Ivy
Hospital

Ivy Hospital
SUPER-SPECIALITY HEALTHCARE
SECTOR 71, MOHALI
Tel: 0172-5044333/334/344/345

Ref.HR/1049/2011

01.10.2011

Mr. Ashish Sharma
House No. 754,
Phagi House, Mahaveer Nagar,
Tonk Road,Jaipur

APPOINTMENT LETTER

Dear Mr. Sharma,

Reference to your application & subsequent interview Management is pleased to appoint you as **Manager Facilities** with effect from 1st October, 2011 on the following terms and conditions:

1. You will be entitled to a consolidated salary of Rs 40000/- (Rupees Forty Thousand And Fifty Only)per month.

2. You will be reporting to CEO or any person nominated by him. The company expects you to work in the department/section/shift in which you are placed, with high standard of initiative, efficiency, economy, integrity and discipline.

3. You will be on probation for a period of six months from the date of your joining. During the probation period, your performance and conduct will be thoroughly evaluated by your superiors and only on satisfactory completion of your probation, your services will be confirmed with the Company. The probation period may be extended for such term as may be considered appropriate by the Management. Unless an order in writing, confirming your services is given, you will be deemed to be on probation.

4. You are required to serve a written notice of 1 month before resigning from your post. Management reserves the right to waive off the notice period at its discretion. However, it would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.

5. You shall be obliged to give in your best in the assigned responsibilities. Envisaging organization needs and interest, your designation and responsibilities can be changed at the discretion of the management.

6. Your current posting will be at Ivy Hospital, Mohali. However, your services are transferable to any Section/Department, Location, Office, Associate, Sister concern or Subsidiary at any place in India or abroad, whether existing today or which may come up in future, at any time at the sole discretion of the management. In such case, you will be governed by the terms and conditions of the services applicable to new placement/location.

7. You will be entitled to leave, holidays and other such benefits as per the rules and regulations of the organization. Your duty hours, shifts and timings of work shall be governed by the exigencies of work and as determined by the Management from time to time. You shall not leave station of posting without prior information, even on holidays and close days or while on leave. In case you remain absent from duty, without any prior intimation and approval or over stay leave originally granted to you, the management reserves the right to take appropriate action, as it may deem fit. Your appointment is subject to your being medically sound and remaining medically fit.

8. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial/business pursuit, either part time or otherwise, for any monetary gains.

9. You are fully aware that keeping in mind our business interests/commitment to healthcare, we are obliged to serve our customers/patients with best of our services, conduct and behavior and a sense of responsibility. It is, therefore, obligatory on your part to ensure that your services are available to the company at any given time as per the requirements of customers/patients. Accordingly, you are expected to carry out all verbal /written instructions and orders of superiors in the best possible manner in this regard.

10. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof, and staff service rules of the company as in force and/or amended from time to time.

11. You shall maintain the confidentiality of the information/documents/data shared with you/provided to you. The data managed by you can be monitored as and when required by the management. You shall utilize the resources provided by the hospital for official use only.

12. You shall be automatically retire from the services of the company an attaining the age of 60 years unless an extension is given to you by the Management in writing.

13. You shall follow and display proper decorum, professional conduct honesty and loyalty to the organization. Your appointment with us is subject to code of ethical conduct, ensuring honesty and transparency in deals and loyalty to the institution.

14. You will be obliged to commit yourself to values and philosophy of Ivy Healthcare group. We expect you to demonstrate strong moral values in your conduct and behavior while working with the group.

15. Notwithstanding anything contained herein above, the Management reserves its right to terminate this appointment by giving you one month's notice or salary thereof.

16. If any information furnished or declaration given by you in regard to your employment to the company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation. The management reserves its right to take any other legal action against you if it is found that you have provided any wrong information or documents to secure this position.

The above terms and conditions of appointment have been discussed with you. You are requested to sign the duplicate copy of this letter, signifying your acceptance of the same, for our records.

We welcome you to our organization and look forward to a mutually rewarding association.

Yours faithfully

For Ivy Hospital

Col. Ajit Singh(Retd.)
GM HR & Admin

I have read the terms and condition of this letter of appointment and confirm my acceptance of the same.

Signature and Date