accounts Department

Sr No	Name of student placed	Name of the employer with contact details	Year of Placement
1	Dr. Anurag Singh	Advanced Diagnostic Centre, Jankipuram, Lucknow (Senior Resident)	2019
2	Dr. Neha Singhal	Apple Imaging Centre Delhi. (Consultant Radiologist)	2019
3	Dr Abhijeet More	Apple Kidney & Dental Clinic Nashik	2019
4	Dr. Aashna Valecha	Bharati Udyapeeth (Deemed To Be University Pune, India.	2019
5	Dr. Saurab Choudhary	Choudhary Diagnostic Centre, Vazirabad, Nanded (Consultant Radiologist)	2019
6	Dr. Brijesh Oza	Consultant Radiologist -Jaimadi Hospital, Kheda, Ahemadabad, Gujrat	2019
7	Dr. Preeti Shetty	Corporation Hospital, Mumbai	2019
8	Dr. Parag Madhukar Gawande	Deenanath Mangeshkar Hospital & Research Centere	2019
9	Dr. Vanshika Kohli	Dhiraj Hospital Sumandeep University, Vadodara- Gujrat (Senior Resident)	2019
10	Dr. Krishna Saoji	Dr. Dy Patil Medical College, Pune. (Asst. Professor )	2019
11	Dr. B. Naga Saranya	Dr. Pratyusha, Pace Hospitals, Telangana	2019
12	Dr. Pooja Shamsukha	Dr. Ram Manohar Lohia Hospital, New Delhi (Senior Resident)	2019
13	Dr.Sandeep Sureen	Dr.Dy Patil Medical College & Hospital New Mumbai	2019
14	Dr. Kashifuddin Kazi	Govt Medical College, Nanded	2020
15	Dr. Bhavna Gera	Hindurao Govt. Hospital	2019
16	Dr.Bhawna Gera	Hindurao Hospital New Delhi	2019
17	Dr. Brijesh Oza	Jatasya 3D-4D Diagnostic Centre, Near Bustand, Botad, Gujrat. (Consultant Radiologist)	2019
18	Dr. Quazi Zubair Zafar	Jiiu'S Iimsr, Aurangabad-Jalna Road, Warudi, Tq.Badnapur, Dist.Jalna-431202 (M.S)	2019
19	Dr.Shweta Rameshkumar	Jr Medical College Mumbai	2019
20	Dr. Pranoti Uttam Jadhao	Mgm Comprehensive Thalassemia Care, Pediatric Hemalogy-Oncology & Bone Marrow Transpianatation Centre	2019
21	Dr. Amit Kothare	Mgm Medical College; Aurangabad	2019
22	Dr. Danish Sheikh	Mgm Medical College; Aurangabad	2019
23	Dr. Amit Kothare	Mgm Medical College; Aurangabad	2019
24	Dr. Saba Khan	Mgm Medical College; Aurangabad	2019
25	Dr. Zeeshan Mohammed	Pace Hospital- Hitech City, Hyderabad (Consultant Radiologist)	2019
26	Dr. Abhijeet Sonawane	Secondary Dnb Vivekanand Hospital, Latur	2019
27	Dr.Shweta Kumar	Senior Registrar At Cama Hospital Mumbai	2019
28	Dr. Vanshika Kohli - Agra	Senior Resident - Karyalay Pradhanacharya , Sarojini Naydu Hospital, Agra, Uttarpardes	2019
29	Dr. Gulamhussainwala Jenulabedin	Sewa Rural Trust Hospital Bharuch Gujrat	2019





25-Jul-20

Ms. Afsheen Saeed Khan  
Room No-4, 1st Floor 22/22-A,  
Nav Bahar Building  
M U Rajjab Road,  
Madanpura, Mumbai.

Dear Ms. Afsheen,

Further to our discussions, we take great pleasure in offering you association as **Trainee - Dietician in Dietetics** on remuneration basis for a period of **4 months** or till submission of passing certificate whichever is earlier. Your duties and responsibilities will be as given to you by your reporting Manager/HOD, from time to time.

The terms of your training period are as follows:

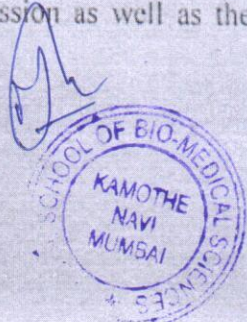
You shall act exclusively for Fortis as in **Dietetics** and shall not render similar services directly or indirectly to any person, firm, Company, Institution or any healthcare facility engaged in similar business and providing similar services in India or elsewhere unless specifically permitted to do so with the prior written permission of the Company.

Your association is for a period of **4 months** or till submission of passing certificate or till registration of working state whichever is earlier commencing from **25-Jul-2020**. The arrangement is renewable after mutual discussion; however, it does not get renewed or extended unless it is specifically intimated in writing. Your days of work will be as decided after mutual discussion.

1. The Hospital Management will allocate you appropriate responsibilities through your reporting manager and you will be required to carry out the same productively and efficiently and in accordance with the specified protocols, processes and quality standards of the hospital.

In consideration of the above, you shall be eligible to receive stipend of **Rs. 11,111/-** per month inclusive TDS w.e.f. **25-Jul-2020**.

2. It is agreed between the parties that the above remuneration is independent and mutually exclusive of the rates that Fortis may charge for services rendered by it to its customers.
3. The Management will assign you your working hours and duty timings.
4. You acknowledge the facts that Fortis have an excellent reputation and corporate image recognized widely by the medical profession as well as the public at large and shall not



# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
CIN: U74140DL2011PTC224819

23 December 2020  
Reference Number: DSL007926

To,  
Ambika Irappa Kothiwale

**Sub: Offer of Employment: Dealskart Online Services Pvt. Ltd.**

Dear Ambika Irappa Kothiwale,

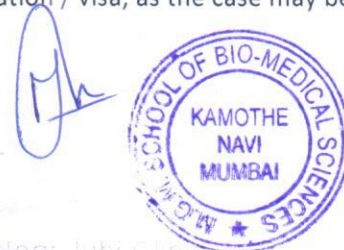
On behalf of Dealskart Online Services Pvt. Ltd. (the "Company"), we are very pleased to issue this offer letter for the position of **Optometrist in Offline Business–FOS – West Training at West-Mumbai**. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

#### Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on **28 December 2020** (the "Start Date"). Your starting salary will be **INR 3,52,950.00 (INR Three Lac Fifty Two Thousand Nine Hundred Fifty)** per annum, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime. If your start date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next financial year.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit / authorization / visa, as the case may be, to work in India.



Head Office: H.No. 339A/8, Mehta Chowk, Near Juhu Circle,  
Dadawadi Jain Mandir Road, Mehrauli, New Delhi – 110030  
Phone: 011-2620551 | Email: hr@dealskart.in

# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
**CIN: U74140DL2011PTC224819**

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

You shall be required to either upload following documents or bring the same on your date of joining.

- 1) Copy of Aadhaar Card
- 2) Copy of PAN Card
- 3) Your Professional and academic qualification certificate(s) - 10th Standard onwards
- 4) Details of your last revised compensation e.g.your last Pay-slip
- 5) Form 16 from your previous employer/ salary certificates
- 6) One cancelled cheque (Name Imprinted) or Cancelled cheque with Passbook
- 7) 4 Passport Size Photographs (To Carry on your date of joining)
- 8) UAN Card Copy and EPF Passbook Copy

Wishing you success in your career with us.

Thanks & Regards  
Recruitment Desk

**For Dealskart Online Services Pvt. Ltd.**  
**Authorized Signatory**



**Sumit Kumar**  
**Senior Manager, Human Capital**



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# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
CIN: U74140DL2011PTC224819

- 1) The variable performance component, if any, which is a part of your cost to company, shall be declared at the end of the fiscal year for all those employees who have joined on or before September 30th of the respective financial year and will be based on company and your individual performance. The variable pay out shall solely rest on the achievement of the Business Plan for the particular fiscal year. The variable policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the variable pay out. The variable policy of the company is subject to changes.
- 2) All tax implications arising out of your salary structure shall be borne by you.
- 3) Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
- 4) Gratuity: Payment will be made as per Payment of Gratuity Act.
- 5) Group Medclaim Policy: You will be eligible for Medclaim Benefit, as per Company Group Medclaim Policy. You can enroll yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities.
- 6) Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy governed by the company.
- 7) Group Term Life Policy: You will be covered under group Term life policy governed by the company.

**Note: The insurance benefits of the Company would be subject to change from time to time, as per Company's Policies.**

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# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
CIN: U74140DL2011PTC224819

23 December 2020  
Reference Number: DSL007926

To,  
Ambika Irappa Kothiwale

### SALARY ANNEXURE

SALARY COMPONENT	AMOUNT MONTHLY	AMOUNT YEARLY
Basic	12501.00	150004.00
Employer Provident Fund	1800.00	21600.00
Special Allowance	10701.00	128403.00
VariablePay	4412.00	52943.00
TOTAL CTC	29412.50	352950.00

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MAHATMA GANDHI MISSION HOSPITAL  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai – 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-MGMH/KAM/App/Dialysis Tech./HR/2020/020

Date: 2<sup>nd</sup> June, 2020

Mr. Amol Jayvant Gole,  
Room No. 402, Shivsagar Apt.,  
B-Type, A-Wing,  
Plot No.-05, Sector-06, Kamothe,  
Navi Mumbai-410206.  
Contact No.:-8793265191/8369028804  
Email ID:- amolgole91@gmail.com

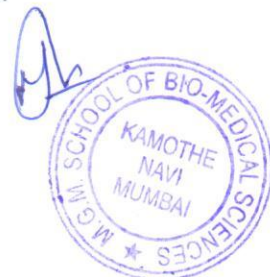
**Subject: - Appointment as "Dialysis Technician".**

Dear Amol,

MGM Medical College Hospital, Kamothe, is pleased to inform you that you are hereby appointed as "Dialysis Technician" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a consolidated salary of Rs. 20, 000 /- (Rupees Twenty Thousand Only) per month.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for two years from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
6. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.



7. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.
8. While joining the duties, you will have to give an undertaking to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
9. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
10. You will not be allowed to avail of any kind of leave during probation period except CL., which could be availed by you only after three months of your joining the services.
11. You will have to open an account with IDBI Bank, Kalamboli to enable to remit your salary.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Medical Superintendent, immediately after joining with intimation to you.
13. You are advised to report for your duties on or before 6<sup>th</sup> July, 2020.

Signature of the Employee:- ajay

Date of Joining:- 6/7/2020



cales  
Medical Superintendent  
MGM Hospital, Kamothe

Medical Superintendent  
M. G. M. HOSPITAL, KAMOTHE

Copy submitted for information to:-

1. The Hon'ble Director.
2. The Dean, MGM Medical College, Kamothe

Copy to:-

1. Personal File
2. Accounts Department



## **MEDICAL PROFESSIONAL SERVICES CONSULTANCY AGREEMENT IN OPTOMETRY**

**This Agreement for providing consultancy services is entered into between;**

**INFIGO LIFESCIENCES PRIVATE LIMITED**, a Company incorporated under the laws of India and bearing registration no U74999MH2017PTC300119, having its registered office at 103, Terminal 9, 1<sup>st</sup> floor Nehru Road, Vile Parle East Mumbai 400057, hereinafter referred to as the **Company** which term unless repugnant to the context and meaning thereof shall include their successors and permitted assigns of The **First Part**

**And**

Ms Arshiya Nagori, aged 24 years, having her residence at At. Room no.02, Farhan Apartment, Amrut Nagar, Mumbra, Thane, Maharashtra - 400612, hereinafter referred to as the **Optometry Service Provider (OSP)** which term unless repugnant to the context and meaning thereof shall include his executors, legal heirs, successors and permitted assigns of **Second Part**.

**WHEREAS** the OSP is a qualified Optometrist and has the technical skills, expertise and capabilities in the field of optometry, and has had meetings with the Company and has expressed interest in providing expertise and consultancy services in the above area of technical speciality to the Company in the field of Ophthalmology

**AND WHEREAS** the Company is pleased to accept the offer of the OSP for providing such consultancy services in optometry to the Company in the areas of ophthalmology and on such terms and conditions agreed between both parties which are set out hereunder.

**NOW THIS DEED WITNESSETH AND IT IS AGREED BY AND BETWEEN PARTIES AS UNDER.**

**1. Effective date and Term of the Agreement:**

- a. The Agreement commences with effect from 15<sup>th</sup> February 2021.
- b. The term of the Agreement is for a period of 3 years and shall automatically conclude on 14<sup>th</sup> February 2024.

**2. Locations at which the consultancy services shall be provided.**

- a. The OSP shall render consultancy and professional services in the field of optometry at any of the eye hospitals of the company as per the need, of the Company and scope of work assigned to the OSP and his base location shall be **Vashi**.
- b. The Company is also in the process of setting up new set of eye hospitals/clinics over the next few years. As per the mutual agreement the Company, at its absolute and sole discretion, shall decide the location where the OSP services will be required every month till the conclusion of the term of this Agreement based on a roster that will be drawn up for the OSP.



**3. Nature of engagement:**

- a. This Agreement is strictly an agreement to provide consultancy and technical services in the areas of optometry, and the scope of services shall be communicated to the OSP from time to time.
- b. The OSP is required to execute the scope of work set out and assigned as per the performance parameters and standards set by the Company
- c. The OSP shall faithfully and diligently deliver the professional services agreed in the scope of work and is expected to maintain at all times high standards of professionalism, integrity, efficiency and punctuality, promoting and protecting the interests of the Company and its associates at all times and not knowingly or deliberately doing anything to its detriment.
- d. It is understood and agreed that this Agreement is a principal to principal agreement and the OSP is not an employee, servant or an agent of the Company, and that besides the agreed retainership fee for professional services rendered the OSP shall not be entitled to any Company employee benefits as may be applicable to its regular employees from time to time or be a beneficiary to any of the employee welfare schemes announced by the company from time to time.
- e. You will be entitled to avail leaves, only in accordance with the rules, regulations and policies of the Company as communicated to OSP and modified by the Company from time to time.
- f. The Company may at its sole discretion grant the OSP a performance incentive for exemplary services rendered.
- g. The OSP's term of agreement is subject to an initial performance review period of every 1 year ("Review Period"). If the Company is not satisfied with the performance the OSP during the review period, the Company may at its absolute and sole discretion terminate the Agreement forthwith and the association shall come to an end accordingly. The Professional fees payable shall therefore be paid only upto the date of termination of the Agreement.
- h. If the OSP satisfactorily completes the performance period the OSP will be permitted to continue the engagement till the term of the Agreement as per the terms and conditions set out hereunder.

**4. Professional fees agreed to be paid:**

- (i) The OSP shall be entitled to a fixed Retainership fee as follows: For first 4 months from Execution date sum of INR. 20000/- (Twenty thousand Rupees Only/-) P.M.

The said fees shall be paid on or before 07<sup>th</sup> day of next month following the completed month of attendance.

- a. On execution of the Agreement the OSP shall submit the GST registration no if applicable, Pan No, Aadhaar Card No and bank account details to enable Company to update The OSP's records and ensure transfer of The OSP's professional fees every month.



**5. Timings of engagement:**

- a. The Company's regular timings are from 8.00 am to 8.30 pm. Since the Company is in a start-up phase The OSP may be required to extend The OSP time if necessary, since time is the essence of the projects.
- b. The OSP shall follow the time schedules given to The OSP since this will help both the Company and The OSP to fully and productively utilize time.
- c. The OSP will submit attendance using biometric device by clocking in and clocking out for work each day.

**6. Reporting person**

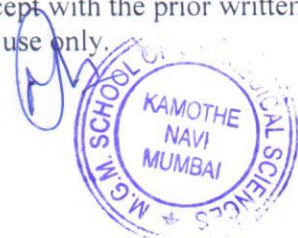
- a. For the sake of clarity and good order, The OSP shall report to Head-Quality & Accreditation s who shall mentor, guide and review The OSP's consultancy assignment based on the scope of work mutually agreed.
- b. The reporting head shall have the full authority to change the scope of The OSP's work as may be required by the Company.
- c. Whenever the OSP travels to any location other than The OSP's base location The OSP shall inform The OSP's reporting head of The OSP's arrival and departure at the location on a daily basis.
- d. If the OSP needs any clarity that The OSP may need regarding The OSP's scope of work the OSP may engage with the reporting head immediately and get clarity. If the OSP still have a reason or need to speak to someone at the next level The OSP may call up HR whose mob no is 9869656869 and is base located at Corporate Office.

**7. Review of delivery and performance of The OSP's services**

- a. The OSP's performance will be reviewed every quarter by the OSP's reporting head.
- b. It is important that the OSP's scores well on the parameters of performance which The OSP will be made familiar with. The Company aims to provide differentiated and exemplary services to its patients and customers over competition based on its own performance benchmarks. The OSP will make himself/herself very familiar with these requirements and ensure that time-lines, deliverable s, and quality of performance are always met with and as the success of the location or unit will depend upon high performance of the teams in questions.
- c. The OSP may also be reviewed from time by the Managing Director and CEO of the Company.

**8. Confidentiality and non-disclosure.**

- a. As the OSP will be privy to certain confidential and privileged information, data, processes, SOPs, technical information, technologies, techniques, confidential reports, MIS, confidential publications, confidential patient information and etc. of the Company the OSP shall not directly or indirectly access, make available, part with, make copies of, download such information, forward by email or any other physical or electronic means. Photograph etc. except with the prior written permission of the Company and for The OSP's official use only.



- b. The OSP shall, during the term of the OSP's association and for a period of one year thereafter, keep all Company information strictly confidential and not disclose to any one directly or indirectly in any form whatsoever, unless authorised by a competent authority in the Company in writing.
- c. The Company has the right to shall take legal including criminal cognizant of a breach of confidentiality and has the right to take all actions legally available in this respect.
- d. Any breach of this will automatically lead to termination of the association and legal action under the law.

#### 9. Indemnity

- a. The OSP shall keep the company full indemnified against any act of negligence, injury to any patient, deliberate damage to any company equipment or property, destruction of patient data and information during the course of rendering professional services to the company.

#### 10. Termination of Consultancy engagement

- a. This Agreement will automatically end at the conclusion of the term of this Agreement.
- b. Both parties have a right to terminate the Agreement by giving 2 months' written notice to the other. The Notice from The OSP's side should be given to the reporting head with a copy to the HR dept at corporate office. The OSP may also send an email in the official mail of the Company to the designated persons but be sure to get an automatic proof of delivery.
- c. The Company however has the right, at its sole discretion, to accept The OSP's notice of termination for a shorter period than the period of notice in which case the Company shall compensate The OSP only till the date of The OSP's concluding the professional services with the Company.
- d. The Company shall also serve this notice to The OSP in the following manner.
  - i. By delivering it to The OSP personally and taking The OSP's acknowledgment.
  - ii. By sending to The OSP recorded address by registered post.
  - iii. By email to The OSP email address given to us and will get a proof of delivery which shall be adequate and conclusive delivery to OSP.
- e. The Agreement shall be terminated forthwith for the following Cause and without assigning any reasons whatsoever and at the sole discretion of the Company.
  - i. For any act of negligence, misfeasance, frauds or financial irregularities in the company.
  - ii. For any deliberate damage to any of the company's equipment or property.
  - iii. For any act of indiscipline or consistently not adherence to the rules and regulations of the company.
  - iv. For poor performance of agreed services.
  - v. For breach of any terms of the Agreement or or any serious complaint of sexual harassment level at The OSP in the Company
  - vi. For any other breach of law.
  - vii. Any act of breach of confidentiality with the Company.





**11. Jurisdiction and laws governing the association.**

- a. This Agreement is governed by the laws of India.
- b. The jurisdiction of this Agreement shall be the judicature of the Hon'ble high court of Mumbai only.

**12. Grievance resolution:**

- a. Any grievance shall, as far as possibly, be amicably settled between the two parties.
- b. If a dispute is unresolved then it may be referred to a mutually accepted single Arbitrator as per the Indian Arbitration and Conciliation Act 1996, and his decision shall be final and binding on both parties to this Agreement.
- c. The place and seat of Arbitration shall be Mumbai.
- d. Both parties to bear their own costs of Arbitration.

**IN WITNESS WHEREOF, THE PARTIES COME TOGETHER TO SIGN THIS ASSOCIATION DATED \_\_\_\_\_ SIGNED BETWEEN INFIGO LIFESCIENCES PVT.LTD. AND MR. SANKET SHINDE.**

With Best Regards,

For INFIGO LIFESCIENCE PVT LTD

Dr. Shridhar Thakur,

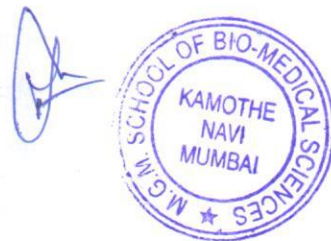
CEO & Managing Director

On behalf of the Company

I confirm that I have understood the terms and conditions of this Agreement and confirm that I shall abide by these terms till the conclusion of this Agreement.

For OSP

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_



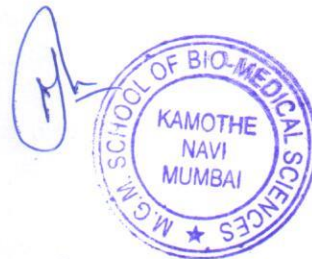
SCHEDULE I

**SCOPE OF WORK AND RULES AND REGULATIONS TO BE FOLLOWED BY THE  
OSP**

- a. Patient to be greeted & welcomed and comfortably seated giving special care for physically and mentally challenged.
- b. Self introduction and the brief note about the purpose of visit to the Optometry room to be given.
- c. Before performing each test a brief note to be provided to the patient about the same.
- d. Complete ocular history to be obtained courteously and documented fully – present & past, allergies, relevant history involving occupation, headache, contact lens, family, systemic condition, pediatric, medications and treatments. Recent ocular and systemic investigation results to be documented in the EMR system without fail.
- e. Previous glass power to be obtained/ checked with the Lensometer and documented with date of last change of spectacles.
- f. Visual acuity assessment to be done monocularly – uncorrected and with previous spectacles; improvement with pin hole if VA is less than 6/9 to be recorded and documented. Visual acuity measurement to be documented both for distance and near both with and without correction. Use an occluder while assessing visual acuity.
- g. Retinoscopy to be done for each eye and documented immediately – any observation about the nature of the reflex to be documented for each eye separately. Ensure that the Retinoscope light is bright and its batteries full charged/ replaced on time.
- h. Auto-Refractometer to be done for each eye and documented.
- i. Subjective refraction – to be done monocularly by using appropriate techniques and then balanced binocularly using appropriate techniques. After completing subjective refraction OSPs should compare their findings with PGP and mention patient's response in the final refraction value. Ensure that the trial frames are properly aligned and all screws tight
- j. Orthoptic evaluation to be done with previous spectacles and with the new prescription and the findings to be documented.
- k. Slit lamp examination/ Torch light examination to be done for both eyes and documented.
- l. Intra Ocular Pressure to be recorded (with a clean and sterile tip of Tonometer) for both eyes for all patients above the age of 18 or even OSPnger whenever possible especially if there is a family history of Glaucoma. The instrument used and the time of recording should be documented.



- m. Patient to be sent for dilatation if the AC depth is within normal limits; Cycloplegic refraction to be advised whenever indicated with OSP approval.
- n. Ophthalmoscopy to be done and documented (Optional)
- o. Brief counselling to be done about the status of the patient's eyes and various treatment options that are available based on the scope of the tests performed
- p. To be referred to the concerned Ophthalmologist/ Department for further evaluation and management.
- q. Wear clean, washed & ironed coats all the time when at work place.
- r. Ensure that the Vision charts are clean and are adequately illuminated.
- s. Record and maintain daily work sheet (optimum report)
- t. Follow Clinical audit protocols and maintain the record.
- u. Handle all instruments delicately and with utmost care.
- v. The OSP will have to attend the indoor , outdoor camps.



# APOLLO HOSPITALS ENTERPRISE LIMITED

CIN : L85110TN1979PLC008035



1st August, 2020

Ms. Bhagyashree Nanabhau Bhagwat  
Room No. 562, Shivneri Chawl,  
Near Hanuman Mandir, Gautam Nagar  
Govandi, Mumbai - 400043

Dear Ms. Bhagyashree Nanabhau Bhagwat,

"Welcome to the Apollo Family"

Reference your application and the subsequent discussions you had with us, we are happy to inform you that we are appointing you as "Technician - Dialysis", at Apollo Hospitals Enterprise Limited on the following terms:

## 1) PLACEMENT

- You will be posted at Apollo Hospitals Navi Mumbai
- You will be reporting to the 'Head of the Department', or designated authority, as the case may be.
- You will be on probation for a period of 12 months from the date of your joining services. Your services will be confirmed on successful completion of your probationary period.

## 2) REMUNERATION

Your remuneration will be Rs.2,40,000 /- (Rupees Two Lacs Forty Thousand Only) per annum as Cost to the Company during the first year of employment. There will be an annual review of performance for subsequent revision in compensation. (Refer Annexure for Salary details).

## 3) PERKS AND OTHER BENEFITS

- a. **Contribution to Provident Fund:** Will be applicable to you as per company's policy subject to statutory provisions in force.
- b. **Gratuity:** Will be applicable to you as per company's policy subject to statutory provisions in force.
- c. **Medical Insurance:** You will be eligible for Medical Insurance as per Company's policy (Self & Family).

Bhagyashree

Regd. Office : 19, Bishop Gardens, Raja Annamalaipuram, Chennai - 600 028.  
Regional Office : Apollo Hospitals, Plot # 13, Parsik Hill Road, Off Uran Road, Sector 23, CBD Belapur, Navi Mumbai - 400 614  
Tel : +91-22-6280 6280 / 3350 3350 • Telefax : +91 22 2752 1515  
Email : apollomumbai@apollohospitals.com • Website : www.apollohospitals.com





#### 4) OTHER SERVICE CONDITIONS

##### HOURS OF WORK

You will observe the timings and the weekly holidays applicable to you as followed in your place of posting.

##### NOTICE OF SEPARATION

During your tenure with the organization your services can be terminated by either side with **One Month Notice** or salary in lieu of notice period.

##### TRANSFER / DEPUTATION

Your services are liable to be transferred / deputed by the company at its discretion to any of its Department / offices / branches or any associate companies within India / Abroad.

##### LEAVE

You will be eligible for leave as per company's rules in force.

#### 5) MISCELLANEOUS

- You will maintain total confidentiality of all processes and know-how, security arrangements, administrative and /or organizational matters of a confidential / secret nature, all company-related information /documents/ files, etc. to which you may have access to directly or indirectly.
- Company's personnel are its whole-time employees and shall not engage in any outside work (in India or abroad) over and above your legitimate work in the company on duty days, on holidays, or when you are on leave without obtaining the Management's prior permission in writing.
- If and when information furnished by you in your application regarding your experience, qualification etc. is found to be incorrect, you will be liable for termination or such other action as the management deems fit.
- You will be governed by the rules and regulations of the company in force from time to time.
- In any unlikely event of a premature termination of this employment at the instance of either of the parties as per clause on notice of separation, you will abide by the following terms:
  - o During and after the period of your employment with the company, you shall not join the client companies, competitors or any other consulting firms (healthcare vertical) for a period of two years after leaving, without management's specific written permission. The management shall be entitled to seek such injunctive relief from courts, apart from damages.
  - o Agree not to divulge confidential information or trade secrets to any person, firm, corporation or entity.



*Bhargava*



Ref No: AKC/HR /OFF/0720/012

Date: 15.7.2020

To,  
Ms. Harshala Bhangare  
Swapanpurti, Sector 35,  
Flat no. E19, Room No 406,  
Navi Mumbai

### Offer Letter

Dear Ms. Harshala,

With reference to our interaction, you had with us we are pleased to offer you an appointment in our organization as Jr. Executive - Dialysis upon agreed terms and condition.

Your Professional Fee would be Rs.12,000/- (Gross Per Month). From your total professional earning, TDS will be deducted as applicable.

You are require to join us on or before 16<sup>th</sup> July 2020. You are required to revert to this mail within next two working days beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand.

We require your following **Self attested** documents before joining the duty.

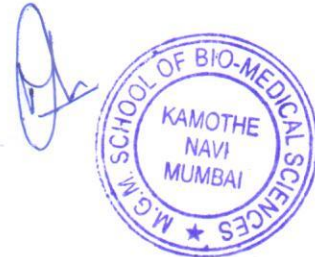
1. Latest Resume
2. 4 Passport size Photograph
3. Photocopy of Current address proof (Permanent & Correspondence both)
4. Photocopy of AADHAR Card (Mandatory)
5. Photocopy of PAN Card (Mandatory)
6. Photocopies of all your certificates in support of your educational qualification.
7. Trade License if applicable
8. Experience Letter from the previous employer (Not Applicable for fresher).
9. Saving Bank A/C details (Copy of Passbook & Cancelled Cheque)

We Congratulate and welcome you to our organization and trust our association will be a long one.  
Please provide your acceptance towards job offer.

Regards,

Shilpa Shirodkar

Deputy Manager HR



Apex Kidney Care Private Limited

Fargo House, Next to Spectra Motors, Ramchandra Lane Extn, Kanchpada, Malad (West), Mumbai: 400 064

CIN: U185100MH2007PTC171970 TEL: 022- 2888 0118, 022- 2888 0111, 2888 0112

**APPOINTMENT LETTER**

To,  
Juhi Pandey (40553)  
Mumbai

Date: February 27, 2020

Dear Juhi,

With reference to your application and the subsequent interviews you had with us we are pleased to appoint you as "AR Associate Trainee" at GoBBS Healthcare Solutions Pvt. Ltd., Mumbai on the following terms and conditions:

Your date of appointment is effective **February 27, 2020**.

1. You will be on probation for a period of six months. Thereafter subject to your work, conduct and performance being found satisfactory you will be confirmed in writing. If either your work conduct or performance is not found satisfactory, the probation period will stand automatically extended without any intimation to you till you get a communication from the Company confirming your services.
2. Your emolument by way of Annual Cost to the company is **INR 2,31,915/- per annum (INR Two Lacs Thirty One Thousand Nine Hundred Fifteen Only)**. Details of this annual cost are enclosed in the annexure.
3. The Organization conducts screening and background verification for its prospective hires. Your appointment and continuation of your services is subject to a clear and clean background report.
4. Your shift timings are subject to change as per the requirement of the business.
5. Your employment is subject to your undertaking that,
  - You will clear the training and on the job evaluations that are pre-requisite.
  - You will not directly or indirectly engage in any other work or assignment or take up part/full time training program without prior permission in writing of the Company.
  - You will not divulge, disclose or leak out any information regarding the affairs of the Company, which comes to your knowledge, including the design, patent process or trade of Company or of Company's collaborations [whether in India or abroad]
  - You will also execute a service and confidentiality documents as applicable to employees from time to time.
6. Your services are liable to be transferred to any of the branches of the Company or to any of its Group/Associate Company. The terms and conditions of this appointment will be binding on such transfers and your services will be treated as continuous services. Any subsequent change in rules, policies and regulations during the term of your services of the Company shall be binding upon you in totality.
7. During the period of your service if you are found medically unfit for work, the management shall have the right to require you to get yourself examined by any medical authority specified by the Company and management as its sole discretion may terminate your services based on such medical reports.
8. Your performance will be evaluated at regular intervals for salary review or salary increments. Increment shall be based on your performance and in no case shall be automatic and / or can be claimed as a matter of right and shall be solely at the discretion of the Company.
9. Your services can be terminated without assigning any reasons as under:
  - a) At any time without any prior notice during the period of probation.
  - b) With prior notice of minimum [1] One month or salary in lieu thereof, after confirmation.

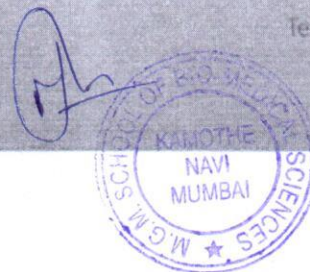
Release Date: 01/30/21  
Version No: 4.1

Registered Office

"MindSpace", Building No.3, 1<sup>st</sup> Office Level, Thane - Belapur Road,  
Airoli, Navi Mumbai 400 708

Tel: +91 22 29487300

www.gobbs.com







Ref No: AKC/HR /OFF/0720/013

Date: 15.7.2020

To,  
Ms. Mohana Madhavan  
B Wing, 401 Satyakunj complex,  
Sector 36, Plot No 41/42,  
Kamothe, Navi Mumbai

### Offer Letter

Dear Ms. Mohana,

With reference to our interaction, you had with us we are pleased to offer you an appointment in our organization as Jr. Executive - Dialysis upon agreed terms and condition.

Your Professional Fee would be Rs.12,000/- (Gross Per Month). From your total professional earning, TDS will be deducted as applicable.

You are require to join us on or before 21<sup>st</sup> July 2020. You are required to revert to this mail within next two working days beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand.

We require your following Self attested documents before joining the duty.

1. Latest Resume
2. 4 Passport size Photograph
3. Photocopy of Current address proof (Permanent & Correspondence both)
4. Photocopy of AADHAR Card (Mandatory)
5. Photocopy of PAN Card (Mandatory)
6. Photocopies of all your certificates in support of your educational qualification.
7. Trade License if applicable
8. Experience Letter from the previous employer (Not Applicable for fresher).
9. Saving Bank A/C details (Copy of Passbook & Cancelled Cheque)

We Congratulate and welcome you to our organization and trust our association will be a long one.

Please provide your acceptance towards job offer.

Regards,

Shilpa Shirodkar

Deputy Manager HR



Apex Kidney Care Private Limited

Fargo House, Next to Spectra Motors, Ramchandra Lane Extn, Kanchpada, Malad (West), Mumbai. 400 064

CIN : U85100MH2007PTC171970 Tel : 022 2888 0118 022 2880 0114 74000 05001



MAHATMA GANDHI MISSION HOSPITAL  
Sector-1, Plot No.1 & 2, Kamothe, Navi Mumbai - 410209  
Tel: 022-27437900/01, Fax: 91-22-2743 1723

Ref No:-MGMIH/KAM/App/Dialysis Tech./HR/2020/019

Date: 2<sup>nd</sup> June, 2020

Ms. Pranali Sunil Gadkari,  
At-New Vasant Rohinjan,  
Dharna Camp, Post- Taloja,  
Panvel, Maharashtra-410206.  
Contact No.:-9987912538  
Email ID:-pranaligadkari1997@gmail.com

Subject: - Appointment as "Dialysis Technician".

Dear Pranali,

MGM Medical College Hospital, Kamothe, is pleased to inform you that you are hereby appointed as "Dialysis Technician" in MGM Medical College Hospital, Kamothe, Navi Mumbai, on a consolidated salary of Rs. 20,000/- (Rupees Twenty Thousand Only) per month.

Your appointment is subject to the terms and conditions mentioned below:-

1. You will be on probation for two years from date of joining and the period of probation may be extended on your unsatisfactory performance.
2. You will have to give one month's notice in writing to the management before leaving the job, failing which your last month's salary shall be forfeited by the management.
3. You will have to submit to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai authentic proof regarding your date of birth, educational qualification and two copies of passport size photographs, while reporting for duty.
4. Your services are transferable to any of the Institutions run by the MGM in or outside the state of Maharashtra.
5. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behavior is not suitable in the interest of the institutions.
6. Your continuous unauthorized absence from duty will lead to termination of your services effective from the date from which you remain absent from duties.
7. Your services will be governed by the rules and regulations framed by Mahatma Gandhi Mission.



8. While joining the duties, you will have to give an undertaking to the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai, that you agree to the terms & conditions mentioned in this appointment letter and that you will abide by the rules and regulations of the institutions which are in force or which may be framed from time to time.
9. A sum equivalent to one month's salary will be deducted from salary in four installments and will be kept as security deposit. This will be refunded to you at the end of the service period.
10. You will not be allowed to avail of any kind of leave during probation period except CL, which could be availed by you only after three months of your joining the services.
11. You will have to open an account with IDBI Bank, Kalambohi to enable to remit your salary.
12. Your appointment is subject to your medical fitness. The medical examination will be arranged by the Medical Superintendent, immediately after joining with intimation to you.
13. You are advised to report for your duties on or before 10<sup>th</sup> June, 2020.

Signature of the Employee:- Tejashree

Date of Joining:- 8/6/2020



Khalgaon  
Medical Superintendent  
MGM Hospital, Kamothe

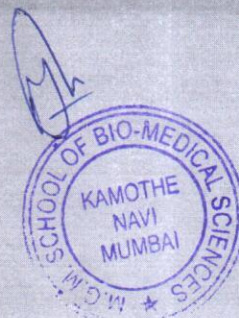
Copy submitted for information to:-

1. The Hon'ble Director.
2. The Dean, MGM Medical College, Kamothe

Medical Superintendent  
M. G. M. HOSPITAL, KAMOTHE

Copy to:-

1. Personal File
2. Accounts Department



# CLEAR VISION

## LENSKART OUTLET

E-mail : [clearvisionLK@gmail.com](mailto:clearvisionLK@gmail.com)

Lotus CHS, Shop No 3, Plot No 16, Sector 14, Near D Mart  
KoperKhairane, Navi Mumbai – 400709. Mob 9372741100

### OFFER LETTER

MrRoshan Kite  
Nerul, Navi Mumbai

Dear MrRoshan

It is my pleasure to extend the following offer of employment to you on behalf of Clear Vision. A franchise of Lenskart Solutions Pvt. Ltd. further to the interview and discussions you have had with us. You are expected to join duty on 08<sup>th</sup> February 2021.

You are appointed to the position of Optometrist and in this capacity, you will report directly to Store Manager and Mr PK Mohanty. Your starting monthly remuneration will be Rs20,000/- (Rupees Twenty Thousand only) as CTC. Further your net take home stands at Rs20,000/- (Rupees Twenty Thousand only). Regular performance reviews will be done to assess your suitability. You shall receive your salary on or before the 10<sup>th</sup> of every month.

You are required to attend Lenskart training as considered essential. The training will refine your Optem/Sales skills. You are expected to serve for at least two years with Clear Vision to offset the cost on training.

Offer stands cancelled in case of any deviations in information or if you fail to report to us on pre-decided date. Please submit signed acceptance of this offer letter vide return mail by 08<sup>th</sup> Feb 2021. I will have to assume that you have not accepted this job offer if I do not hear from you before 08<sup>th</sup> Feb 2021.

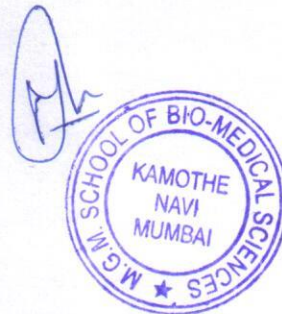
You will need to submit all your original qualification documents, relieving documents and salary slip (if any) of last three months with a copy of each, on the date of joining.

I look forward to an enduring relationship with you.

Yours sincerely,



Reeta Mohanty  
Proprietor  
Clear Vision  
06 Feb 2021



# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
CIN: U74140DL2011PTC224819

31 December 2020  
Reference Number: DSL008331

To,  
Koti Tausif Javed

**Sub: Offer of Employment: Dealskart Online Services Pvt. Ltd.**

Dear Koti Tausif Javed,

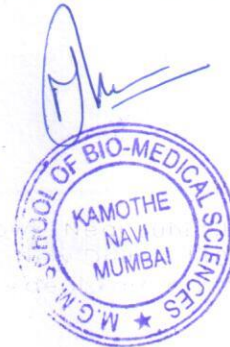
On behalf of **Dealskart Online Services Pvt. Ltd.** (the "Company"), we are very pleased to issue this offer letter for the position of **Optometrist in Offline Business–FOS – West Training at West-Mumbai**. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

#### Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on **04 January 2021** (the "Start Date"). Your starting salary will be **INR 3,52,950.00 (INR Three Lac Fifty Two Thousand Nine Hundred Fifty)** per annum, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime. If your start date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next financial year.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit / authorization / visa, as the case may be, to work in India.



Send: Office, P.No. 379A/B, Mehta Ch...  
Faridabad, Sector 27D, Road, Faridabad, Haryana, India  
Phone: 0122-4620551 | Email: info@dealskart.com

# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
**CIN: U74140DL2011PTC224819**

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

You shall be required to either upload following documents or bring the same on your date of joining.

- 1) Copy of Aadhaar Card
- 2) Copy of PAN Card
- 3) Your Professional and academic qualification certificate(s) - 10th Standard onwards
- 4) Details of your last revised compensation e.g.your last Pay-slip
- 5) Form 16 from your previous employer/ salary certificates
- 6) One cancelled cheque (Name Imprinted) or Cancelled cheque with Passbook
- 7) 4 Passport Size Photographs (To Carry on your date of joining)
- 8) UAN Card Copy and EPF Passbook Copy

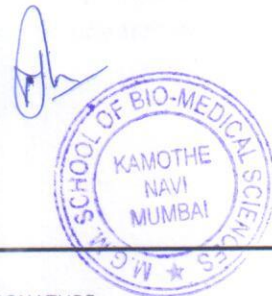
Wishing you success in your career with us.

Thanks & Regards  
Recruitment Desk

**For Dealskart Online Services Pvt. Ltd.**  
**Authorized Signatory**



**Sumit Kumar**  
**Senior Manager, Human Capital**



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# DealsKart

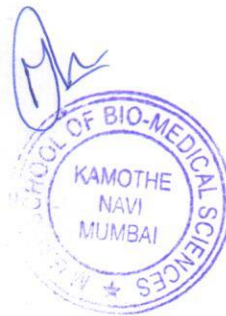
Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana – 121003  
CIN: U74140DL2011PTC224819

- 1) The variable performance component, if any, which is a part of your cost to company, shall be declared at the end of the fiscal year for all those employees who have joined on or before September 30th of the respective financial year and will be based on company and your individual performance. The variable pay out shall solely rest on the achievement of the Business Plan for the particular fiscal year. The variable policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the variable pay out. The variable policy of the company is subject to changes.
- 2) All tax implications arising out of your salary structure shall be borne by you.
- 3) Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
- 4) Gratuity: Payment will be made as per Payment of Gratuity Act.
- 5) Group Medclaim Policy: You will be eligible for Medclaim Benefit, as per Company Group Medclaim Policy. You can enroll yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities.
- 6) Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy governed by the company.
- 7) Group Term Life Policy: You will be covered under group Term life policy governed by the company.

**Note: The insurance benefits of the Company would be subject to change from time to time, as per Company's Policies.**

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# DealsKart

Online Services Pvt. Ltd

12/1, 13<sup>th</sup> Floor, Vatika Mindscape, National Highway  
Sector - 27D, Faridabad, Haryana - 121003

CIN: U74140DL2011PTC224819

31 December 2020

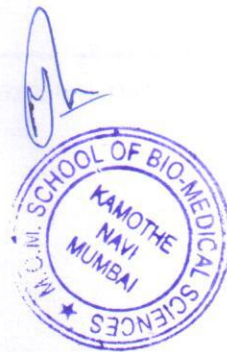
Reference Number: DSL008331

To,  
Koti Tausif Javed

## SALARY ANNEXURE

SALARY COMPONENT	AMOUNT MONTHLY	AMOUNT YEARLY
Basic	12501.00	150004.00
Employer Provident Fund	1800.00	21600.00
Special Allowance	10701.00	128403.00
VariablePay	4412.00	52943.00
TOTAL CTC	29412.50	352950.00

THIS IS SYSTEM GENERATED LETTER AND DOES NOT REQUIRE SIGNATURE



Head Office, No. 339A/8, Mehta Chowk, Near JBI Circle,  
Faridabad, 101<sup>st</sup> Mandir Road, Mehrault, New Delhi - 110030  
Phone: 0129-6620533 | Email: hr@dealskart.in



AIMS/HR/AL/2019/111

15<sup>th</sup> July, 2020

Mr. Ajay Patil  
At. Siddhi Karawale, Post- Taloja,  
Tal-Panvel, Dist. Raigad.  
Tel- 9769187844.

**Subject: Appointment Letter**

Dear Mr. Ajay,

We are pleased to appoint you for the position of **Technician- Dialysis** from 15<sup>th</sup> July, 2020 with our Hospital on the following terms and conditions:

**1. Commencement of Employment**

Your employment will commence from, 15<sup>th</sup> July, 2020 and Employee code is 1627.

**2. Job title**

Your job title will be Technician, and you will report to Department In-charge.

**3. Salary**

Your monthly remuneration will be CTC Rs.26000/- (Rupees Twenty Six Thousand Only) including free services/ concession. The consolidated amount will be paid on or before 7<sup>th</sup> of each month.

**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.**

**4. Place of posting**

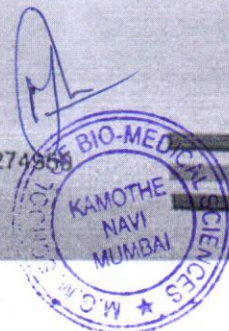
You will be posted in the Department of Dialysis at AIMS Hospital, Dombivli. You may however be required to work at other departments of the hospital, or may later acquire



**Asian Institute of Medical Sciences**

MIDC, Dombivli (E). Tel.: 0251-2475000 / 8655275001, Cardiac Ambulance : 7506274955  
enquiry@aimshospital.co.in • www.aimshospital.co.in

*(Handwritten Signature)*





## MGM Institute of Health Sciences

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

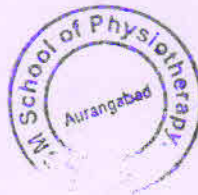
## MGM School of Physiotherapy


N-6 CIDCO, Aurangabad-431003

Tel No. 0240-6601100, (Ext. 2912, 2913), E-mail: [mgmsop@themgmgroup.com](mailto:mgmsop@themgmgroup.com)

### List of Students placement after BPT in 2019-2020

Sr. No	Name	Mobile No.	Placement
1	Salunke Tanvi Indrarao	9511767321	Private Practice at Aurangabad
2	Bhattade Anjali Janandas	9527619698	Private Practice at Akola
3	Siddiqui Ayesha Salim Ahmed	7083269110	Private Practice at Mumbai
4	Shaikh Fatima Firdus sheikh	9503604554	Private Practice at Aurangabad



  
Principal  
Principal  
MGM School of Physiotherapy  
Aurangabad



## MGM Institute of Health Sciences

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

## MGM School of Physiotherapy

N-6 CIDCO, Aurangabad-431003

Tel No. 0240-6601100, (Ext. 2912/2913), E-mail: mgmsop@themgmgroup.com

List of student placement/ self employed professional services after MPT academic year 2019 - 2020.

MGM School of Physiotherapy, Aurangabad							
Sr .N	o.	Name of Student	Course	Institute Name	Joining Year	Receiving Institute Name	Course Name
1		Deshmukh Antara	BPT	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad		Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	Assistance Professor, College of Physiotherapy, 95 Aurangabad
2		Dhavale Payal	BPT	Mahatma Gandhi Mission's Institute of Physiotherapy, Aurangabad	2017-18	Mahatma Gandhi Mission's Institute of Physiotherapy, Aurangabad	Assistance Professor MGM Institute of Physiotherapy, Aurangabad, 7276 155645
3		Ghodge Preeti	BPT	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	2017-18	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	Private Practice Aurangabad, 8007 277645
4		Joshi Pratiksha	BPT	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	2017-18	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	Private Practice Aurangabad, 8208 128034
5		Kadam Kajal	BPT	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	2017-18	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	Assistance Professor MGM School of Physiotherapy, Aurangabad, 8600 144247

Donate Organ Save Life

# MGM Institute of Health Sciences

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

## MGM School of Physiotherapy

N-6 CIDCO, Aurangabad-431003  
 Tel No. 0240-6601100, (Ext. 2912/2913), E-mail: mgmsop@themgmgroup.com

7	Walimbe Vaibhavi	BPT	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	2017-18	MPT Musculoskeletal	Assistance Professor, Aurangabad College of Physiotherapy, 8806943181
6	Sabu Radhika	BPT	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	Mahatma Gandhi Mission's School of Physiotherapy, Aurangabad	2017-18	MPT Musculoskeletal	Private Practice, 8275676321

*[Handwritten Signature]*  
 Principal

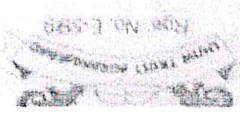
Principal  
 MGM School of Physiotherapy  
 Aurangabad



Donate Organ Save Life







Jajna Road, Aungangabad - 431 001, (M.S.)  
 Ph No. (0240) 2329696, 2368182, Fax No. : 0240-2356565  
 E-mail : shivatrusts@yahoo.com Web : www.shivatrust.com

**Dr. Balasahb S. Pawar**  
 M.D. (Med), M.J., Ph.D.  
 President

**Adv. Prakash B. Shirsath**  
 Secretary

Ref No: ST/Out/2019/723

Date: 14/9/2019

**APPOINTMENT LETTER**

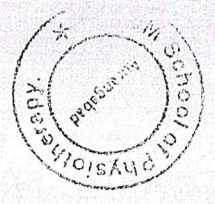
To: Dr. Antara Nitin Deshmukh  
1, Castle Rock Apartment,  
New SBH colony, Joti Nagar Aungangabad

Dear

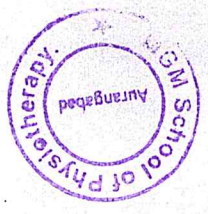
With reference to your application dated 20/8/2019 and interview before management representative on 26/8/2019 in the head office of Shiva trust, Aungangabad here by informed that you have been selected for the post of Lecturer in college of Physiotherapy, Aungangabad with effect from 16/9/2019

- Your Salary would be as per rules and regulations stated by MUHS Nashik. However, the structure of your salary package may be altered / changed from time to time in line with the salary policy and practices of the Shiva trust, Aungangabad.
- Your services shall be governed by the provision of MUHS Nashik and Maharashtra Public Universities Act, 2016 and the statutes, ordinance, Regulations and Rules made there under from time to time.
- You are hereby appointed for probation period of two years and on successful completion of the probation period, you may be reappointed if your services are satisfactory after completion of probation period.
- Your appointment is purely on temporary basis and shall not claim for the same in future.
- You may terminate immediately without any prior notice during probation period if your work is not satisfactory. As your appointment is temporary in nature, you shall not claim any benefits such as gratuity, pension & other retirement benefits.
- You should maintain utmost secrecy in pertaining to the matter related to the college & trust & shall not disclose the same.

Continued on Page 2...



*[Handwritten signature]*



**Principal**  
**MGM School of Physiotherapy**  
**Aungangabad**



MGM School of Physiotherapy  
Aurangabad  
Principal

*[Handwritten signature]*

Continued on Page 3.....

- The probation period the notice period will be three months by either side.
- You shall take the classes/ Practical's/Administrative works as per norms in relation to UG and other courses. You shall to do any other technical/administrative work assigned to you by the management.
- Your appointment is on full time basis. During tenure with us, you are not permitted to engage yourself in any outside consultancy, professional, tutorials and or such other outside work with or without prior permission of the management of this institution.
- You will have to give at the time of joining an undertaking and assurance that you will not discontinue service at Shiva Trusts Aurangabad college of physiotherapy, Aurangabad.
- During your service you shall neither be member nor be associated with any political party or any organization, which takes part in politics, shall take part in aid of or assist in any other manner in any political movement or activities including canvassing, nor shall interfere in connection with or seek or take part to any legislature or local authority.
- The institute management reserves the right to amend, modify, alter or vary the terms and condition governing this appointment.
- You are required to get yourself medically examined by the institute medical officer or shall produce a certificate of fitness from a Doctor not below the rank of Civil Surgeon, at the time of joining duties in the institution.
- You must submit the attested & original copies of all your degree and other certificates in the institute office at the time of joining.
- You must submit the attached Character Verification form duly completed in all respect at the Institute Office at the time of joining.
- You are required to join duty by dated 16/09/2019. This offer of appointment is issued in duplicated. Please return to us one copy of the same and signed by you as token of you acceptance for the above terms and conditions and your willingness to join duty by the date indicated above.
- Your appointment shall be based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
- Your probation may extended, if academic performance is not satisfactory.



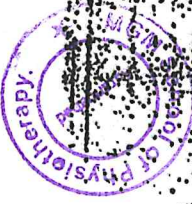
Mahatma Gandhi Mission  
 B-6 Circle, Aurangabad 431 003  
 Tel: 0240 - 2484693, 2483401, 2480240 - 2484445, 2487727  
 E-mail: mgmaug@themgmgroup.com, Website: www.themgmgroup.com  
 Ref: MGM/TO/OP/HR/2019/1114

To,  
 Dr. Kajal Kadari,  
 Flat No.05, Yash Heights,  
 Beside Seven Hills,  
 Aurangabad.

Sub: Appointment as "Assistant Professor" at MGM's School of Physiotherapy, Aurangabad.  
 Management is pleased to appoint you as "Assistant Professor" in Kinesiotherapy & Physical Diagnosis at MGM's School of Physiotherapy, Aurangabad w.e.f. 01/08/2019 on the following terms and conditions:-

1. Your appointment is initially on probation for a period of "One Year" from the date of your joining.
2. You will be paid consolidated salary of Rs.80000/- per month.
3. Your appointment is governed by service rules as framed by MGM Management from time to time.
4. During your appointment you will carry out duties as assigned to you by the authorities and you will have to work in any shift as may be directed as per job responsibilities.
5. At the time of joining you will sign an agreement to abide by terms and condition of MGM management.
6. You will not claim any services benefits including permanency, scale, etc. similar to permanent staff.
7. During tenure of employment you will not take any part time/full time assignment in case MGM management came to know such activity, then your service will be terminated immediately.
8. Your appointment is subject to your furnishing Photostat copies of following documents along with originals for verification :- a) Birth Certificate, b) Educational Certificates, c) Work experience certificate from past employer along with character certificate, d) Last salary drawn along with salary slip, e) Four passport size photographs and f) Medical fitness certificate from MGM Medical Board.
9. You will attend all such other work as may be assigned by the authorities from time to time.
10. During the tenure of your employment you are liable to transfer to any institute at any part of India, run by Mahatma Gandhi Mission.
11. You will not divulge information collected during your tenure of employment to outside institute/organizations.
12. If your performance not found satisfactory, your service can be terminated at any time without assigning any reason thereof.
13. While resigning the job, you will have to give 1 month notice or pay 1 month salary in lieu of 1 month notice.
14. You should ensure all possible steps for preventing ragging in the premises of institution.
15. As a token of your acceptance of the terms and conditions of your appointment letter, you will sign the office copy of the letter.

VICE CHAIRMAN  
 Mahatma Gandhi Mission  
 Aurangabad



Principal  
 MGM School of Physiotherapy  
 Aurangabad

original copy received  
 13/08/19  
 Principal  
 MGM School of Physiotherapy  
 Aurangabad

Principal  
 MGM School of Physiotherapy  
 Aurangabad





Mahatma Gandhi Mission

N-6 CIDCO, Aurangabad 431 003

Tel: 0240 - 2484693, 2483401, 2 Fax 0240 - 2484445, 2487727

E-mail: [mgmgroup@themgmgroup.com](mailto:mgmgroup@themgmgroup.com), Website: [www.themgmgroup.com](http://www.themgmgroup.com)

Ref: MGM TO IOP HR 2019 / 1175

To,  
Dr. Payal Dhawale,  
Aurangabad

Cell No. 9325481413

Sub: Appointment as "Assistant Professor" at MGM's Institute of Physiotherapy, Aurangabad.

Management is pleased to appoint you as "Assistant Professor" in Physiotherapy & Physical Therapy at Institute of Physiotherapy, Aurangabad w.e.f. 01/08/2019 on the following terms and conditions:

1. Your appointment is initially on probation for a period of "One year" from the date of your joining.
2. You will be paid consolidated salary of RS 30000/- per month.
3. Your appointment is governed by service rules as framed by MGM Management from time to time.
4. During your appointment you will carry out duties as assigned to you by the authorities and you will be required to work in any shift as may be directed as per job responsibilities.
5. At the time of joining you will sign an agreement to abide by terms and conditions of "MGM Management".
6. You will not claim any service benefits including permanent, leave, etc. similar to permanent staff.
7. During tenure of employment you will not take any part time employment or carry out any management or other activity, then your service will be terminated immediately.
8. Your appointment is subject to your furnishing Photostat copies of following documents along with your joining: (a) Birth Certificate, (b) Educational Certificate, (c) Work experience certificate, (d) Last employer along with character certificate, (e) Last salary drawn along with salary slip. Your part time employment along with character certificate from MGM Medical Board.
9. You will attend all such other work as may be assigned by the authorities from time to time.
10. During the tenure of your employment you are liable to transfer to any institute at any part of India for the Mahatma Gandhi Mission.
11. You will not divulge information collected during your tenure of employment to outside institute/organizations.
12. If your performance not found satisfactory, your service can be terminated at any time without any other reason thereof.
13. While resigning the job, you will have to give 1 month notice or pay 1 month salary in lieu of 1 month notice.
14. You should ensure all possible steps for preventing logging in the premises of institution.
15. As a token of your acceptance of the terms and conditions of your appointment letter, you will sign the office copy of the letter.

PRINCIPAL

MGM Institute of Physiotherapy

Aurangabad

VICE CHAIRMAN

Mahatma Gandhi Mission

Aurangabad



*(Handwritten signature)*

Principal

MGM School of Physiotherapy

Aurangabad

5 55

**MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI**  
(A constituent unit of MGM INSTITUTE OF HEALTH SCIENCES)

(Deemed University u/s 3 of UGC Act 1956)

Grade "A" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437631,27432890

Email: [sbsnm@mgmnuhs.com](mailto:sbsnm@mgmnuhs.com) / Website: [www.mgmsbsnm.edu.in](http://www.mgmsbsnm.edu.in)

Ref No: SRS/20/06/549

Date: 01/06/2020

To,  
Ms. Krupali Pawar  
Plot No. F 02, Nikal Niwas,  
Sector-12, Kharghar,  
Navi Mumbai 410210

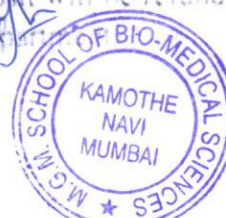
Mobile No: 7887770978

**Sub: Appointment to the post of "Co-ordinator" under MGM School of Biomedical Sciences for program B.Sc. Operation Theater & Anesthesia Technology.**

Dear Madam,

You are appointed as Full Time "Co-ordinator" under MGM School of Biomedical Sciences for program B.Sc. Operation Theater & Anesthesia Technology, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 10,000/- (Ten thousand) per month w.e.f. from 1<sup>st</sup> June, 2020.

1. Your appointment is governed by services & rules as framed by MGM Management from time to time.
2. During your appointment you will be carrying duties as assigned to you by the authorities. Initially you will report to the Director, MGM School of Biomedical Sciences, Kamothe, Navi Mumbai.
3. During the tenure of your employment you are liable to be transferred to any institute of this management.
4. Your appointment is subject to your furnishing xerox copies of following documents along with originals for verification.
  - (a) Birth Certificate
  - (b) Educational Certificates
  - (c) Work experience from past employee
  - (d) Three pass-port size photographs
  - (e) Aadhar & Pan card copy
5. You will have to give one month notice or one month salary in lieu of the notice to the management before resigning from the job.
6. During this period, your services can be terminated by giving one month notice if your performance and behavior is not suitable to the institution or any court case/legal disputes pending against you. Your continuous unauthorized absence from duty will lead to terminate of your services, effective from the date from which you remain absent from duties.
7. You will have to pay one month's salary as deposit at the time of joining or it will be deducted in four equal installments from your monthly salary. The deposit will be refunded on your leave of services after obtaining no dues certificate from accounts department.





Mahatma Gandhi Mission's

## Medical College

N-6 CIDCO, Aurangabad - 431 003.

Ph-0240-6601100, Fax: -0240-2484445, 2487727

E-mail: [mghmmca@themgmgroup.com](mailto:mghmmca@themgmgroup.com)

### Student Placement in Year 2019-20

Details of campus placement					
On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	MGM's Medical College, Aurangabad	04	04
-	-	-	Govt Medical College, Nanded	01	01
-	-	-	Senior Registrar at Cama Hospital Mumbai	01	01
-	-	-	Hindurao Hospital New Delhi	02	02
-	-	-	Dr. Pratyusha, Pace Hospitals, Telangana	01	01
-	-	-	Dr.DY Patil Medical College & Hospital New Mumbai	01	01
-	-	-	Senior Resident - Karyalay Pradhanacharya , Sarojini Naydu Hospital, Agra, Uttarparadesh	01	01
-	-	-	Consultant Radiologist -Jaimadi Hospital, Kheda, Ahemadabad, Gujrat	01	01
-	-	-	JR Medical college Mumbai	01	01
-	-	-	Corporation Hospital, Mumbai	01	01
-	-	-	Sewa Rural Trust Hospital Bharuch Gujrat	01	01
-	-	-	Deenanath Mangeshkar Hospital & Research Centere	01	01
-	-	-	MCGM Comprehensive Thalassemia Care, Pediatric Hemalogy-Oncology & Bone Marrow Transpianatation Centre	01	01
-	-	-	Bharati Udyapeeth (Deemed to be University Pune, India.	01	01
-	-	-	Apple kidney &Dental Clinic Nashik	01	01
-	-	-	JIIU's IIMSR, Aurangabad-Jalna Road, Warudi, Tq.Badnapur, Dist.Jalna-431202 (M.S)	01	01
-	-	-	Advanced Diagnostic Centre, Jankipuram, Lucknow (SENIOR RESIDENT)	01	01

-	-	-	Apple Imaging Centre Delhi. (Consultant Radiologist)	01	01
-	-	-	Secondary DNB Vivekanand hospital, Latur	01	01
-	-	-	Choudhary Diagnostic Centre, Vazirabad, Nanded (Consultant Radiologist)	01	01
-	-	-	Dr. DY Patil Medical College, Pune. (Asst. Professor )	01	01
-	-	-	Dr. Ram Manohar Lohia Hospital, New Delhi (SENIOR RESIDENT)	01	01
-	-	-	Pace Hospital- Hitech City, Hyderabad (Consultant Radiologist)	01	01
-	-	-	Dhiraj Hospital Sumandeep University, Vadodara- Gujrat (SENIOR RESIDENT)	01	01
-	-	-	Jatasya 3D-4D Diagnostic Centre, Near Bustand, Botad, Gujrat. (Consultant Radiologist)	01	01



**Dean**  
**MGM Medical College, Aurangabad**

**P. D. HINDUJA NATIONAL HOSPITAL  
& MEDICAL RESEARCH CENTRE**

**(Established and managed by the National Health & Education Society)**

VEER SAVARKAR MARG, MAHIM, MUMBAI - 400 016, INDIA  
PHONE : 2445 1515, 2445 2222, 2444 9199 FAX : 2444 9151



HH/PD/01-25/10520

Date: 1<sup>st</sup> February, 2021

Ms. Agnes Thomas  
Thadayuzhathil House,  
Pennukkara P.O., Ala (Part),  
Alappuzha, Pennukkara,  
Kerala - 689520

Dear Ms. Agnes,

With reference to your application and pursuant to the interview you had with us, we are pleased to appoint you as a 'Jr. Staff Nurse' in the grade 'N-3' at our Hospital with effect from **February 01, 2021** on the following terms and conditions:

1. Your appointment is subject to medical fitness.
2. You will be on probation for a period of six months from the date of your appointment; this period may be extended at the discretion of the Management subject to your performance, attitude and attendance being not satisfactory in all respects. During probation, your services can be terminated without notice or salary in lieu of notice. On successful completion of probation, you will be confirmed in writing.
3. The hospital operations are fully computerized. You are required to acquire sufficient working knowledge to operate the Hospital computer system covering data entries as well as retrieval within your probation period. Your confirmation will depend on among other factors, your proficiency in handling our computer system.
4. You will receive a Basic Pay of **Rs. 7,420/-** (Rupees: **Seven thousand four hundred twenty** only) per month in the scale of Rs 7420-40-7545-45-7765-50-8015-55-8290 with admissible allowances which presently are: Variable D.A. – Rs. 12,383.70/-, H.R.A. – Rs. 3,298/-, Transport Allowance - Rs. 7,083/-, Education Allowance – Rs. 3,462/-, and Nursing Allowance – Rs. 2,763/-, during your probation period.
  - a) On Confirmation you will be eligible for additional Nursing Allowance of Rs. 2,763/- p.m.
  - b) When you are a Resident Staff Nurse, you will not be eligible for House Rent Allowance.

...2...



- 2 -

5. On joining duty, you will undergo in service education and training for which you will have to sign a separate skill upgradation agreement enclosed along with this appointment letter.
6. As mentioned in the skill upgradation agreement, you will be required to work in this hospital for a minimum period of **2 years** from the date of appointment (excluding the period of unauthorized absence from duty and Leave Without Pay). You shall not be allowed to leave our service within this period.
7. After and during the minimum period of **two years** of service, your services can be terminated by the Management by one month's notice or three months' notice pay in lieu thereof. In the event you desire to leave after & during the minimum period of two years, you will also have to serve one month's notice or give three months' notice pay in lieu thereof.
8. You shall be required to perform your duties in any shift. In case of exigencies of work, you shall have to attend 'On-call' Duty / Emergency Duty beyond your normal working hours as and when required. You shall be required to perform your duties diligently, sincerely and courteously.
9. You may be required to serve in any branch, office, department or section of the Hospital. In case of such a transfer, the service conditions applicable to that branch, office, department or section will be applicable to you.
10. Your employment with the Hospital being on whole-time basis, you shall not engage yourself directly or indirectly in any other business or employment.
11. Being a hospital, your job will involve contact with all kinds of patients. You will have to handle/process blood, body fluids and other specimens of the patients in the course of investigations/procedures. You must, therefore, take adequate precautions during your work as per the universal precautions/guidelines. In some areas the job will involve working with radioactive materials/radio isotopes/instruments emitting x-rays/radiation. You must therefore, take adequate precautions as per departmental guidelines.
12. During your employment with this hospital, you shall discharge the duties entrusted to you diligently and faithfully and you shall not refuse to carry out any procedure/job as may be required in the department and/or resort to any action which, according to the Management, may hamper the working of the institution or involve yourself in any acts which, according to the Management are detrimental to the interests of the Institution. In case you are found to have committed breach of any of these conditions, the Management shall take suitable action against you.

...3...



- 3 -

13. You are required to wear uniform of non-synthetic fabric and of the design prescribed by the Management, whilst on duty and to keep it neat and tidy.
14. The Hospital attaches considerable importance to a high level of physical fitness, personal grooming, appearance and deportment. Your continuance in service will be subject to your maintaining the required level of medical fitness and being declared medically fit in the periodic medical check-ups conducted by the hospital.
15. You have been allotted **Employee No. 10520**. You will be required to remember this number and quote it in all communications with us.
16. You will be required to promptly inform us of any changes in your personal status (e.g. Change of address, qualifications, marital status, etc.)
17. You will retire on attaining the age of 60 years.
18. On cessation of employment, you will hand over all equipment, tools, keys, records, uniforms and any other materials of the Hospital in your possession, to your immediate superior and obtain a receipt in token of having returned the same.
19. You will be governed by the rules and regulations of the hospital as in force from time to time.

Kindly signify your acceptance on the duplicate copy of this letter in token of your having accepted the same.

Yours sincerely,

**Jagdeep Chauhan**  
Director – Human Resources

I have read and understood the above mentioned conditions and agree to abide by the rules and regulations of the hospital as in force from time to time, as per terms of Settlement dated 28th March, 2018.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

01/02/2021

ak  
ak



Ref: APT/BH/HR/2020

12<sup>th</sup> December, 2020

**Ms. Ajina Varghese**

Kovoor Paruthikattil, Kattod,  
Manjadi P.O, Thiruvalla,  
Pathanamthitta, Kerala - 689105

### Appointment Letter

Dear Ajina,

With reference to your interview & subsequent discussions you had with us, we are pleased to inform you that you are appointed as "**Staff Nurse**" on the following terms and conditions:-

#### TERMS AND CONDITIONS

1. The appointment is effective from **12<sup>th</sup> December 2020** and this date will be taken as your date of joining our hospital.
2. **EMP CODE:** You will have to submit three photographs, photo copies of your testimonials, PAN card for office record and you will have to register finger print in Biometric System while coming IN & going OUT of the office every day. Your employee Code No is **NS5670**.
3. **PROBATION:** You will on probation for a period of 6 months from the date of your joining. During this period, your ability, conduct, performance & attendance etc. will be under observation. You will continue to be on probation until your services are confirmed in writing. The probation period can be extended at the sole discretion of the Management. During probation or after confirmation your services can be terminated/discontinued through a two month notice in writing or two month Gross salary in lieu there off.
4. In the event of termination/discontinuation of services /retirement you shall handover charges and surrender all documents, files, instruments, uniform, hostel accommodation, if provided to you by the management and any other things in your possession, belonging to the hospital to your H.O.D, failing which the hospital can deduct an amount equal to the value of such items from your dues payable to you.
5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

BHATIA GENERAL HOSPITAL TRUST

📍 Add. : Tukaram Javji Road, Tardeo,  
Mumbai - 400 007

📞 Tel. : +91 22 6666 0000 / 23836000

✉ E-mail : [info@bhatiahospital.org](mailto:info@bhatiahospital.org)

🌐 Web : [www.bhatiahospital.org](http://www.bhatiahospital.org)







6. **SALARY:** You will be paid a consolidated salary of Rs. **22,000/-** p.m.
7. You shall retire from the services of the hospital on attaining **60** years of age.
8. Your date of birth for the purpose of hospital's record is entered as **19/12/1998** as per the Xerox copies of the certificates self-attested & submitted by you.
9. **LEAVES:** You are not entitled for any kind of leaves during probation. You are entitled for Paid Holidays declared by Management falling in a calendar year or substitute if required provided your H.O.D. permits you to avail the same. After confirmation you are entitled for 8 days Casual leaves, 7 days Sick leaves and 25 days Privilege Leaves on prorated basis.
10. **GRATUITY:** Gratuity shall be paid as per the payment of Gratuity Act and Rules made there under.
11. **MEDICAL BENEFITS:** After Confirmation you are entitled for In house Medical Benefits/Facility for hospitalization in this hospital, as per policy issued dated 4<sup>th</sup> April, 2018 incase above policy change in future with the permission of hospital management you have to abide and follow the same. Your In house medical benefits/ facility limit up to Rs.2,00,000/-(Rupees Two lakh only) per annum for self, spouse and first two children until they attain the age of 18 years, or become wage earners whichever is earlier in case of married employee. In case of unmarried employee not exceeding Rs. 2,00,000/-(Rupees Two lakh only)per annum for self. On cessation of employment, said policy will come to an end. You are entitled for medical benefit/facility as per your grading level.
12. You will not be entitled to any other benefits, which are not mentioned in this letter.
13. **REPORTING & TRANSFER:** You will be reporting to your HOD's/ Top Nursing authority or any Officer as may be delegated from time to time by the Management. You are liable to be transferred from one Department/ward to another Department /ward of the hospital without any additional remuneration or notice thereof.
14. The Management shall have the right to transfer your service and you will have to work as per the instructions/directions of the management of the Institution in any of its units/projects/department situated in India/abroad whether in existence today or not.
15. You will diligently and faithfully serve the hospital and perform all duties entrusted to you from time to time.

**BHATIA GENERAL HOSPITAL TRUST**

📍 Add. : Tukaram Javji Road, Tardeo,  
Mumbai - 400 007  
☎ Tel. : +91 22 6666 0000 / 23836000  
✉ E-mail : [info@bhatiahospital.org](mailto:info@bhatiahospital.org)  
🌐 Web : [www.bhatiahospital.org](http://www.bhatiahospital.org)





16. **DUTY TIMING & WEEKLY OFF:** You will have to work 8½ hours daily & shift rotation if required. You will be required to work 48 hours in a week excluding ½ hours lunch time daily.
17. The management services the right to utilize your services in any department/section and/ or in any shift you will abide by the timing rosters of the institute.
18. Whenever and wherever needed you may be called on emergency duty while not on duty/ off duty or may be required to stay beyond working hours in the interest of the patients.
19. **UNIFORM:** As per the pattern fixed by the Hospital, you will be provided with two sets of uniforms.
20. **SECRECY:** You shall maintain total secrecy of the work assigned to you and shall not divulge to any other person any confidential matter that might come to your knowledge by virtue of your association with us.
21. Management expects you to be sincere, faithful, honest, hardworking and totally dedicated to your job. You shall diligently and effectively carry out the duties assigned to you from time to time.
22. You shall not participate in any act subversive of discipline and shall not do anything which may be prejudicial to the interest of the Hospital. You shall inform the Management in case you happen to know about any subversive activities of any employee or any other persons against the hospital or its interest.
23. During your employment with the hospital, you will devote your whole time and attention to the interest of the hospital and will not engage yourself in any other work either paid or in honorary capacity.
24. You shall abide by the Model Standing Orders/Rules and regulations that are in force in the hospital and/or any modification that are effected from time to time.
25. You will be subject to all the hospital's rules and regulations regarding discipline, working hours etc. as in force and as amended from time to time.
26. Employees in supervisory/managerial cadre will be required to supervise/ manage the affairs of their respective section/departments/floors and will be responsible for the work and conduct of the workmen/other employees under their supervision in their department.

**BHATIA GENERAL HOSPITAL TRUST**

📍 Add. : Tukaram Javji Road, Tardeo,  
Mumbai - 400 007  
📞 Tel. : +91 22 6666 0000 / 23836000  
✉ E-mail : [info@bhatiahospital.org](mailto:info@bhatiahospital.org)  
🌐 Web : [www.bhatiahospital.org](http://www.bhatiahospital.org)





27. The management of Bhatia hospital may not be held responsible for any act of negligence on the part of treating doctors and/or nurses and the hospital will stand indemnified for this purpose.
28. Further if any declaration given or information furnished by you proves to be false or if it is found that you have willfully suppressed any material information you will be liable to (a) removal from the service of the institute and (b) such other action as may be deemed necessary.
29. You shall be abiding rules and regulation of hospital management as well as all Employees Manual & Leave rule and regulation also to be followed of Bhatia hospital.
30. In case of gross misconduct, negligence and irresponsible behavior, sexual harassment/absent without prior permission or sanction (In writing) your services will be terminated with immediate effect and you will hand over all projects that may have been entrusted to you fulfill your duties.
31. You shall promptly notify the Management of any changes in your residential address and civil status.
32. Your services are liable to be terminated at any time:-
  - 1) If During probation or after confirmation, in case you are found to be medically unfit by the hospital authorized medical practitioner on examination.
  - 2) If the hospital comes to know about any conviction by the Court of Law during the tenure of your service with us or conviction and/or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise with regard to Age. Education, qualification, experience & salary etc.
  - 3) After confirmation your service can be discontinued by giving two month's notice in writing or payment in lieu thereof.
  - 4) Your appointment will be terminated at any time without assigning any reason by one month's notice in writing. Your appointment can be terminated by the Hospital without notice, by payment to you of an equivalent to one month salary. In case you leave our employment without notice, we shall have the right to deduct as liquidated damage an amount salary from the monies/dues that may be payable to you.

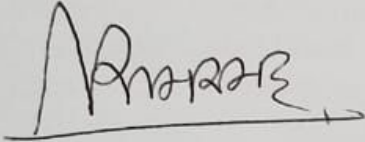
**BHATIA GENERAL HOSPITAL TRUST**

📍 Add. : Tukaram Javji Road, Tardeo,  
Mumbai - 400 007  
📞 Tel. : +91 22 6666 0000 / 23836000  
✉ E-mail : [info@bhatiahospital.org](mailto:info@bhatiahospital.org)  
🌐 Web : [www.bhatiahospital.org](http://www.bhatiahospital.org)



33. You are requested to please return the duplicate copy of this letter duly signed by you, as a token of your acceptance of this appointment, on the terms and conditions mentioned hereinabove.

**For BHATIA HOSPITAL**



**Nitin Warde**  
**Head- Human Resources**



I, **Ajina Varghese** have read the above terms & conditions & explained to me in the language understood by me and I accept the same fully and agree to the same.

**SIGNATURE:** \_\_\_\_\_

Cc:

- 1) Time Office.
- 2) Accounts Dept.
- 3) Personal File.

**BHATIA GENERAL HOSPITAL TRUST**

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