sarvodaya
NURSING INSTITUTE

Dated: - 12-Jul-2024

Miss Neeru,
New Delhi

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APPOINTMENT LETTER

Dear Miss Neeru,

With reference to your recent discussions in undersigned office, we are pleased to offer you employment in Sarvodaya Nursing Institute on terms and conditions specified here in below:-.

1. Commencement: - You are appointed as Librarian in the department of Sarvodaya Nursing Institute w.e.f 12-Jul-2024 in our institute.

2. Salary:- Your salary package will be Rs. 37016.000/- (Thirty Seven Thousand and Sixteen Only) Per Month and the breakup of your CTC is mention in the attached annexure.

3. Other benefits: - As per laws applicable on institutes.

4. Review of Salary:- Your increment/ Promotions will depend at sole discretion of the management after considering your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior.

5. Notice Probation period to be given on Resignation/ Termination of service:-
You will be probation for a period of six months which may extend up to one year in two stretches of 03 months each. If no letter is issued within a week of the expiry of probation, it shall be deemed that it has been extended automatically for next three months. In the event your desire to resign, You will be required to give 30 days notice during probation period or after confirmation to ensure smooth transition/ hand over duties without loss to the institute. In case where adequate notice is not given, salary for the period of 30 days will be deducted while carrying out the full and final clearance. Also the institute may terminate your services without assigning any reason, during the probation period and after confirmation, by giving 30 days notice or salary in lieu therefore.

6. Transfer:- Your services when required may also be transferred either temporarily and permanently to any other department/unit/ branch/office under this management anywhere in India whether in existence or not at the time of the enforcement of these orders, while making such orders the employer shall not make any change in the condition of employment letter and also will not pay any compensation / TA / DA or any travelling expenses.

7. Income tax liabilities: the income tax liabilities with regards to your salary and perks will be your liabilities, and will be governed by the tax laws of the country as applicable from time to time.

8. Services Rule and Regulation: During your employment with the institute you will be governed by the services rule and regulation of the institute in force or as introduced or amended from time to time. You will also be governed by the institute's policies and rules.

9. Professional Ethics: you are required to deal with the Institute's money, material and document with utmost honesty and professional ethics. If you are found guilty, at any point of time of moral turpitude or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, not with standing other terms and condition mentioned in the appointment letters.

10. Safe custody of institute material: You will be responsible for the safekeeping and good condition and order of all the institute property entrusted to your care and charges. The Institute reserves the right to deduct the cost of such articles from your dues, or take such action as may be deemed proper, in the event of failure to account for such property, to our satisfaction.

11. Confidentiality of information: You are expected not to divulge any information regarding confidential data, reports, technology, expertise, R & D activities or any business plans to any one, as this would impair the competitive position of SARVODAYA NURSING INSTITUTE to this effect, If it is established that the above said information is passed on in any manner to anyone (unauthorized person in the premises or out side the premises) during the employment, the institute would be free to terminate your services without assigning any reason and without any compensation thereof as also would be free to recover damages from you, if any.

12. Confidentiality of salary information:
    Your salary package is based on, beside your overall experience level. Your education qualification and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary package of other employee, based purely on the total experience level, may be unrealistic, misleading and invidious.

13. Whole time Employment: You are required not to engage yourself in any other gainful or commercial employment, business or activity part time or full time, directly, indirectly or simultaneously, as long as you are employed with SARVODAYA NURSING INSTITUTE, or engage yourself directly, or indirectly, in other profitable business connected with the dealing or activities of the institute in any way. Any action to the contrary would render your services liable for termination, notwithstanding any other condition in the appointment letter.

14. Inventions/innovation Rights: The institute reserves its right on any innovations/ inventions / discoveries / developed during your employment with the institute and you should not make any claim on the said innovation/ discoveries, etc.

15. Personal Conduct: The management shall be at liberty to terminate your services without any notice in the event of:

a) Insubordination, indiscipline, dishonesty or negligence of duty.
b) You're being unable to attend to your duties effectively on account of prolonged ill health.

16. The age of superannuation will be 58 years and on attaining the same, you will stand retired from the service, unless the period of your service is extended by the management at its discretion by a written order.

17. You shall inform any change in postal address from time to time within two days of the change; otherwise all communications addressed to you on the address informed and written in record shall be treated as having received by you.

18. Your job profile has been attached with the appointment which you have to strictly follow up and which should be change as per requirement.

19. Your absence for a continuous period of 10 days (including absence when leave through applied for, is not granted or when you overstay for more than 10 days) would entail automatic loss of your lien on the job without any notice or intimation by the management.

20. Arbitration

20.1 All or any dispute arising out of this Agreement or any clause thereof or pertaining to the interpretation of any clauses of this Agreement shall be referred to and settled by binding arbitration of a sole arbitrator, which shall be duly appointed under the terms of this Agreement by Sarvodaya Nursing Institute and the party to the First part hereby gives its free and unequivocal consent for the same. However, the Arbitrator so appointed shall be independent and impartial.

20.2 The arbitral proceedings will be conducted according to the provisions of (Indian) Arbitration and Conciliation Act, 1996 and will be concluded within 2 months of proceedings initiated by either party or within such period as may be directed by the Arbitrator.

20.3 The order of the Arbitrator shall be final and binding upon the parties to the Arbitration and the Party of the First Part shall not be entitled to challenge the same on the ground that the Arbitrator was appointed by Sarvodaya Nursing Instiute.

20.4 The parties mutually agree that the venue of arbitration shall be Faridabad (Haryana) and Arbitration shall be carried out in English language. The courts at Faridabad (Haryana) shall have the exclusive jurisdiction to entertain and try any claim for interim relieves pending arbitration proceedings.

20.5 The parties agree that the cost of arbitration shall be shared equally by the parties.

21. In case you are deployed in an area i.e. (Critical Care/Emergency/OT) where you need to be trained on AHA certified ACLS/BLS/NALS & PALS courses. It shall be individual responsibilities to get certified and trained at your own cost within 06 (Six month) of joining. In case the fees is paid collectively (batch wise/individual) by the hospital the same shall be recovered in 03 (Three) equal installments, starting from the subsequent salaries completion of the course.

22. You are required to sign the duplicate of this letter and return it as confirmation of your employment with us.
We congratulate you on your selection and look forward to a long and mutually beneficial association.
With Regards,
For Sarvodaya Nursing Institute



Rajeev Khatri
Head – Human Resources

I hereby accept the above mentioned terms of employment which have been explained and translated to me and are fully understood by me. The original of this letter is in my possession.

Employee
(Name & Signature with date)

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I Miss Neeru, hereby give the consent from the list of documents provided to the Institute and further to OnGrid/any other service partner, for using my personal data and documents for verifications and background checks, including but not limited to verification of Aadhaar, Voter ID, PAN Card, Driving Licence, Employment, Education, Court/ Police record, Address, etc. I understand that the data, documents, verification reports, references, etc. will be stored on the OnGrid/HRMS/any other platform as deemed fit by the organization, this will be accessible to the current employer or service provider. I can provide access of my digital record to other OnGrid/HRMS/any other platform users (such as employers or other service providers) with my explicit consent to access benefits and services.

I also understand that my digital record on OnGrid/HRMS/any other platform will be used for data update, document upload, reading and writing testimonials, references, etc. and for other functionalities and services available via OnGrid/HRMS/any other platform. I also understand that I can choose to edit or delete my entire data and documents anytime by sending an email to contact@ongrid.in & hr@sarvodayahospital.com with the subject "My Data, My Privacy".

For Sarvodaya Nursing Institute



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Rajeev Khatri
Head – Human Resources

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(Name & Signature with date)