



Mahatma Gandhi Mission's

MEDICAL COLLEGE

Sector-1, Kamothe, Navi Mumbai - 410 209.

Ph: (022) 27421723, 27422459, 7423404, Fax: (022) 27420320

E-mail: mgmmcncb@gmail.com, Web: www.mgmuhs.com

MGM/MED-C/2019/ 3177

Date : 04/11/2019

To,

Miss. Swati Bhimrao Mohite

KL5, 2/2, Kalamboli, Sector 3 E

Raigad,

Sub.: Appointment to the post of "Assistant Warden"

You have been appointed as "Assistant Warden" at Mahatma Gandhi Mission's Medical College, Navi Mumbai, on a consolidated salary of Rs. 25,000/- (Rs. Twenty Five Thousand only) per month for a period of one year probation from 04/11/2019 to 03/11/2020.

Your appointment is subject to the following conditions mentioned below :

1. Your appointment is governed by services rules as framed by MGM Management from time to time.
2. During your appointment you will be carry out duties as assigned to you by the authorities. Initially you will report to Dean . You will also be deputed to work in MGM Teaching Hospitals, 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 Photostat copies of following along with original for verification.
(a) Birth Certificate.
(b) Educational Certificate.c) Experience Certificate and relieving order
(e) Address Proof
5. During the tenure of your employment you are liable to transfer to any institute of this management.
6. Your appointment is subjected to the approval of MGMIHS/ MGM Trust
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 if you have submitted one month notice, after obtaining no dues certificate from accounts department, otherwise it will be forfeited. No leave entitled during notice period.

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Swati


Dean.

M.G.M. Medical College & Hospital
Kamothe, Navi Mumbai - 410209

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 services will be terminated by giving one month notice if your performance is not suitable to the institution or any court case/legal disputes pending against you. Your continuous unauthorized absence from duty will lead to terminate of your services, effective from the date of from which you remain absent from duties.
10. You will have to work Full time in Girls Hostel and stay in the Campus Warden's Room. You will inform to Dr. Philomina Isac / Dean in written whenever you are going out of Campus.
 - a) You will ensure that the Hostel Common Areas , individual rooms, Common bathrooms are clean on daily basis with Housekeeping supervisor and check the logbook signatures.
 - b) You will check the complaint register of the Hostel and fullfil the requirements with help of Plumber, Carpenter & electrician.
 - c) As per MCI/UGC/NAAC/NABH/MGMIHS, you will comply all statutory requirements of the Hostel as per State & Central Govt norms.
 - d) You have to go through the Hostel Rules from time to time. You should not allow any of the students to go out of the Campus without permission of Head of the Institution / Email submitted on Official ID 'mgmmcnb@gmail.com" by the parent.
 - e) You should report any untoward activities , any types of Ragging reported to you immediately within 24 Hours.
 - f) You have to take daily rounds of the Hostel and do Night head counts at 10.30PM and any absence without leave note should be reported to Warden immediately by SMS.
 - g) Ensure the mental/ physical health and wellbeing of the students and If any one seen or reported to be sick should be taken to Casualty and report to the respective Head of the Institutions.
 - h) You have to verify in & Out Muster on daily basis and put your signature on every day.
 - i) You should keep well mature tactful behavior with the students and Encourage them to reading books, study and play indoor -outdoor games and use of Gym.
 - j) You have to record the minutes of the Hostel committee meeting and keep in Hostel.
11. You will have to open an account with IDBI Bank, Belapur to enable us to remit your salary.
12. You have to do compulsory Biometric as per MCI & MGMIHS Navi Mumbai.

If you are agreeable and abide by the above terms and conditions, please submit a joining report through proper channel to Dean, MGM Medical College, Navi Mumbai.

Cc to:-

- a) Medical Director, MGM.
- b) Medical supdt. c) Dr. Philomina Isac d) Dean, MGM Dental College
- c) Accounts Section

Janvi
19/11

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[Signature]

Dean *[Signature]*

Dean.
M.G.M. Medical College & Hospital
Kamothe, Navi Mumbai - 410200