

To,

Dear _____,

I am glad to inform that you have been appointed as a '-----' supported by the Seth GS Medical College & KEM Hospital, Diamond Jubilee Society Trust.

We are pleased to inform you that you are appointed with a stipend of Rs. ----- (all inclusive) per month.

The post is awarded subject to following terms and conditions.

1. Tenure:-

The current post is temporary and is tenable for six months from the date of joining duty. Its continuation will, however, depend on the satisfactory progress of work. Please note that it can be terminated at any time with a month notice if the progress is not satisfactory. It can also be terminated without any notice if the particulars given in the application form are found to be incorrect or false.

2. Administrative control:-

You will be under the administrative control of the Seth GS Medical College & KEM Hospital, Diamond Jubilee Society Trust of the institute. The rules of Municipal Corporation of Greater Mumbai (MCGM) do not apply to this post.

3. Joining Duty:-

If the above mentioned terms and conditions are acceptable to you, please join duties on or before ----- failing which it will be presumed that you are not interested in this job and the offer of appointment will be withdrawn without further notice. The working hours will be Monday to Friday 9.30 am to 4.30 pm and Saturday 9.30 am to 1.00 pm. However based on the work, the timings may be extended without any provision of overtime payment.

4. Terms:-

Please note that after every 6 months, 7 days break will be given as per the rules of DJST. However as stated earlier, further continuance depends on satisfactory progress of work. The institute also reserves the right to terminate the appointment without assigning any reason with in 24 hrs.

5. Recommendation letter:-

Recommendation letter will not be given before completion of 6 months.

Congratulations on your appointment and we look forward to a fruitful association.

Dr. -----

Secretary