



Mahatma Gandhi Mission's  
**DEPARTMENT OF PROSTHETICS AND ORTHOTICS**  
Sector-1, Kamothe, Navi Mumbai - 410 209.  
Ph: (022) 27437620 Fax: (022) 27420320  
Web: [www.mgmmumbai.ac.in](http://www.mgmmumbai.ac.in)

MGM/MED-C/2013-14/

02/05/2014

To,  
Mrs. Uttara Upendra Deshmukh  
Flat no. 31, Poortata, Sector 10.  
Khanda Colony, New Panvel – 410 206.

**Sub: Appointment for the post of "Assistant Professor" in the Department of Prosthetic and Orthotic at MGM Educational Campus, Kamothe, Navi Mumbai.**

Dear Mrs. Uttara,

With reference to your application and subsequent interview you had with us, it is pleasure to appoint you as Full Time "**Assistant Professor**" in the Department of Prosthetic and Orthotic at M.G.M. Educational Campus, Kamothe, Navi Mumbai on the following terms and conditions with immediate effect.

1. You will be on probation for a period of six months, during which you would be paid a consolidated amount of Rs.25000/- per month. After the successful completion of your probation period and the assessment, you would be paid in the pay scale of Rs. 15600 – 39100/- and admissible allowances per month as per MGM rules.
2. Your appointment is governed by services rules as framed by MGM Management from time to time.
3. During your appointment you would carry duties as assigned to you by the authorities. Initially you will report to HOD and M.S. MGM Hospital, Kamothe, Navi Mumbai.
4. During the tenure of your employment, you are liable to transfer to any institute of this management.
5. Your appointment is subject to your furnishing Photostat copies of following along with original for verification.
  - (a) Birth Certificate.
  - (b) Educational Certificate.
  - (c) Work experience from past employee along with character certificate
  - (d) Relieving order from your previous employer
  - (d) Three pass port size photographs
  - (e) Pan card



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You will not divulge information collected during tenure of employment to outside institution / organizations.

6. 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 leaving of services after obtaining no dues certificate from accounts department if you are submitted one month notice of resignation.
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 services will be terminated immediately and deposit will be confiscated.
8. Your appointment is subject to the approval of Rehabilitation Council of India and MGMIHS, Navi Mumbai.
9. Your services will be terminated by giving one month notice if your performance is not suitable to the institution or any court case / legal disputes pending against you. Your continuous unauthorized absence from duty will lead to termination of your services, effective from the date of from which you remain absent from duties.
10. You have to do the teaching to UG students of MGMIHS as per the RCI/ MGMIHS norms. You should take active part in Research activities and publications.
11. You will work Full Time 9.00 AM to 4.00 PM in the department.
12. You have to do the Examination duty if required as per the orders of the undersigned.

If you are agreeable and abide by the above terms and conditions, please submit a joining report through proper channel to Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai through HOD of Prosthetic and Orthotic.

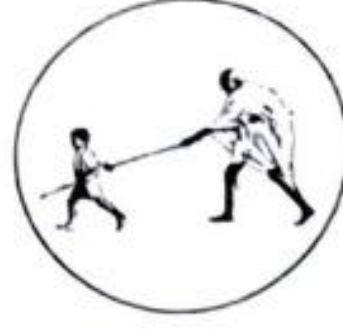
HOD  
Prosthetic and Orthotic

DEAN  
MGM Medical College, Navi Mumbai

Cc to:-

1. Medical Director, MGM.
2. Dean, MGM Medical College
3. HOD of Prosthetic and Orthotic.
4. Medical Supdt., MGM Hospital, Kamothe
5. Accounts Section.





## **MGM INSTITUTE OF HEALTH SCIENCES**

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)  
Grade 'A' Accredited by NAAC

Sector-1, Kamothe, Navi Mumbai – 410 209, Tel: 022-27432471/27431994, Fax: 022-27431094  
Website: www.mgmuhs.com Email: registrar@mgmuhs.com

MGMIHS/R/P&O/2019

5<sup>th</sup> April, 2019

To,

Dr. Uttara Deshmukh (P&O)  
MGM University Department of Prosthetics & Orthotics  
Kamothe,  
Navi Mumbai – 410 209

Dear Dr. Deshmukh,

We are pleased to inform you that you have been designated as Incharge – Principal of MGM Institute, department of Prosthetics and Orthotics, Kamothe, Navi Mumbai, with immediate effect.

Thanking you,

  
Registrar  
**Dr. Rajesh B. Goel**  
Registrar  
**MGM Institute of Health Sciences**  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209



## MGM INSTITUTE OF HEALTH SCIENCES

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

**Grade 'A' Accredited by NAAC**

Sector I, Kamothe, Navi Mumbai – 410 209.

Tel: 022-27432471, 022-27432994, Fax No. 022-27431094

Email: [registrar@mgmuhs.com](mailto:registrar@mgmuhs.com) ; Website: [www.mgmuhs.com](http://www.mgmuhs.com)

MGMIHS/ESTT/R/2017/37

1<sup>st</sup> June, 2017.

To,

Mrs. Deepshikha Raut  
Flat No. 606, Shree Mangal Building,  
Sector 17, Vashi,  
Navi Mumbai 400 703

Mobile No. 918779662100, 917208741897

**Sub: Appointment to the post of “Assistant Professor”**

Dear Ms. Raut,

We are pleased to inform you that you are hereby appointed as “Assistant Professor” in the Department of “Prosthetics and Orthotics” of MGM Institute of Health Sciences, Navi Mumbai, for a period of **one year** from the date of joining your duties purely on temporary basis,

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

1. Your appointment is subject to the final approval of the Board of Management of MGM Institute of Health Sciences, Navi Mumbai and Rehabilitation Council of India.
2. You will be paid a consolidated salary of ₹ 30,000 (Rupees Thirty Thousand Only) per month.
3. You will be reporting to the HOD of Prosthetics and Orthotics , Navi Mumbai and Registrar of MGM Institute of Health Sciences., Navi Mumbai.
4. You will also report to The Dean and Medical Superintendent of MGM Medical College and Hospital, Navi Mumbai for all medical college activities and hospital activities respectively.
5. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
6. You will work full time (9.00 am to 5.00 pm) in the department.
7. You will have to teach UG students as per RCI/MGMIHS norms.
8. You will have to do examination duty, if required, as per the orders of the management.
9. You will have to take active part in research activities and publications. You will have to attend assigned camps as per the decision of MGM management.
10. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
11. Your appointment is subject to furnishing your original documents along with photo copies of your birth certificate, educational qualifications, work experience certificate, relieving order from your previous employer, copy of PAN card, Aadhar card and three passport size photograph while reporting on duty.

12. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
13. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
14. During your contract period, you will not be eligible for any allowances, house rent etc., and shall not at any time demand any such allowances since your appointment under this service contract is purely on temporary basis.
15. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex in his or her relationship with his or her colleagues and try to use the above considerations for improvement of his/her prospects.
16. You shall not refuse to carry out the decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
17. 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 institution.
18. You should devote your whole time and attention to the duties of service under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the HOD, Prosthetics and Orthotics, Navi Mumbai and Registrar, MGM Institute of Health Sciences, Navi Mumbai or any other Officer of the university duly delegated with authority by the Vice Chancellor.
19. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services effective from the date from which you remain absent from duties.
20. You shall be entitled to 8 days Casual Leave in a year on pro rata basis only after three months of your joining the services.
21. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
22. You will not be entitled to any provident fund, insurance, bonus, gratuity or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any other labour legislation are entitled to under the said labour legislation, on the ground that this employment is purely on contract.
23. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any post equivalent to your qualifications.
24. The decision of Board of Management in regard to your service or any other matter shall be binding to you while you are in service in this institution.
25. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
26. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai.

Yours sincerely,

  
Registrar

Name of Employee : DEEPSHIKHA RAUT

I agree to the terms and conditions of the appointment order and will join the duties on or before  
01-07-2017

Signature: Deepshikha

Copy to :

1. Hon'ble Vice Chancellor - for information
2. Hon'ble Pro-Vice Chancellor - for information
3. Hon'ble Pro-Vice Chancellor (Research) – for information
4. Dean, MGM Medical College, Navi Mumbai
5. Medical Suptdt., MGM Hospital, Kamothe
6. HOD – Prosthetics and Orthotics
7. Accounts Section
8. Establishment Section / Personal File.





## MGM INSTITUTE OF HEALTH SCIENCES

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

**Grade 'A' Accredited by NAAC**

Sector 1, Kamothe, Navi Mumbai – 410 209.

Tel. 022-27432471, 022-27432994, Fax No. 022-27431094

Email: [registrar@mgmuhs.com](mailto:registrar@mgmuhs.com) ; Website: [www.mgmuhs.com](http://www.mgmuhs.com)

MGMIHS/ESTT/R/2020/01

10<sup>th</sup> January, 2020.

To,

Mr. Subhasish Paikray  
Near Binod-Bhawan, Wird No. 06,  
Baripada, Mayurbhanj,  
Odisha – 757 001

Mobile No. 7978695146 / 9556802255

### Sub: Appointment to the post of “Assistant Professor”

Dear Mr. Paikray,

We are pleased to inform you that you are hereby appointed as an “Assistant Professor” in the Department of “Prosthetics and Orthotics” of MGM Institute of Health Sciences, Navi Mumbai, for a period of **one year** from the date of joining your duties purely on temporary basis,

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

1. Your appointment is subject to the final approval of the Board of Management of MGM Institute of Health Sciences, Navi Mumbai and Rehabilitation Council of India.
2. You will be paid a consolidated salary of ₹ 30,000 (Rupees Thirty Thousand Only) per month.
3. You will be reporting to the Registrar of MGM Institute of Health Sciences., Navi Mumbai.
4. You will also report to The Dean and Medical Superintendent of MGM Medical College and Hospital, Navi Mumbai for all medical college activities and hospital activities respectively.
5. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
6. You will work full time (9.00 am to 5.00 pm) in the department.
7. You will have to teach UG students as per RCI/MGMIHS norms.
8. You will have to do examination duty, if required, as per the orders of the management.
9. You will have to take active part in research activities and publications. You will have to attend assigned camps as per the decision of MGM management.
10. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
11. Your appointment is subject to furnishing your original documents along with photo copies of your birth certificate, educational qualifications, work experience certificate, relieving order from your previous employer, copy of PAN card, Aadhar card and three passport size photograph while reporting on duty.

12. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
13. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
14. During your contract period, you will not be eligible for any allowances, house rent etc., and shall not at any time demand any such allowances since your appointment under this service contract is purely on temporary basis.
15. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex in his or her relationship with his or her colleagues and try to use the above considerations for improvement of his/her prospects.
16. You shall not refuse to carry out the decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
17. 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 institution.
18. You should devote your whole time and attention to the duties of service under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the Registrar, MGM Institute of Health Sciences, Navi Mumbai or any other Officer of the university duly delegated with authority by the Vice Chancellor.
19. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services effective from the date from which you remain absent from duties.
20. You shall be entitled to 8 days Casual Leave in a year on pro rata basis only after three months of your joining the services.
21. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
22. You will not be entitled to any provident fund, insurance, bonus, gratuity or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any other labour legislation are entitled to under the said labour legislation, on the ground that this employment is purely on contract.
23. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any post equivalent to your qualifications.
24. The decision of Board of Management in regard to your service or any other matter shall be binding to you while you are in service in this institution.
25. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
26. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai.

Yours sincerely,

  
Registrar

Registrar

MGM Institute of Health Sciences,

Regd. Office, Navi Mumbai

Regd. Office, Navi Mumbai



Name of Employee: Subhasish Paikray.

I agree to the terms and conditions of the appointment order and will join the duties on or before  
Sub 10.01.2020

Signature: Subhasish Paikray.

Copy to :

1. Hon'ble Vice Chancellor - for information
2. Director (Research)
3. Dean, MGM Medical College, Navi Mumbai
4. Medical Suptdt., MGM Hospital, Kamothe
5. Prosthetics and Orthotics Dept.
6. Accounts Section
7. Establishment Section / Personal File.

Received  
Subhasish Paikray.



# MGM INSTITUTE OF HEALTH SCIENCES

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

**Grade 'A' Accredited by NAAC**

Sector 1, Kamothe, Navi Mumbai - 410 209.

Tel. 022-27432471, 022-27432994, Fax No. 022-27431094

Email: [registrar@mgmuhs.com](mailto:registrar@mgmuhs.com) ; Website: [www.mgmuhs.com](http://www.mgmuhs.com)

15<sup>th</sup> January, 2020.

MGMIHS/ESTT/R/P&O/2020/04

To,

Mr. Ravi Barela  
Room No. 301, National Palace,  
Takka Colony,  
Panvel 410 206

Mobile No. 9561505791

**Sub: Appointment to the post of "Demonstrator"**

Dear Mr. Barela,

We are pleased to inform you that you are hereby appointed as "**Demonstrator**" in the Department of "Prosthetics and Orthotics" of MGM Institute of Health Sciences, Navi Mumbai, for a period of **one year** from the date of joining your duties purely on temporary basis,

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

1. Your appointment is subject to the final approval of the Board of Management of MGM Institute of Health Sciences, Navi Mumbai and Rehabilitation Council of India.
2. You will be paid a consolidated salary of ₹ 25,000 (Rupees Twenty Five Thousand Only) per month.
3. You will be reporting to the HOD of Prosthetics and Orthotics, Navi Mumbai and Registrar of MGM Institute of Health Sciences., Navi Mumbai.
4. You will also report to The Dean and Medical Superintendent of MGM Medical College and Hospital, Navi Mumbai for all medical college activities and hospital activities respectively.
5. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
6. You will work full time (9.00 am to 5.00 pm) in the department.
7. You will have to teach UG students as per RCI/MGMIHS norms.
8. You will have to do examination duty, if required, as per the orders of the management.
9. You will have to take active part in research activities and publications. You will have to attend assigned camps as per the decision of MGM management.
10. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
11. Your appointment is subject to furnishing your original documents along with photo copies of your birth certificate, educational qualifications, work experience certificate, relieving order from your previous employer, copy of PAN card, Aadhar card and three passport size photographs while reporting on duty.



12. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
13. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
14. During your contract period, you will not be eligible for any allowances, house rent etc., and shall not at any time demand any such allowances since your appointment under this service contract is purely on temporary basis.
15. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex in his or her relationship with his or her colleagues and try to use the above considerations for improvement of his/her prospects.
16. You shall not refuse to carry out the decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
17. 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 institution.
18. You should devote your whole time and attention to the duties of service under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the HOD, Prosthetics and Orthotics, Navi Mumbai and Registrar, MGM Institute of Health Sciences, Navi Mumbai or any other Officer of the university duly delegated with authority by the Vice Chancellor.
19. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services effective from the date from which you remain absent from duties.
20. You shall be entitled to 8 days Casual Leave in a year on pro rata basis only after three months of your joining the services.
21. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
22. You will not be entitled to any provident fund, insurance, bonus, gratuity or any other terminal benefits of any kind whatsoever to which the workmen/employees governed by Industrial Dispute Act or any other labour legislation are entitled to under the said labour legislation, on the ground that this employment is purely on contract.
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24. The decision of Board of Management in regard to your service or any other matter shall be binding to you while you are in service in this institution.
25. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
26. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai.

Yours sincerely,



Registrar  
Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209



Name of Employee : Ravi Kumar R. Bareda

I agree to the terms and conditions of the appointment order and will join the duties on or before  
16/1/2020

Signature: R Bareda

Copy to :

1. Hon'ble Vice Chancellor - for information
2. Director (Research)
3. Dean, MGM Medical College, Navi Mumbai
4. Medical Suptdt., MGM Hospital, Kamothe
5. HOD – Prosthetics and Orthotics
6. Accounts Section
7. Establishment Section / Personal File.



## MGM INSTITUTE OF HEALTH SCIENCES

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MGMIHS/ESTT/R/P&O/2020/03

13<sup>th</sup> January, 2020.

To,

Ms. Pratiksha Shelar  
101/4, Shriram Nagar, P.K. Road,  
Mulund (West),  
Mumbai 400 080

Mobile No. 8104752529

**Sub: Appointment to the post of "Demonstrator"**

Dear Ms. Shelar,

We are pleased to inform you that you are hereby appointed as "Demonstrator" in the Department of "Prosthetics and Orthotics" of MGM Institute of Health Sciences, Navi Mumbai, for a period of one year from the date of joining your duties purely on temporary basis,

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

1. Your appointment is subject to the final approval of the Board of Management of MGM Institute of Health Sciences, Navi Mumbai and Rehabilitation Council of India.
2. You will be paid a consolidated salary of ₹ 25,000 (Rupees Twenty Five Thousand Only) per month.
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6. You will work full time (9.00 am to 5.00 pm) in the department.
7. You will have to teach UG students as per RCI/MGMIHS norms.
8. You will have to do examination duty, if required, as per the orders of the management.
9. You will have to take active part in research activities and publications. You will have to attend assigned camps as per the decision of MGM management.
10. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. This will be paid to you at the end of the service period.
11. Your appointment is subject to furnishing your original documents along with photo copies of your birth certificate, educational qualifications, work experience certificate, relieving order from your previous employer, copy of PAN card, Aadhar card and three passport size photographs while reporting on duty.



12. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
13. You shall have to undertake oath of secrecy and code of conduct at the time of joining the institution. Breach of this undertaking attracts termination immediately of your job without assigning any reasons.
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15. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex in his or her relationship with his or her colleagues and try to use the above considerations for improvement of his/her prospects.
16. You shall not refuse to carry out the decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
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18. You should devote your whole time and attention to the duties of service under this agreement and shall not engage yourself directly or indirectly in any trade, business, profession or occupation and shall not (except in case of accident or illness certified by competent medical authority) absent yourself from the said duties without having obtained prior permission of the HOD, Prosthetics and Orthotics, Navi Mumbai and Registrar, MGM Institute of Health Sciences, Navi Mumbai or any other Officer of the university duly delegated with authority by the Vice Chancellor.
19. Your unsanctioned absence from duty will be a misconduct and it might lead to termination of your services effective from the date from which you remain absent from duties.
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26. In case you agree to the terms and conditions offered, you are required to return the duplicate copy of this letter duly signed immediately to the Registrar, MGM Institute of Health Sciences, Navi Mumbai.

Yours sincerely,

  
Registrar  
**Dr. Rajesh B. Goel**  
Registrar  
MGM Institute of Health Sciences  
(Deemed University u/s 3 of UGC Act, 1956)  
Navi Mumbai- 410 209



Name of Employee : Pratiksha Vitthal Shelar.

I agree to the terms and conditions of the appointment order and will join the duties on or before  
13th Jan. 2020.

Signature: Shelar.

Copy to :

1. Hon'ble Vice Chancellor - for information
2. Director (Research)
3. Dean, MGM Medical College, Navi Mumbai
4. Medical Suptdt., MGM Hospital, Kamothe
- ✓ 5. HOD - Prosthetics and Orthotics
6. Accounts Section
7. Establishment Section / Personal File.