



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/21/03/460

Date:09/04/2021

To,
Ms. Patey Bellarmin
Vasai West, Palghar
Pin- 401202
Mobile No. 7619488569, Email:- otheruses92@gmail.com

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

Dear Patey,

We are pleased to inform that you are hereby appointed on purely probation basis for a period of one year as "Tutor" in Anatomy 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 9th April, 2021.

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

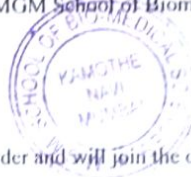
1. You have to perform the duties assigned to you from time to time.
2. During your appointment you will be carrying duties as assigned to you by the authorities. You will report to the Director, MGM School of Biomedical Sciences, Kamothe, Navi Mumbai.
3. Your contract of services may be renewed on satisfactory 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.

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

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



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

Signature: _____

Date: _____

Cc to:-

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

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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.

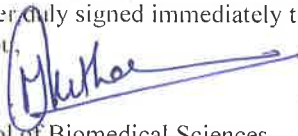
Your appointment is subject to the terms and conditions mentioned below:

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


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
20/07/2021

Signature: 

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



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Email. sbsnm@mgmuhs.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



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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.

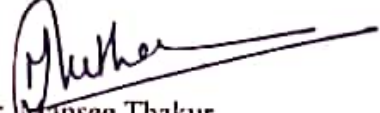
Your appointment is subject to the terms and conditions mentioned below:

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
6. Personal File



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

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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:

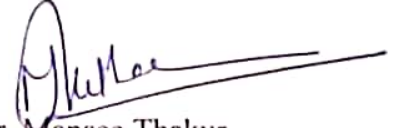
- a. **Teaching:** You will be involved in teaching UG (MRIT) program at MGM School of Biomedical Sciences including academic & administration related work as per MGMIHS Norms.

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.
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 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