



CARE VALE  
PROSTHETICS & ORTHOTICS  
*Empowering Life*

Ref: - Dear Mr. RAFIQ AHMED RATHER

Dated: - 12/08/2021

Congratulations,

We are pleased to offer you an Employment with Care Vale Prosthetics and Orthotics Based on your application submitted to us.

We are delighted to make you the following job offer:

1. You will be designated as PROSTHETIST & ORTHOTIST and your place of reporting will be at our Hyderabad office.
2. You will be entitled to receive the salary of Rs. 23000/- per month.
3. You will be on a probation period of Six Months from the date of your joining.
4. Your employment would be subjected to Term and Conditions, Mentioned in your appointment letter which will be issued to you after joining.
5. Please inform us, when you can join our company at the earliest.

Please bring along the below listed documents on your date of joining.

- a. ID Proofs
- b. Original academic certificate (all from 10s to highest)
- c. Passport size photographs (Recent)

Kindly Sign a copy of this letter as a token of acceptance of this offer and send it to us as soon as possible.

We are confident you will be able to make a significant contribution to the success of our company and look forward to working with you.

Yours Truly

ABU THAHIR S  
Clinical Director  
Care Vale Prosthetics & Orthotics



Accepted

CAREVALE PROSTHETICS AND ORTHOTICS

2-2-317/B/C, Amrutha Enclave, Opposite to ICICI Bank  
Road No.14, Banjara hills, Hyderabad-500034, icarevale@gmail.com  
-91 7373866954, -91 9623029629, 010 23556625

Tele: 6190

**REGISTERED/SDS**  
Artificial Limb Centre  
PIN-900449  
C/o 56 APO


17 January 2022

ALC/90104/MFW/2022

Manisha Veerbahadur Yadav  
026/ 3/6 Shree Hanuman Society,  
Hanuman Nagar, Park Site  
West Mumbai  
PIN- 400079  
Mob No- 97 68034631

**APPOINTMENT OF PROSTHETIST-ORTHOTISTS:**  
**ARTIFICIAL LIMB CENTRE, PUNE**

1. You are hereby informed that you have been provisionally selected for employment for the post of P&O at Artificial Limb Centre, Pune on contractual basis based on the interview held on 10<sup>th</sup>/11<sup>th</sup> January 2022.
2. You are requested to intimate in writing on or before 25 Jan 2022 about your acceptance of this employment failing which it will be treated as non - acceptance and wait- listed candidates will be approached by this Centre.
3. Once you send your acceptance letter, you are requested to report to this Centre on 31 Jan 2022 morning for further formalities alongwith following documents:-
  - (a) Copy of Adhar card.
  - (b) Copy of PAN card.
  - (c) Police verification of your residential address.
  - (d) Copy of Qualification certificate/experience certificate.
  - (e) Proof of birth certificate.
4. This is for your information please.

  
(SB Sahu)  
Lt Col  
Offg Dy Comdt  
For Comdt

Tele: 6190

**REGISTERED/SDS**  
Artificial Limb Centre  
PIN-900449  
C/o 56 APO


ALC/90104/MFW/2022

17 January 2022

Dr- Tejas Sanjay Pandit  
2/c 101 Shree Ganesh Nagar,  
CHS Lalbaug Market,  
Mumbai - 400012  
mob- 9372240429

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For Comdt



# 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/P&O/2022/ 37

1<sup>st</sup> June, 2022

To,

Ms. Simranjeet Kaur Manni  
KL-6, Building No. 04, Room No. 04,  
Sector 3E, Near Post Office,  
Kalamboli,  
NAVI MUMBAI - 410 218

Mobile No. 9920715285/ 7977408943

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

Dear Ms. Kaur,

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 ₹ 20,000 (Rupees Twenty 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 Hospital Director of MGM Medical College and Hospital, Navi Mumbai for all hospital activities.
5. Your contract of services may be renewed on successful completion of one year subject to approval of Board of Management.
6. You will have to teach UG students / Interns as per RCI/MGMIHS norms.
7. You will have to do examination duty, if required, as per the orders of the management.
8. 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.
9. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept 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.

10. 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.
11. 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.
12. 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.
13. You will have to give one month's salary in lieu of the notice to the management before resigning the job.
14. 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. Your services will be governed by the rules and regulations prescribed by MGM Institute of Health Sciences, Navi Mumbai.
23. 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.
24. Your services are transferable to any constituent institutions of MGM Institute of Health Sciences on any post equivalent to your qualifications.
25. 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.

26. Your appointment is subject to your medical fitness. You will present yourself for a medical examination on a date to be ascertained from the Hospital Director, MGM Hospital, Kamothe, Navi Mumbai.

27. 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

GPI Institute of Health Sciences  
Med University u/s 3 of UGC Act, 1956  
Navi Mumbai- 410 209

Name of Employee : Simranjeet Kaur Manni

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

01/06/2022

Signature: Simranjeet Kaur

Copy to :

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