

KUSUMAGIRI MENTAL HEALTH CENTRE



KUSUMAGIRI P.O., KAKKANAD
KOCHI - 682 030, S. INDIA
E-mail: kusumagirihospital@gmail.com

Reg.No. ER 1 of 1969

No. KMHC/0516/2021

09-03-2021

Ms. Gloria Francis Pynadath
ARA-9, Pynadath House
Areeckal Road
Karukutty P.O
Ernakulam

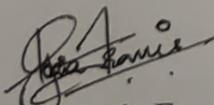
With reference to your application dated 15-02-2021 and subsequent interview you had with us, we are pleased to appoint you as **Assistant Social Worker** in Kusumagiri Mental Health Centre, for a period of one year with effect from **22-02-2021** subjected to the following conditions:

1. Your appointment is on probation basis for a period of three months. If the management is not pleased with your service, you may be terminated after completion of the probation period.
2. Your salary will be *Rs 15100/-*
3. Your appointment is subjected to you being medically fit at the time of appointment and in case you are found to be medically unfit at any point of time while in service, your service will be terminated on medical grounds.
4. Your service is terminable by one month's notice, or one month's salary in due of notice in case of termination within the probation period.
5. In case of termination of job from the employee side without a month's prior notice, the same should be compensated with one month's salary.

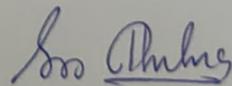
6. You are bound to abide by the rules and regulations of the organization now prevalent and as lay down / altered as and when required.
7. You are expected to commit yourself fully to the organizational goals and to utilize your energy efficiently in the interest of the organization.
8. While in the service you are not allowed to take up any other employment whether full time or part time.
9. Prior written permission of the management is to be obtained for freshly commencing or continuing the job after the probation.
10. You are not allowed to take any interest or initiate any activity detrimental to the organizational interests or to associate with persons, organizations etc. in such a way as to adversely affect it's smooth functioning.
11. You are not to divulge or make known any confidential matter concerning the organization or patients and shall not make or cause to be made any list or copy of organization's records or books of accounts, while in service of the hospital.
12. Your eligible leave will be sanctioned by the Administrator.
13. Mobile phone during duty time is strictly prohibited.
14. You should punch in and punch out in uniform.
15. You are liable to work in other department of the institution if requested by the authorities.

You may sign and return one copy of this appointment letter as a token of your acceptance of the terms and conditions as mentioned above.

I accept the above with its terms and conditions and sign it.



Ms. Gloria Francis Pynadath



**Sr. Thelma MSJ
Administrator**

Sr. THELMA M.S.J.
Administrator
Kusumagiri Mental Health Centre
Kochi - 682 030