



MAHATMA GANDHI MISSION

## COLLEGE OF NURSING

MGM General cum Super Specialty Hospital Campus, Plot No. 46, Sector-30, Vashi, Navi Mumbai-400705

Tel.: 022-27812730, 65106006, Tele Fax: 91-22-27812730

Email : mgm\_con@yahoo.co.in, Website : [www.mgmmumbai.ac.in](http://www.mgmmumbai.ac.in), [www.mgmuhs.com](http://www.mgmuhs.com)

**Ref. no:-MGM/APT/CON/149/2015**

**Date: 24/8/2015**

To

Kum. Treesa Chacko,

Hex Block, Hex 03,

Flat 203, Plot 269,

Sector 10, Kharghar

Navi Mumbai- 410 210.

**Subject: - Appointment to the post of Warden in MGM Ladies Hostel, Vashi Navi Mumbai.**

Dear Kum. Treesa Chacko,

We are glad to inform that you are appointed as Warden in Mahatma Gandhi Mission's Ladies hostel Vashi, Navi Mumbai on a consolidated pay of Rs. 25,000/- per month (Rupees Twenty Five Thousand Only) w.e.f. 01/09/2015.

Your appointment is subject to the conditions mentioned below:

1. Your appointment is purely temporary for a period of one year from date of joining.
2. You will have to give one month's notice or one month's salary in lieu of the notice, to the Principal before resigning the job.
3. You will have to submit to the Principal, MGM College of Nursing Vashi, Navi Mumbai authentic proof regarding your date of birth and educational qualifications and two copies of passport size photograph, while reporting on duty.
4. You will be responsible to look after the residents of the hostel belonging to MGM institutions.
5. Your services are transferable to the any of the institution run by the MGM in or outside the state of Maharashtra



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6. Your services may be terminated without any notice and without assigning any reasons, in the event it is observed that your performance is not satisfactory and /or your behavior is not suitable in the interest of the institution.
7. Your continuous unauthorized absence from duty will lead to termination of your services, effective from the date from which you remain absent from duties.
8. A sum equivalent to one month's salary will be deducted from your salary in four installments and will be kept as security deposit. This will be paid to you at the end of the service period.
9. Your appointment is subject to your medical fitness.
10. Your services will be governed by rules and regulations framed by Mahatma Gandhi Mission Trust. While joining the duties, you will have to give an undertaking to the Principal, MGM College of Nursing, Vashi, Navi Mumbai, that you agree to the conditions mentioned in this appointment order and that you will abide by the rules and regulations, which are in force or which may be framed from time to time.
11. You will have to open an account with IDBI Bank Ltd. CBD Belapur, to enable us to remit your salary.

  
Principal

  
Director

Copy to:-

1. Dr. S. N. Kadam, Medical Director, MGM Trust
2. Personal File
3. Accountant
4. Individual

  
21/09/15