**APPOINTMENT LETTER**

**Date: 29/12/2024**

**To,**

**Mr. Bahadur Khan Pathan**

**Address:** Bhilwara Rajasthan

**District-Bhilwara-Rajasthan**

1. Your designation will be as **Computer Operator at BONE & JOINT MULTISPECIALITY HOSPITAL** and DATE OF JOINING 29/12/2024 but you are liable to be transferred to another department or place whether in existence or may come in to existence here in after either at the place of position or at any other place where the management will decided. PAY & BENEFITS: You will be paid a gross salary of 12000 /-as per month. Besides you will be entitled to other benefits applicable to your as per norms of the Hospital.
2. **LEAVE FACILITIES:** You will be entitled for leaves as per rule of the BONE & JOINT MULTISPECIALITY HOSPITAL applicable from time to time. Before proceeding on leave it has to be approved and sanctioned by the reporting authority and the same to be intimated to the HR Department also.
3. **SUPERVISION:** You will work under the supervision of such officers as may decide by the management from time to time. You shall diligently and satisfactory carryout instruction given to you to the best of your knowledge, skill and ability.
4. **ATTENDENCE:** Your hours of attendance shall be regularized to suit the duties entrusted to you from time.
5. **CONDUCT:** Under no circumstances shall any kind misconduct, both behavioral (Language, Attitude, present ability and dishonesty/ intemperance etc.) & functional communication with patient/relative indiscipline, chronic late coming/ absconding from duty hours or absenteeism etc) shall not be permitted.