

Dated: 02-Nov-2019

Mr. FEROJ AHMED MALLICK
VILL-HASNCE, P.O-CHAK KASHIPUR, P.S-NODHAKHALI,
DIST- SOUTH 24 PARGANAS, PIN-743318, WEST BENGALI

Subject: Appointment Letter for the Position of TECHNICIAN in the Department of PATHOLOGY

Dear Mr. FEROJ AHMED MALLICK,

This is with reference to your application and subsequent interview, we hereby appoint you as **TECHNICIAN** in the **Department of PATHOLOGY** with effect from **01-Nov-2019** on the following terms and conditions.

1. Your appointment will be subject to being declared medically fit by Medical Board/ Pre-employment health check-up. If you develop any illness after that, the company may subject you to medical examination and your continuation shall be subject to your remaining medically fit for the nature of responsibilities assigned to you.
2. You will be on probation for a period of six months with effect from the date of joining, which may be extended further, if deemed necessary. On successful completion of the aforesaid probationary period to our satisfaction, you will be considered for regular employment. You will continue to remain on probation till such time you are confirmed in writing.
3. You will be paid monthly salary as per details given in the enclosed Annexure.
4. Your place of posting at present will be in the Department of **PATHOLOGY**, RG Stone Urology & Laparoscopy Hospital, **GARIAHAT KOLKATA** but you are liable to be transferred from one department to another, one office to another office of the company in the exigencies of services. Your services can be transferred to any of our branches within and outside **KOLKATA**.
5. You shall also comply with all rules, bye-laws and other conditions of the management, which are in force at present or as may be brought in force from time to time.
6. We being in Medical profession are governed by the Consumer Protection Act and you will be held responsible to the extent your duties get correlated to the patient care.
7. Indulgence in any activity against the management / company or not in the interest of the company shall lead to termination of the employment agreement without any prior notification and notice period.
8. All Judicial or Legal matters pertaining to this offer letter are within the jurisdiction of Delhi/ courts in Delhi only.
9. As you are aware that the nature of our services requires display of a great sense of responsibility while on duty, therefore, we expect that you will behave yourself in the most decent, responsible manner and avoid any such activity which might damage our services to the humanity or cause any discomfort to the patients and their attendants.
10. Your leave entitlement will be governed as per the Leave Policy of the hospital.
11. During the period of probation(six months from the date of joining) , your appointment will be terminable without assigning any reason/ notice period / salary in lieu of notice period.

For RG Stone Urology & Laparoscopy Hospital
(A Unit of R G Scientific Enterprises (P) Ltd.)
Human Resource

RG Stone Urology & Laparoscopy Hospital

(A Unit R.G. Scientific Enterprises Pvt. Ltd.)

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12. Your services are liable to be terminated in the event of either :-
 - a. Continued illness for a long time of frequent intermittent illness.
 - b. Continued low efficiency or poor working
 - c. Conviction in a Court of Law for any offence including moral turpitude.
13. After confirmation in service, your appointment will be terminable by either party giving one (1) month's notice in writing or one (1) month's salary in lieu of notice. Either party need not assign any reason for such termination. Neither party shall be liable for any damages to the other consequent upon such termination.
14. If you indulge in any act of theft, fraud, violence, assault or misbehavior/activity leading to breach of trust, then necessary disciplinary action will also be taken against you and you can be dismissed without giving any notice as well as payment in lieu of notice.
15. You will be retired from your services on reaching the age of 58 years. You may be retired / terminated earlier if found medically unfit. The management at its own discretion may extend your services for further period, if deemed fit on the basis of your earlier performance and service record.
16. Any loss caused to the equipments / instruments / property shall be compensated by you to the satisfaction of hospital/ company authorities.
17. If information furnished by you in your Personal Data Form regarding your age, qualifications, past experience or other antecedents is found false, or misrepresented, you will be discharged from the service with immediate effect. No salary in lieu of notice period will be payable.
18. You will not engage yourself directly or indirectly, either solely or jointly in any outside work other than your legitimate work in the Hospital, while you are on duty or holiday, or on leave. You shall not during the continuance of your employment with the Hospital or at any time thereafter communicate verbally or in writing directly or indirectly any affairs of the Hospital with any persons, firms or company or in any other way publish, divulge or disclose any confidential matter of any kind whatsoever relating to or affecting the affairs of business of the Hospital except under legal obligations. While discharging such legal obligation, you will duly keep the company well informed.
19. In case of continued absence from duty for eight days inclusive of off days and holidays or overstay of sanctioned leave beyond eight days (inclusive of off days and holidays) you will be deemed to have voluntarily abandoned your services. In such an event, your services would stand automatically terminated and no notice or salary in lieu of notice will be payable; If prior information is not received which shall be validated by furnishing Medical Certificate issued by Registered Medical Doctor / Specialist, solely at the discretion of the company.

Please sign and return duplicate copy of this letter as token of your acceptance of the above terms and conditions.

for R.G. Scientific Enterprises (P) Ltd.

For RG Stone Urology & Laparoscopy Hospital
(A Unit of R.G. Scientific Enterprises (P) Ltd.)

Vandana Sharma
Department of Human Resource

I have read and understood the above terms and conditions, Hospital Service Rules, all office orders / notices / circulars issued so far and Vision, Mission & Values of RG Stone Urology & Laparoscopy Hospital and I undertake to abide by them.

Date:

RG Stone Urology & Laparoscopy Hospital
(A Unit R.G. Scientific Enterprises Pvt. Ltd.)

(Mr. FEROZ AHMED MALLICK)

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DELHI • MUMBAI • GOA • CHENNAI • KOLKATA • LUDHIANA • FARIDABAD

Date : 02-Nov-2019

Name : Mr. FEROJ AHMED MALICK

Designation : TECHNICIAN

Department : PATHOLOGY

D.O.J. : 01-Nov-2019

Salary Structure

Basic Salary Rs. 7000.00/-p.m.

Dearness Allowance Rs. 2800.00/-p.m.

HRA Rs. 4200.00/-p.m.

Gross Salary : Rs. 14000.00/- (Rupees Fourteen Thousand Only)

MEDICAL BENEFITS

(1) Subsidies on Out-Patient Consultations:

(a) Free OPD Consultations for self and 50% discount on OPD Consultations for family members.

(2) Subsidies on In-Patient Treatment:

(a) 50% subsidy for self and 30% subsidy for family members will be given on In-Patient treatment.

All expenses incurred on consumables is required to be paid by the employee.

Note: Family Members means Spouse, Parents & Dependent Children.

For RG Stone Urology & Laparoscopy Hospital
(A Unit of R/G Scientific Enterprises (P) Ltd.)

Vandana Sharma
Department of Human Resource

ACCEPTED

(Mr. FEROJ AHMED MALICK)