



RECOGNISED SIRO CENTRE, GOVT. OF INDIA
SCIENTIFIC & INDUSTRIAL RESEARCH ORGANISATION (SIRO)
MINISTRY OF SCIENCE & TECHNOLOGY, GOVT. OF INDIA

MGM INSTITUTE OF RESEARCH

Department of Infectious Diseases

(In technical collaboration with The University of Texas - Houston, USA.)

Date: May 19th, 2009

Dr. (Mrs.) Mansee Rathore
Flat No.A003, Plot No.11
Snigdha Soc., Sec-15-A, New Panvel,
Mob.9969073769, 9367199737
Email: mansi_biotech@yahoo.com

Sub : Appointment to the post of " Lab-Incharge & Lecturer " in MGM Institute of Research.

Dear, Mansee

We are pleased to inform you that you are hereby appointed as "Lab-Incharge & Lecturer" in the MGM Institute of Research at MGM Medical College & Hospital, Kamothe, Navi Mumbai on basic pay of Rs 8, 000/- in the scale of pay Rs.8000-275-13500). The appointment will be on annual contract basis from 1.5.2009 to 30.4.2010. In addition to pay you will be entitled to D.P., DA. And HRA as admissible to MGM employees from time to time.

Your appointment is subject to the condition mentioned below: -

1. Your appointment is on purely temporary basis.
2. You will have to give one month's notice or one month salary in lieu of the notice, to the Management before resigning the job.
3. Your appointment is subject to the final approval of the MGM Trust.
4. You will have to submit an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph while reporting on duty.

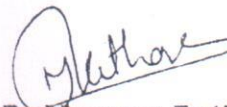
5. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and/or your behaviour is not suitable in the interest of the institution.
6. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as Security Deposit. You are required to keep your original qualification certificates with the Institute during your contract employment as security and for other inspection till you are officially relieved from your duties. The security deposit will be returned to you at the end of the service period.
7. You 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 Administrative Officer or any other officer of the Department duly delegated by the Director of the Department.
8. 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.
9. Your services will be governed by the rules and regulations framed by the Mahatma Gandhi Mission Trust.

Yours Sincerely,

I Agree



Mr. K. Muthuswamy
Admn. Officer



Dr. Mansee Rathore

**DEPARTMENT OF INFECTIOUS DISEASES
& AIDS RESEARCH CENTRE.
MGM MEDICAL COLLEGE,
KAMOTHE,
NEW-BOMBAY-410 208'**



MGM INSTITUTE OF HEALTH SCIENCES

Ref No: - 383/19/03/2251

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

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

Date: - 04/03/19

MGM/01/A- 57/2019/24

Date: 01/03/2019

OFFICE ORDER

As per the directives of Hon'ble Medical Director, MGM Institute, Dr. Mansee Thakur, has been promoted to 'Professor' Position with effect from 1st February, 2019. She will continue to hold additional charge of In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai. Her pay scale will be (37400-67000) with Basic pay of Rs. 38830 + A.G.P. Rs. 10000 + Special pay of Rs. 940/-. (The Special pay will be absorbed in future increase in salary).

Her personal file will be shortly sent to MGM School of Biomedical Sciences, Navi Mumbai.

Registrar
Dr. Rajesh B. Goel
Registrar

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

To

1. Dr. Mansee Thakur,
Professor/In-Charge Director, MGM School of Biomedical Sciences,
Navi Mumbai.
2. Account department, MGM School of Biomedical Sciences,
Navi Mumbai.

Copy for information to:

1. Hon'ble Vice Chancellor, MGM Institute, Navi Mumbai
2. Hon'ble Medical Director, MGM Institute, Navi Mumbai

Forwarded to
Accounts

01/03/2019.



MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

Post Box no 06, 3rd Floor MGM Educational Campus, Plot No. 1 & 2, Sector -18, Kamothe, Navi Mumbai - 410 209.

Tel: 022-27422471/27421994, Fax: 022-27420320

Website: www.mgmuh.com Email: mgmuniversity@yahoo.co.in

MGM IHS/ESTT/R/2012/ 251

3rd April, 2012

To,

Dr. Raman P. Yadav
501 B, GINI PLAZA,
Plot No. D-13, Sec.6,
New Panvel (E) - 410 206

Sub: Appointment as "Professor" in the Department of "Medical Biotechnology"

Dear Dr. Raman Yadav,

We are pleased to inform you that you are hereby appointed as "Professor" in the Department of "Medical Biotechnology" under the control of Director, MGM School of Biomedical Science, Kamothe, Navi Mumbai, 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.
2. You will be paid in the pay scale of ₹ 37,400-67,000 with Basic Pay ₹ 45,000/- & AGP ₹ 10,000/- per month. ✓
3. You will be in charge of MGM Centre for OMICS RESEARCH, MGM IHS.
4. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
5. You will have to submit an authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph while reporting on duty.
6. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
7. You are required to keep your original qualification certificates with the Institute during your contract employment as security in addition to one month's consolidated salary as security deposit to the Institute till you are officially relieved from your duties.
8. 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.
9. 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.
10. 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.

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.

12. 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.
13. 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 or any other Officer of the university duly delegated with authority by the Vice Chancellor.
14. 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.
15. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai
16. 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.
17. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any post equivalent to your qualifications.
18. 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.
19. 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.
20. 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.
21. You are requested to join immediately.

Yours sincerely,



Registrar

Name of Employee : _____

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

Signature: _____

Copy with Compliments to :
Hon'ble Vice Chancellor for information
Hon'ble Pro-Vice Chancellor for information
The Director, MGM School of Biomedical Sciences, Kamothe, Navi Mumbai
Accounts / Establishment Section / Personal File.

Received on
24/7/2012



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@mgmuhhs.com / Website: www.mgmbsbsnm.edu.in

Ref: - SBS/19/01/ 2136-A

Date: - 01.02.2019

To,
Dr. Himanshu Rajat Gupta
Assistant Professor
Department of Biotechnology
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

Sub: Promoted to the Post of Assistant Professor in Department of Biotechnology.

Dear Dr. Himanshu,

We are pleased to inform you that you are promoted to the post of Assistant Professor in Department of Biotechnology on a salary scale of Rs. 15600-39100 with salary fixed at Rs. 15600/- and AGP Rs. 6000/- with effect from 01.02.2019 under the same terms and conditions mentioned in your previous Appointment letter no. MGM/SBS/17 01/309 dated 25.01.2017.

Thanking you.

I/C Director,
MGM of Biomedical Sciences,
Kamothe, Navi Mumbai

Director
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

Received
HW
21/2/19



MGM INSTITUTE OF HEALTH SCIENCES
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Grade "A" Accredited by NAAC

MGM SCHOOL OF BIOMEDICAL SCIENCES

Date: 9/2/17

Ref: MGM/SBS/

To,
Mrs. Himanshu R. Gupta
F/108, Giridarshan CHS,
Income Tax Colony,
CBD Belapur, Navi Mumbai 400614
Mobile No. 9969000051
Email:- himanshurg@gmail.com

Sub: Appointment to the post of "Tutor" in the Dept of Medical Biotechnology, MGM School of Biomedical Sciences.

Dear Madam,

You are appointed as Full Time "Tutor" in the Department of Medical Biotechnology of SBS at MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 25,000/(Twenty five thousand) per month w.e.f. from 1st February 2017..

1. Your appointment is governed by services rules as framed by MGM Management from time to time.
2. Your appointment may be renewed on satisfactory completion of 1 year subject to approval of Board of Management.
3. During your appointment you will be carry duties as assigned to you by the authorities. Initially you will report to the Director ,MGM School of Biomedical Sciences , 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 Certificates.
 - (c) Work experience from past employee along with character certificate relieving..
 - (d) Three pass port size photographs.
 - (e) Photo ID & Address proof
6. You will not divulge information collected during tenure of employment to outside institution / organizations.

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

MGM Institute's University Department of
Biomedical Sciences

Inward No. MGM/SBS/289

Date: 9/3/17

Receiver Signature: _____

Apparica

M. Khatkar
10/03/2017



MGM INSTITUTE OF HEALTH SCIENCES'S
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7. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your fellowship is purely on temporary basis. You will also 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 labour legislation are entitled, on the ground that this employments purely on contract..
8. 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.
9. Your appointment is subjected to the approval of MGM School of Biomedical Sciences and MGMIHS, Navi Mumbai
10. During this period, your services can be terminated by giving one month notice if your performance and behavior is not suitable to the institution. .
11. At the time of joining, you will have to sign an agreement to abide terms and conditions of MGM management.
12. You will work full time 9 am to 4.30 pm in the department.
13. You will be involved in teaching UG & PG courses.

I/C Director
MGM School of Biomedical Sciences

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

Signature :

Date

9/3/17

Cc to:-

6. Vice Chancellor, MGMIHS, Kamothe
7. The Registrar, MGMIHS, Kamothe
8. Dean, MGM Medical College, Kamothe.
9. Prof. & HOD Department of Anatomy, MGM Medical College, Kamothe.
10. Accounts Section, MGM School of Biomedical Sciences, Kamothe



MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI

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

Email. sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref. No.: SBS/19/02/ 2221

Date:09.02.2019

To,
Dr. Priyanka Pareek
C 503, Dara Enclave, Army,
Sector 9, Nerul, Navi Mumbai

Sub: Appointment to the post of "Assistant Professor" in Department of Clinical Nutrition" through MGM School of Biomedical Sciences.

Dear Madam,

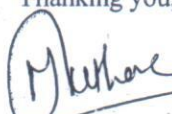
You are appointed as Full Time "Assistant Professor" in Department of Clinical Nutrition through MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 30,000/- (Thirty thousand) per month w.e.f. from 9th Feb, 2019.

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 leaving of services after obtaining no dues certificate from accounts department.

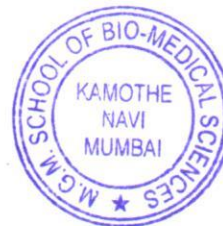
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8. You will not divulge information collected during tenure of employment to outside institution / organizations.
9. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances. You will also 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 labor legislation are entitled , on the ground that this employment is purely on contract.
10. During tenure of employment you will not take any part-time / full time assignment. In case MGM management comes to know about such activity, your services will be terminated immediately and deposit will be confiscated.
11. Your appointment is subjected to the approval of MGM School of Biomedical Sciences and MGMIHS, Navi Mumbai.
12. At the time of joining, you will have to sign an agreement to abide terms and conditions of MGM management.
13. You will be involved in teaching UG & PG courses at MGM School of Biomedical Sciences including academic related work as per MGMIHS Norms.
14. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of Biomedical Sciences.
15. For yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
16. You have to do compulsory Biometric as per MGMIHS Navi Mumbai.
17. You have to do the Examination duty if required as per the orders of the undersigned.

Thanking you,


 I/C Director
 MGM School of Biomedical Sciences

Director
 MGM School of Biomedical Science
 Kamothe, Navi Mumbai



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

Signature :
 Cc to:-




Date:

9/2/2019

1. Vice Chancellor , MGMIHS, Kamothe
2. Registrar , MGMIHS, Kamothe
3. Dean, MGM Medical College, Kamothe.
4. I/C Director, MGM School of Biomedical Sciences, Kamothe
5. Department of ~~Optobiology~~ ^{Optobiology}, Kamothe
6. Accounts Section, MGM School of Biomedical Sciences, Kamothe

to
 Biochemistry


 5/3/2019



MGM INSTITUTE OF HEALTH SCIENCES's
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MGM SCHOOL OF BIOMEDICAL SCIENCES

Ref: MGM/SBS/17/02/308

Date: 27/02/2017

To,
Mr. Yogesh Patil
C/o- Navalsingh R. Patil
At Post- Dahigaon (Sant)
Tal - Pachora, Dist Jalgaon 425116
Mobile No. 9987227503
Email:- yogeshrana1712@gmail.com

Sub: Appointment to the post of "Tutor" in the Dept of Medical Biotechnology in MGM School of Biomedical Sciences.

Dear Mr. Yogesh Patil,

You are appointed as Full Time "Tutor" in the Department of Medical Biotechnology of MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 25,000/- (Twenty five thousand) per month w.e.f. from 1st March, 2017.

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 transfer to any institute of this management.
4. Your appointment is subject to your furnishing xerox copies of following along with original documents for verification.
 - (a) Birth Certificate.
 - (b) Educational Certificates.
 - (c) Work experience from past employee along with character, relieving certificates.
 - (d) Three pass port size photographs.
 - (e) Aadhar & Pan card copy
5. You will not divulge information collected during tenure of employment to outside institution / organizations.



MGM INSTITUTE OF HEALTH SCIENCES's
(A Deemed University u/s 3 of UGC Act 1956)
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6. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances. You will also 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 labour legislation are entitled, on the ground that this employment purely on contract..
7. During tenure of employment you will not take any part-time / full time assignment. In case MGM management came to know about such activity then your services will be terminated immediately and deposit will be confiscated.
8. Your appointment is subjected to the approval of MGM School of Biomedical Sciences and MGMIHS, Navi Mumbai.
9. During this period, your services can be terminated by giving one month notice if your performance and behavior is not suitable to the institution.
10. At the time of joining, you will have to sign an agreement to abide terms and conditions of MGM management.
11. You will be involved in teaching UG & PG courses & research work.

Thanking you,

I/C Director
MGM School of Biomedical Sciences

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

18th March. 2017.

Signature :

Date:

27/02/2017

CC to:

1. Vice Chancellor , MGMIHS, Kamothe
2. The Registrar , MGMIHS, Kamothe
3. Dean, MGM Medical College & Hospital, Kamothe.
4. I/C Director, MGM School of Biomedical Sciences, Kamothe
5. HOD Department of Biotechnology, Kamothe.
6. Accounts Section, MGM School of Biomedical Sciences, Kamothe



MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI
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Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437631,27432890

Email. sbsnm@mgmuhs.com/ Website : www.mgmsbsnm.edu.in

Ref. No.: SBS/22/12/ 3319

Date: 26.12.2022

To,

The Hon'ble Vice Chancellor
MGM Institute of Health Sciences
Kamothe, Navi Mumbai

MGM SCHOOL OF BIOMEDICAL SCIENCES

Inward No. MGM/SBS. 4442

Date 29/12/22

Receiver *[Signature]*

Through Proper Channel

Subject: Approval of Tutors/Sr. Tutor for various program under MGMSBS, NM.

Dear Sir,

Further to the interviews conducted for recruitment of faculty on 06th Dec. 2022 for programs (CCT, AT & OT, Optometry, Biotechnology) by the selection committee. Below is the list of shortlisted candidates as approved by Hon'ble Medical Director sir. (Annexure attached)

| Sr. No | Name of staff | Program | Designation | Approx Proposed salary | Qualification |
|--------|------------------------|-------------------------|-------------|------------------------|-----------------------|
| 1 | Mr. Sufyan Ahmad Siraj | Cardiac Care Technology | Tutor | 40000 | M.Sc. CCT 2022 |
| 2 | Mrs. Payal Desai* | OT & AT | Tutor | 40000 | M.Sc. OT AT |
| 3 | Ms. Misba Khan | Optometry | Tutor | 30000 | Pursuing M. Optometry |
| 4 | Mr. Yogesh Patil | Biotechnology | Sr. Tutor | 50000 | Ph.D Biotechnology |

*Note: Hon'ble Medical Director had approved the name of Mr. Sagar Patil for Tutor (AT & OT) but he was not present during the scheduled interview and he verbally communicated that he will be interested only if given Assistant Professor position and scale. During the meeting it was decided that only tutors will be appointed for B.Sc., so his application was not considered and in his place Ms. Payal Desai (SBS alumini) was recommended as a Tutor AT & OT

Request your approval to provide appointment letter to the selected candidate they can join as soon as possible.

Thanking you,

[Signature]

Director
MGM School of Biomedical Sciences

•Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai

Sr. no 1, 3 & 4 approved for appointment.

Please discuss the matter of sr. no. 2 with Hon'ble Medical Director

[Signature]
MGM Institute Of Health Sciences
INWARD NO. 1082
DATE: 26/12/22
28/12

Ref No: SBS/2022/3178

| Sr. No | Program | Designation | NAME of staff | Approx Proposed salary | Salary per year |
|--------|-------------------------|---------------------------------|---------------|------------------------------|-----------------|
| 1 | Cardiac Care Technology | Tutor (M.Sc.) | Sufyan ahmad | 40000 | 4,80,000.00 |
| 2 | OT & AT | Tutor (M.Sc.) | Sagar Patil | 40000 | 4,80,000.00 |
| 3 | MRIT | Tutor (M.Sc.) | - | 40000 | 4,80,000.00 |
| 4 | Optometry | Tutor (M.Sc.) | Misba Khan | 30000 | 3,60,000.00 |
| 5 | MHA | Assistant Professor (Pay Scale) | Rupali Gujar | 60000 | 7,20,000.00 |
| 6 | Biotechnology | Assistant Professor (Pay Scale) | Yogesh Patil | 60000-25000-35000 | 4,20,000.00 |

29,40,000.00

Dr. Tutor
Working in Innovation / incubation @

Interview

Y B


11/12/22

Director

MGM School of Pharmaceutical Science

Warananagar, Mumbai

MGM SCHOOL OF PHARMACEUTICAL SCIENCES

Warananagar, Mumbai

Date 11/12/22

Receiver Signatures 



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.:022-27437632,27432890

Email: sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref: - SBS/22/12/ **3373**

Date: - 31.12.2022

To,
Dr. Yogesh Patil
Department of Biotechnology
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

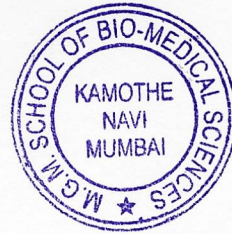
Sub: Promoted to the Post of Sr. Tutor in Department of Medical Biotechnology.

Dear Dr. Yogesh Patil,

As per letter no SBS/22/12/3319 dated 26.12.2022 and as approved by Hon. Medical Director & Hon. Vice Chancellor, we are pleased to inform you that you have been promoted to the post of Sr. Tutor in Department of Medical Biotechnology on a consolidated salary of Rs. 50,000/- with effect from 01.01.2023 under the same terms and conditions mentioned in your previous appointment letter no. **MGM/SBS/17/02/308 dated 27.02.2017 and as per MGMIHS rules.**

I/C Director,
MGM of Biomedical Sciences.
Kamothe, Navi Mumbai
Director

**MGM School of Biomedical Science
Kamothe, Navi Mumbai**



Cc to:-

1. Hon.Vice Chancellor , MGMIHS, Kamothe
2. Registrar, MGMIHS, Kamothe
3. HOD, Department of Medical Biotechnology, Kamothe
4. Accounts Section, MGM School of Biomedical Sciences, Kamothe
5. Personal File



MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI

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Email. sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref: - SBS/22/03/

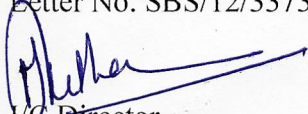
Date: - 31.03.2023

To,
Dr. Yogesh Patil
Department of Biotechnology
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

Sub: Change designation to the Post of Assistant Professor in Department of Medical Biotechnology.

Dear Dr. Yogesh Patil,

Please note as per BOM Resolution 2.ii BOM-71/2023 dated 18/02/2023, we are pleased to inform you that are designation has been changed to the post of "Assistant Professor" in Department of Medical Biotechnology instead of Sr. Tutor as per your previous appointment letter No. SBS/12/3373 dated 31.12.2022.


Director,
MGM of Biomedical Sciences.
Kamothe, Navi Mumbai

Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai



Cc to:-

1. Hon.Vice Chancellor , MGMIHS, Kamothe
2. Registrar, MGMIHS, Kamothe
3. HOD, Department of Medical Biotechnology, Kamothe
4. Accounts Section, MGM School of Biomedical Sciences, Kamothe
5. Personal File



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.:022-27437632,27432890

Email: sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref: MGM/SBS/21/07/1825

Date:20/07/2021

To,
Ms. Neelam Balkrishna Yeram
Add. 3/22 R.S. Compound, TJ Road,
Sewri, Mumbai 400015
Email:- neelamyeram21@gmail.com
Contact No-8657448709

Sub: Appointment to the post of "Tutor" in Biochemistry under MGM School of Biomedical Sciences.

Dear Neelam,

We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as "Tutor" in Biochemistry at MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on a consolidated salary of Rs. 30,000/- (Rupees Thirty Thousand Only) per month w.e.f. from 20th July, 2021.

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

1. You have to perform the duties assigned to you from time to time.
2. During your appointment you will be carrying duties as assigned to you by the authorities. You will report to the Director, MGM School of Biomedical Sciences, Kamothe, Navi Mumbai.
3. Your contract of services may be renewed on satisfactory completion of one year subject to approval of Board of Management.
4. You will have to submit an authentic proof regarding your date of birth, educational qualifications Work experience from past employee along with character and relieving certificates and two copies of passport size photographs, Pan card & Adhar card, while reporting on duty.
5. You are required to deposit one month's salary as security deposit with the institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
6. If you wish to leave the institution anytime after joining, you need to serve three months advance notice to the head of the institution, failing which, not only your security deposit will be forfeited by the institute, but also you will have to deposit an amount equal to the two months salary.
7. The deposit will be refunded to you while leaving the services after obtaining no dues certificate and after completion of your three months notice period.
8. You are required to keep original copies of your qualification certificates during your contract employment as security.
9. 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.
10. During this period, You will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also 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, on the ground that this employment is purely on contract. You shall not be eligible for any leave except Casual Leave on pro rata basis.

11. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
12. You shall not refuse to carry out the duties/Decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
13. 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.
14. You should devote your whole time and attention to your duties 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 or any other officer of the university duly delegated with authority by the Vice-Chancellor.
15. 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.
16. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai
17. Your services are transferable to any constituent Institutions of MGM Institute of Health Sciences.
18. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
19. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent. MGM Hospital Kamothe, Navi Mumbai.
20. You will be involved in teaching UG & PG program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
21. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of Biomedical Sciences.
22. Post probation if confirmed, for yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
23. You have to do compulsory Biometric as per MGMIHS Navi Mumbai for attendance.
24. You have to do the Examination duty if required as per the orders of the undersigned.
25. 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 Director, MGM School of Biomedical Sciences, Navi Mumbai.

Thanking you,

I/C Director
MGM School of Biomedical Sciences

M. K. Kher
Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai

I agree to the terms and conditions of the appointment order and will join the duties on or before
20/7/2021

Signature: *N. Beram*

Date: 20/07/2021

Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe
2. Registrar, MGMIHS, Kamothe
3. Dean, MGM Medical College, Kamothe
4. HOD, Department of Biochemistry, Kamothe
5. Accounts Section
6. Personal File

Received copy
N. Beram
20/7/2021



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

Grade "A⁺⁺" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437632,27432890

Email. sbsnm@mgsuhs.com / Website : www.mgmsbsnm.edu.in

Ref: - SBS/23/05/1204


Date: - 12.05.2023

To,
Dr. Neelam Yeram
Department of Biochemistry
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

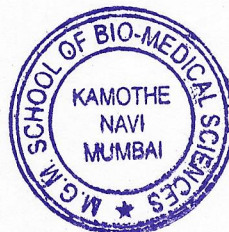
Sub: Promoted to the Post of "Assistant Professor" in Department of Medical Biochemistry under MGM School of Biomedical Sciences.

Dear Dr. Neelam Yeram,

As per letter no SBS/23/05/1631 dated 12.05.2023 and as approved by Hon. Medical Director, MGM Trust, we are pleased to inform you that you have been promoted to the post of "Assistant Professor" in Department of Medical Biochemistry under MGM School of Biomedical Sciences, Navi Mumbai on a consolidated salary of Rs. 50,000/- per month with effect from 01.05.2023 under the same terms and conditions mentioned in your previous appointment letter no. MGM/SBS/21/07/1825 dated 20.07.2021 and as per MGMIHS rules.




I/C Director,
MGM School of Biomedical Sciences.
Kamothe, Navi Mumbai

Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai



Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe
2. Registrar, MGMIHS, Kamothe
3. HOD, Department of Medical Biochemistry, Kamothe
4. Accounts Section, MGM School of Biomedical Sciences, Kamothe
5. Personal File


20/05/2023.
20/5/23

20/5/23



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(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@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref. No.: SBS/18/08/ 1151

Date: 10.08.2018

To,

Mr. Rohit Gupta
E Wing, 704 Sheetaladhara Complex
Sector - 7, Kamothe, 410206
Navi Mumbai

Sub : Appointment to the post of "Tutor" in Department of Optometry" through MGM School of Biomedical Sciences.

Dear Madam,

You are appointed as Full Time "Tutor" in Department of Optometry through MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 20,000/- (twenty thousand) per month w.e.f. from 11th August 2018.

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 leaving of services after obtaining no dues certificate from accounts department.

Deiv
29/8/18

- You will not divulge information collected during tenure of employment to outside institution / organizations.
9. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances. You will also 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 labor legislation are entitled, on the ground that this employment is purely on contract.
 10. During tenure of employment you will not take any part-time / full time assignment. In case MGM management comes to know about such activity, your services will be terminated immediately and deposit will be confiscated.
 11. Your appointment is subjected to the approval of MGM School of Biomedical Sciences and MGMIHS, Navi Mumbai.
 12. At the time of joining, you will have to sign an agreement to abide terms and conditions of MGM management.
 13. You will be involved in teaching UG & PG courses at MGM School of Biomedical Sciences including academic related work as per MGMIHS Norms.
 14. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of Biomedical Sciences.
 15. For yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
 16. You have to do compulsory Biometric as per MGMIHS Navi Mumbai.
 17. You have to do the Examination duty if required as per the orders of the undersigned.

Thanking you,


I/C Director
MGM School of Biomedical Sciences

Director

MGM School of Biomedical Science
Kamothe, Navi Mumbai



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

Signature :



Date:

11/8/18

Cc to:-

1. Vice Chancellor, MGMIHS, Kamothe
2. Registrar, MGMIHS, Kamothe
3. Dean, MGM Medical College, Kamothe.
4. I/C Director, MGM School of Biomedical Sciences, Kamothe
5. Department of Optohmology, Kamothe
6. Accounts Section, MGM School of Biomedical Sciences, Kamothe



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

Email. sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref. No.: SBS/19/06/ 4079

Date: 04.06.2019

To,
Mr. Pratik Sanjay Morade
C/302, Qualitas Garden CHS,
Koprol, New Panvel- 410206
Mobile No: 8425948718/8097929394

Sub: Appointment to the post of "Tutor" in Department of Dialysis" through MGM School of Biomedical Sciences.

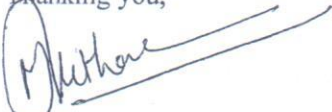
Dear Madam,

You are appointed as Full Time "Tutor" in Department of Dialysis through MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 20,000/- (Twenty thousand) per month w.e.f. from 6th June, 2019.

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 leaving of services after obtaining no dues certificate from accounts department.

8. You will not divulge information collected during tenure of employment to outside institution / organizations.
9. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances. You will also 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 labor legislation are entitled, on the ground that this employment is purely on contract.
10. During tenure of employment you will not take any part-time / full time assignment. In case MGM management comes to know about such activity, your services will be terminated immediately and deposit will be confiscated.
11. Your appointment is subjected to the approval of MGM School of Biomedical Sciences and MGMIHS, Navi Mumbai.
12. At the time of joining, you will have to sign an agreement to abide terms and conditions of MGM management.
13. You will be involved in teaching UG courses at MGM School of Biomedical Sciences including academic related work as per MGMIHS Norms.
14. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of Biomedical Sciences.
15. For yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
16. You have to do compulsory Biometric as per MGMIHS Navi Mumbai.
17. You have to do the Examination duty if required as per the orders of the undersigned.

Thanking you,



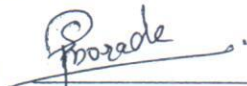
I/C Director
MGM School of Biomedical Sciences

Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai

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

6/6/19

Signature :

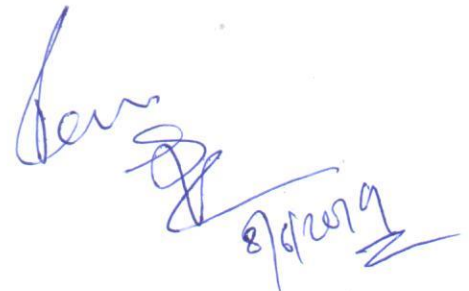


Date:

6/6/19

Cc to:-

1. Vice Chancellor, MGMIHS, Kamothe
2. Registrar, MGMIHS, Kamothe
3. Dean, MGM Medical College, Kamothe.
4. I/C Director, MGM School of Biomedical Sciences, Kamothe
5. Department of Dialysis, Kamothe
6. Accounts Section, MGM School of Biomedical Sciences, Kamothe





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Grade "A" Accredited by NAAC

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

Email: sbsnm@mgmuhs.com / Website: www.mgmsbsnm.edu.in

Ref. No.: SBS/19/06/ 4147 -A

Date: 19.06.2019

To,
Ms. Anamika Mahesh Chalwadi
A/21/9, Sec-15, Kharghar
Navi Mumbai-410210
Mobile No: 9833704244/9930653185

Sub: Appointment to the post of "Tutor" in Medical Laboratory Technology under MGM School of Biomedical Sciences.

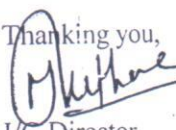
Dear Madam,

You are appointed as Full Time "Tutor" in Medical Laboratory Technology through MGM School of Biomedical Sciences, Kamothe, Navi Mumbai on the following terms and conditions. You will be paid a consolidated salary of Rs. 25,000/- (Twenty thousand) per month w.e.f. from 19th June, 2019.

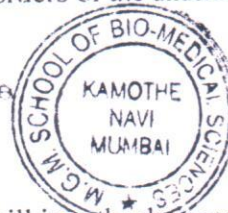
1. Your appointment is governed by services & rules as framed by MGM Management from time to time.
2. During your appointment you will be carrying duties as assigned to you by the authorities. Initially you will report to the Director, MGM School of Biomedical Sciences, Kamothe, Navi Mumbai.
3. During 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 leaving of services after obtaining no dues certificate from accounts department.

8. You will not divulge information collected during tenure of employment to outside institution / organizations.
9. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances. You will also 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 labor legislation are entitled , on the ground that this employment is purely on contract.
10. During tenure of employment you will not take any part-time / full time assignment. In case MGM management comes to know about such activity, your services will be terminated immediately and deposit will be confiscated.
11. Your appointment is subjected to the approval of MGM School of Biomedical Sciences and MGMIHS, Navi Mumbai.
12. At the time of joining, you will have to sign an agreement to abide terms and conditions of MGM management.
13. You will be involved in teaching UG courses at MGM School of Biomedical Sciences including academic related work as per MGMIHS Norms.
14. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of Biomedical Sciences.
15. For yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
16. You have to do compulsory Biometric as per MGMIHS Navi Mumbai.
17. You have to do the Examination duty if required as per the orders of the undersigned.

Thanking you,



Director
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai



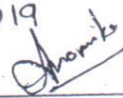
I/C Director

MGM School of Biomedical Sciences

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

19th June 2019

Signature :



Date:

19/06/2019

Cc to:-

1. Vice Chancellor , MGMIHS, Kamothe
2. Registrar , MGMIHS, Kamothe
3. Dean, MGM Medical College, Kamothe.
4. Department of Pathology, Kamothe
5. Department of Microbiology, Kamothe
6. Department of Biochemistry, Kamothe
7. Department of Blood Bank, Kamothe
8. Accounts Section, MGM School of Biomedical Sciences, Kamothe



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Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437632,27432890

Email. sbsnm@mgmuhhs.com / Website : www.mgmsbsnm.edu.in

Ref: MGM/SBS/21/08/ 2185-A

Date: 24th August 2021

To,
Mr. Subodh Rahate
Bldg. No. L2, Flat No. 15,
Spaghetti CHS; Sector-15,
Kharghar, Navi Mumbai
Pin- 410 210
Mobile No: 9869531053 Email:- srmarleshwar@gmail.com

Sub: Appointment to the post of "Tutor" in Medical Radiology & Imaging Technology under MGM School of Biomedical Sciences, Navi Mumbai.

Dear Mr. Subodh Rahate,

We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as **"Tutor" in MRIT under** MGM School of Biomedical Sciences, MGMIHS, Kamothe, Navi Mumbai on a consolidated salary Rs. 30,000/- (Rupees Thirty Thousand Only) per month w.e.f. from 24th August, 2021.

Your job responsibility under the said appointment are as follows:

- a. **Teaching:** You will be involved in teaching UG & PG (MRIT) program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
- b. **MGM GE USG Simulation Lab /Cal Lab Co-ordinator:**
 - a. Overall In-charge of simulation Laboratory/ (CAL)
 - b. Maintenance of Lab (Software & Hardware)
 - c. Providing technical support in the simulation lab.
 - d. Develop and maintain various rotation plans scheduled for the training undergoing in Simulation Lab
 - e. Conduct and support various sessions in simulation lab.
 - f. Administrative support and documentation of lab records.
 - g. Procurement and maintenance of Laptop, Instruments and other utilities in Lab
 - h. Perform daily duties with respect to simulation lab
 - i. Perform various marketing and sales activities to bring in Consultancy Projects.
 - j. Any other duties with the grade of the position required by Registrar, MGMIHS.

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

1. You will report to the Director, MGMSBS MGMIHS, Kamothe, Navi Mumbai.
2. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of biomedical Sciences, Kamothe, Navi Mumbai
3. You will have to perform the duties assigned to you from time to time which will include primarily: Tutor, Academic & Administrative duties & Lab responsibility
4. Your contract of services may be renewed on satisfactory completion of one year subject to approval of Board of Management.
5. You will have to submit an authentic proof regarding your Date of Birth, Educational Qualifications, Work Experience from past employee along with character and relieving certificates and two copies of passport size photographs, Pan card and Aadhar card, while reporting on duty.
6. You are required to deposit one month's salary as security deposit with the Institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. The deposit will be refunded to you while leaving the services after obtaining no dues certificate and after completion of your three months notice period.
8. If you wish to leave the institution anytime after joining, you need to serve three months advance notice to the Head of the Institution, failing which, not only your security deposit will be forfeited by the Institute, but also you will have to deposit an amount equal to the two months' salary.
9. You are required to keep original copies of your qualification certificates during your contract employment as security.
10. 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.
11. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also 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, on the ground that this employment is purely on contract. You shall not be eligible for any leave except Casual Leave on pro rata basis.
12. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
13. You shall not refuse to carry out the duties/Decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
14. 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.
15. You should devote your whole time and attention to your duties 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 or any other officer of the university duly delegated with authority by the Vice-Chancellor.

16. 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.
17. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai
18. Your services are transferable to any constituent Institutions of MGM Institute of Health Sciences.
19. You will be involved in teaching UG & PG program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
20. Post probation if confirmed, for yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
21. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
22. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent. MGM Hospital, Kamothe, Navi Mumbai.
23. Post probation if confirmed, for yearly increments you have to fulfill the Research Achievement Criteria.
24. You have to do compulsory Biometric as per MGMIHS Navi Mumbai for attendance.
25. 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 In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai.



Mansee Thakur

Dr. Mansee Thakur
I/C Director

Director

MGM School of Biomedical Science
Kamothe, Navi Mumbai

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

Signature: _____

Subodh

Date: _____

24th August 2021.

Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai.
2. Registrar, MGMIHS, Kamothe, Navi Mumbai.
3. Dean, MGM Medical College, Kamothe, Navi Mumbai.
4. HOD, Dept of Radiology, Kamothe, Navi Mumbai.
5. Accounts Section
6. Personal File



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.:022-27437632,27432890

Email: sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref: MGM/SBS/22/01/ 1 2 2 3 A

1st June, 2022

To,

Ms. Rafiya Shahid Hussain Sangameshwari

Correspondance Address :

Room no-6, 1st floor, Wahid Manzil Near Royal Palace Hall,

Trombay Mumbai, Maharashtra-400088

Mobile No: 8689857983

Email:- sangameshwarirafiya727@gmail.com

Sub: Appointment to the post of "Lecturer & Clinical Embryologist" in Department of Clinical Embryology under MGM School of Biomedical Sciences, Navi Mumbai.

Dear Ms. Rafiya,

We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as "Lecturer & Clinical Embryologist" in Department of Clinical Embryology under MGM School of Biomedical Sciences, MGMIHS, Kamothe, Navi Mumbai on a consolidated salary Rs. 40,000/- (Rupees Forty Thousand Only) per month w.e.f. from 1st June, 2022.

Your job responsibility under the said appointment are as follows:

- a. **Teaching:** You will be involved in teaching PG (Clinical Embryology) program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
- b. **Clinical Embryologist:** You have to assist in Embryology and Andrology procedures performed in IVF Lab.

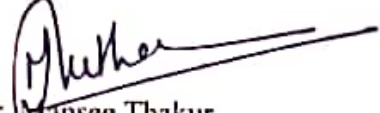
Your appointment is subject to the terms and conditions mentioned below:

1. You will report to the Director, MGMSBS MGMIHS, Kamothe, Navi Mumbai.
2. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of biomedical Sciences, Kamothe, Navi Mumbai
3. You will have to perform the duties assigned to you from time to time which will include primarily: Lectures, Research, Academic & Administrative duties.
4. Your contract of services may be renewed on satisfactory completion of one year subject to approval of Board of Management.
5. You will have to submit an authentic proof regarding your Date of Birth, Educational Qualifications, work experience from past employee along with character and relieving certificates and two copies of passport size photographs, Pan card and Aadhar card, while reporting on duty.

6. You are required to deposit one month's salary as security deposit with the Institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. The deposit will be refunded to you while leaving the services after obtaining no dues certificate and after completion of your three months notice period.
8. If you wish to leave the institution anytime after joining, you need to serve three months advance notice to the Head of the Institution, failing which, not only your security deposit will be forfeited by the Institute, but also you will have to deposit an amount equal to the two months' salary.
9. You are required to keep original copies of your qualification certificates during your contract employment as security.
10. 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.
11. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also 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, on the ground that this employment is purely on contract. You shall not be eligible for any leave except Casual Leave on pro rata basis.
12. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
13. You shall not refuse to carry out the duties/Decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
14. 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.
15. You should devote your whole time and attention to your duties 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 or any other officer of the university duly delegated with authority by the Vice-Chancellor.
16. 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.
17. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai
18. Your services are transferable to any constituent Institutions of MGM Institute of Health Sciences.
19. You will be involved in teaching PG program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
20. Post probation if confirmed, for yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.

21. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
22. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
23. Post probation if confirmed, for yearly increments you have to fulfill the Research Achievement Criteria.
24. You have to do compulsory Biometric as per MGMIHS Navi Mumbai for attendance.
25. 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 In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai.




Dr. Mansee Thakur
I/C Director
MGM School of Biomedical Science
Kamothe, Navi Mumbai

I agree to the terms and conditions of the appointment order and will join the duties on or before
1st June 2022.

Signature: _____



Date: _____

1st June 2022

Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai.
2. Registrar, MGMIHS, Kamothe, Navi Mumbai.
3. Dean, MGM Medical College, Kamothe, Navi Mumbai.
4. HOD, Dept of Clinical Embryology, Kamothe, Navi Mumbai.
5. Accounts Section, MGMSBS
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Grade "A" Accredited by NAAC

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

Email: sbsnm@mgmuhsc.com / Website: www.mgmsbanm.edu.in

Ref: SBS/2021/12/3143

Date: 01.12.2021

To,
The Medical Director
MGM Hospital
Kamothe, Navi Mumbai

Sub: Appointment of Tutor in Cardiac Care Technology (CCT), MGMSBS, MGMIHS

Dear Sir,

We have been running the above program at MGMSBS under UG and PG with an intake of 5 students per program. The fees for the program per year is 1 lakh for both program.

With this letter we wish to bring to your notice that we had appointed Mr. Shreyas Tulpule during his MSc tenure as a tutor in CCT with salary of Rs. 20,000/- He has submitted his resignation now as he is getting an opportunity in his home town with a higher pay scale (annexure attached).

We had advertised and also tried to source through our contacts for a staff for this position but have no response from any candidate as yet. Simultaneously we spoke to Dr. Ratan Rathod, HOD and Dr. Shilpa Kadam, who suggest to appoint Ms. Pranita Utekar in place of Mr. Shreyas Tulpule at MGMSBS as a tutor. Along with her responsibility of working as a technician in the CCT department. She has over 7 years of experience in the department and is also conducting demo and hands-on session for the students at MGM hospital, Kamothe.

She is keenly interested to pursue MSc in CCT from MGMSBS. She is well versed with the functioning of the Cath lab and also, her being a staff at the MGM Hospital will be beneficial to the students to get a better exposure to clinical aspect of their course.

Request your kind understanding on the situation and approve the appointment of Ms. Pranita Utekar in place of Mr. Shreyas Tulpule on part time basis at MGMSBS as a tutor at a salary of Rs. 20,000/- per month (in addition to her present salary at the hospital)

Thanking you,

IC Director,
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

Director

MGM School of Biomedical Science
Kamothe, Navi Mumbai





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Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437632,27432890

Email sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref: MGM/SBS/21/12/2754-A

8th November, 2021

To,
Ms. Shruti Patil
Address : B-801, Palm Springs,
Sector-7, Airoli, Navi Mumbai,
PIN- 400708
Mobile No: 8828213963
Email:- shrutipatil6336@gmail.com

Sub: Appointment to the post of "Tutor" in Medical Radiology & Imaging Technology under MGM School of Biomedical Sciences, Navi Mumbai.

Dear Ms. Shruti Patil,

We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as "Tutor" in MRIT under MGM School of Biomedical Sciences, MGMIHS, Kamothe, Navi Mumbai on a consolidated salary Rs. 20,000/- (Rupees Twenty Thousand Only) per month w.e.f. from 8th November, 2021.

Your job responsibility under the said appointment are as follows:

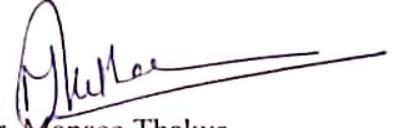
- a. **Teaching:** You will be involved in teaching UG (MRIT) program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.

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

1. You will report to the Director, MGMSBS MGMIHS, Kamothe, Navi Mumbai.
2. You will work full time and your office timings will be 9.00 am to 5.00 pm at MGM School of biomedical Sciences, Kamothe, Navi Mumbai
3. You will have to perform the duties assigned to you from time to time which will include primarily: Tutor, Academic & Administrative duties & Hospital Posting responsibility.
4. Your contract of services may be renewed on satisfactory completion of one year subject to approval of Board of Management.
5. You will have to submit an authentic proof regarding your Date of Birth, Educational Qualifications, Work Experience from past employee along with character and relieving certificates and two copies of passport size photographs, Pan card and Aadhar card, while reporting on duty.
6. You are required to deposit one month's salary as security deposit with the Institute. As and when there is hike in salary, you will need to deposit the difference of amount

- between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. The deposit will be refunded to you while leaving the services after obtaining no dues certificate and after completion of your three months notice period.
 8. If you wish to leave the institution anytime after joining, you need to serve three months advance notice to the Head of the Institution, failing which, not only your security deposit will be forfeited by the Institute, but also you will have to deposit an amount equal to the two months' salary.
 9. You are required to keep original copies of your qualification certificates during your contract employment as security.
 10. 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.
 11. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also 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, on the ground that this employment is purely on contract. You shall not be eligible for any leave except Casual Leave on pro rata basis.
 12. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
 13. You shall not refuse to carry out the duties/Decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
 14. 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.
 15. You should devote your whole time and attention to your duties 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 or any other officer of the university duly delegated with authority by the Vice-Chancellor.
 16. 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.
 17. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai
 18. Your services are transferable to any constituent Institutions of MGM Institute of Health Sciences.
 19. You will be involved in teaching UG & PG program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
 20. Post probation if confirmed, for yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
 21. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.

22. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent, MGM Hospital, Kamothe, Navi Mumbai.
23. Post probation if confirmed, for yearly increments you have to fulfill the Research Achievement Criteria.
24. You have to do compulsory Biometric as per MGMIHS Navi Mumbai for attendance.
25. 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 In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai.



Dr. Mansee Thakur
I/C Director

Director

I agree to the terms and conditions of the appointment order and will join the duties on or before _____
MGM School of Biomedical Science
Kamothe, Navi Mumbai

Signature: _____



Date: _____

08/11/2021

Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai.
2. Registrar, MGMIHS, Kamothe, Navi Mumbai.
3. Dean, MGM Medical College, Kamothe, Navi Mumbai.
4. HOD, Dept of Radiology, Kamothe, Navi Mumbai.
5. Accounts Section, MGMSBS
6. Personal File



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

Email: sbanm@mgmuhsc.com / Website: www.mgmuhsc.edu.in

Ref: SBS/2021/12/3143

Date: 01.12.2021

To,
The Medical Director
MGM Hospital
Kamothe, Navi Mumbai

Sub: Appointment of Tutor in Cardiac Care Technology (CCT), MGMSBS, MGMIHS

Dear Sir,

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With this letter we wish to bring to your notice that we had appointed Mr. Shreyas Tulpule during his MSc tenure as a tutor in CCT with salary of Rs. 20,000/- . He has submitted his resignation now as he is getting an opportunity in his home town with a higher pay scale (annexure attached).

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She is keenly interested to pursue MSc in CCT from MGMSBS. She is well versed with the functioning of the Cath lab and also, her being a staff at the MGM Hospital will be beneficial to the students to get a better exposure to clinical aspect of their course.

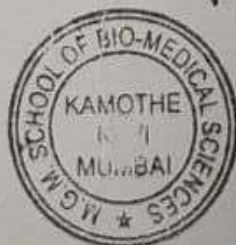
Request your kind understanding on the situation and approve the appointment of Ms. Pranita Utekar in place of Mr. Shreyas Tulpule on part time basis at MGMSBS as a tutor at a salary of Rs. 20,000/- per month (in addition to her present salary at the hospital)

Thanking you,

Director,
MGM School of Biomedical Sciences
Kamothe, Navi Mumbai

Director

MGM School of Biomedical Science
Kamothe, Navi Mumbai



Approved
Utekar



MGM SCHOOL OF BIOMEDICAL SCIENCES, NAVI MUMBAI

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Grade "A++" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437632,27432890

Email: sbsnm@mgmuhs.com / Website : www.mgmsbsnm.edu.in

Ref: MGM/SBS/22/12/ 3372

31st December, 2022

To,

Ms. Khan Misba Arshad

A/303, Raza CHS,

Sewri Cross Road,

Pin-40015

Mobile No.-7400338372

Email: - khanmisba325@gmail.com

Sub: Appointment to the post of "Tutor" in Optometry under MGM School of Biomedical Sciences, Navi Mumbai.

Dear Ms. Misba,

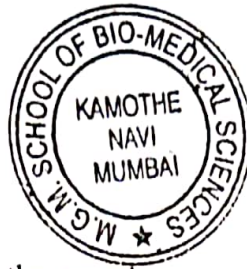
We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as **"Tutor" in Optometry** under MGM School of Biomedical Sciences, MGMIHS, Kamothe, Navi Mumbai on a consolidated salary Rs. 30,000/- (Rupees Thirty Thousand Only) per month w.e.f. from 1st January, 2023.

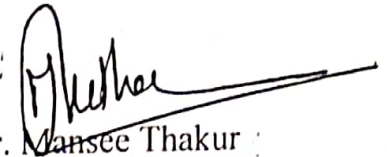
Your appointment is subject to the terms and conditions mentioned below:

1. You will report to the Director, MGMSBS MGMIHS, Kamothe, Navi Mumbai.
2. You will work full time and your office timings will be 9.00 am to 5.00 pm.
 - 9.00 am to 1.00 pm Clinical Area
 - 1.00 pm to 5.00 pm will be at MGM School of biomedical Sciences, Kamothe, Navi Mumbai.
3. You will have to perform the duties assigned to you from time to time which will primarily include: Lectures, Academic, Administrative duties, Hospital Posting and additional responsibility assigns by director as and when required.
4. Your contract of services may be renewed on satisfactory completion of one year subject to approval of Board of Management.
5. You will have to submit an authentic proof regarding your Date of Birth, Educational Qualifications, work experience from past employee along with character and relieving certificates and two copies of passport size photographs, Pan card and Aadhar card, while reporting on duty.
6. You are required to deposit one month's salary as security deposit with the Institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. The deposit will be refunded to you while leaving the services after obtaining no dues certificate and after completion of your three months notice period.

8. If you wish to leave the institution anytime after joining, you need to serve three months advance notice to the Head of the Institution, failing which, not only your security deposit will be forfeited by the Institute, but also you will have to deposit an amount equal to the two months' salary.
9. You are required to keep original copies of your qualification certificates during your contract employment as security.
10. 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.
11. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also 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, on the ground that this employment is purely on contract. You shall not be eligible for any leave except Casual Leave on pro rata basis.
12. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
13. You shall not refuse to carry out the duties/Decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
14. 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.
15. You should devote your whole time and attention to your duties 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 or any other officer of the university duly delegated with authority by the Vice-Chancellor.
16. 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.
17. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai
18. Your services are transferable to any constituent Institutions of MGM Institute of Health Sciences.
19. You will be involved in teaching UG & PG program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.
20. Post probation if confirmed, for yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
21. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
22. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent. MGM Hospital, Kamothe, Navi Mumbai.
23. Post probation if confirmed, for yearly increments you have to fulfill the Research Achievement Criteria.

24. You have to do compulsory Biometric as per MGMIHS Navi Mumbai for attendance.
25. 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 In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai.




Dr. Mansee Thakur
I/C Director
Director

MGM School of Biomedical Science
Kamothe, Navi Mumbai

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

Signature: _____



Date: _____

31/12/2022

Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai.
2. Registrar, MGMIHS, Kamothe, Navi Mumbai.
3. Dean, MGM Medical College, Kamothe, Navi Mumbai.
4. HOD, Dept of Optometry, Kamothe, Navi Mumbai.
5. Accounts Section, MGMSBS
6. Personal File



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Grade "A"" Accredited by NAAC

Sector 1, Kamothe Navi Mumbai-410209, Tel.No.:022-27437632,27432890

Email: sbsnm@mgmulis.com / Website : www.mgmsbsnm.edu.in

Ref: MGM/SBS/22/12/3374

31st December, 2022

To,

Mr. Sufyan Ahmad Siraj
R399, Near Lal Madarsa, Warispura,
Kamptee, Maharashtra, 441002
Mobile No.- 7767041579
Email: - sufyanroh@gmail.com

Sub: Appointment to the post of "Tutor" in Cardiac Care Technology under MGM School of Biomedical Sciences, Navi Mumbai.

Dear Mr. Sufyan Ahmad Siraj,

We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as **"Tutor" in Cardiac Care Technology** under MGM School of Biomedical Sciences, MGMIHS, Kamothe, Navi Mumbai on a consolidated salary Rs. 40,000/- (Rupees Forty Thousand Only) per month w.e.f. from 1st January, 2023.

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

1. You will report to the Director, MGMSBS MGMIHS, Kamothe, Navi Mumbai.
2. You will work full time and your office timings will be 9.00 am to 5.00 pm.
 - 9.00 am to 1.00 pm Clinical Area
 - 1.00 pm to 5.00 pm will be at MGM School of biomedical Sciences, Kamothe, Navi Mumbai.
3. You will have to perform the duties assigned to you from time to time which will primarily include: Lectures, Academic, Administrative duties, Hospital Posting and additional responsibility assigns by director as and when required.
4. Your contract of services may be renewed on satisfactory completion of one year subject to approval of Board of Management.
5. You will have to submit an authentic proof regarding your Date of Birth, Educational Qualifications, work experience from past employee along with character and relieving certificates and two copies of passport size photographs, Pan card and Aadhar card, while reporting on duty.
6. You are required to deposit one month's salary as security deposit with the Institute. As and when there is hike in salary, you will need to deposit the difference of amount between security deposit and hiked salary to make the security deposit equal to the latest salary drawn by you.
7. The deposit will be refunded to you while leaving the services after obtaining no dues certificate and after completion of your three months notice period.

8. If you wish to leave the institution anytime after joining, you need to serve three months advance notice to the Head of the Institution, failing which, not only your security deposit will be forfeited by the Institute, but also you will have to deposit an amount equal to the two months' salary.
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10. 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.
11. During this period, you will not be eligible to any allowances, house rent etc. and shall not at any time demand any such allowances, since your appointment is purely on temporary basis. You will also 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, on the ground that this employment is purely on contract. You shall not be eligible for any leave except Casual Leave on pro rata basis.
12. You shall not be indulging in communal activities or raising questions on caste, creed, religion, class or sex or use the above considerations for improvement of your prospects.
13. You shall not refuse to carry out the duties/Decisions by the administrative and academic bodies and or functionaries of the Institute. Failure to comply shall be treated as insubordination.
14. 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.
15. You should devote your whole time and attention to your duties 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 or any other officer of the university duly delegated with authority by the Vice-Chancellor.
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20. Post probation if confirmed, for yearly increments you have to do minimum 1 publication of original research article as per MGMIHS, Navi Mumbai & submit yearly Assessment/appraisal as per IQAC.
21. The decision of Board of Management in regard to your service or any other matter, shall be binding on you while you are in service of this Institution.
22. Your appointment is subject to your medical fitness. You will present yourself for medical examination on a date to be ascertained from the Medical Superintendent. MGM Hospital, Kamothe, Navi Mumbai.
23. Post probation if confirmed, for yearly increments you have to fulfill the Research Achievement Criteria.

24. You have to do compulsory Biometric as per MGMIHS Navi Mumbai for attendance.
25. 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 In-Charge Director, MGM School of Biomedical Sciences, Navi Mumbai.



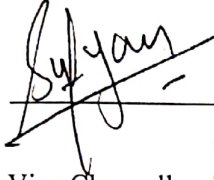

Dr. Mansee Thakur
I/C Director

Director

MGM School of Biomedical Science
Kamothe, Navi Mumbai

I agree to the terms and conditions of the appointment order and will join the duty before

Signature: _____



Date: _____

31/12/2022

Cc to:-

1. Hon. Vice Chancellor, MGMIHS, Kamothe, Navi Mumbai.
2. Registrar, MGMIHS, Kamothe, Navi Mumbai.
3. Dean, MGM Medical College, Kamothe, Navi Mumbai.
4. HOD, Dept of Cardiology, Kamothe, Navi Mumbai.
5. Accounts Section, MGMSBS
6. Personal File