



GEM HOSPITAL

Institute of Gastroenterology & Laparoscopy

228/2A2, M.G.R Road, Perungudi, Chennai - 600 096 | chennai@geminstitute.in

www.gemhospitals.com

Ref: GEM/HR/Offer letter 603/ OCT 2020

14-10-2020

OFFER LETTER

To
Mr. Vijayakumar D
No: 11/23, Muthayal Shetty Street,
Purasaiwakkam, Chennai - 07

Dear Mr. Vijayakumar D

Greetings from GEM Hospital!

Further to the interview you have had with us on **14-10-2020**, the Management of GEM Hospital is pleased to offer you the post of **Transplant Co - Ordinator**. Please join us on or before **19-10-2020** and you would be reporting to the CEO or any other Management Representative subject to the following terms and conditions.

1. You are covered by the policies and code of conduct (rules & regulations) of the hospital.
2. You will maintain complete confidentiality of all processes and know-how, organizational and administrative matters and/ or all organization related information /documentation/ files etc., to which you may have access directly or indirectly.
3. It will be at the discretion of the management to assign you with any work and regulate your working hours from time to time apart from regular working hours.
4. You are expected to be loyal, truthful, sincere, faithful and honest to the organization at all times during your tenure with it.
5. Your probation period would be 3 months from your date of joining and on successful completion of the same; your services will be confirmed.
6. A detailed description of your job responsibility along with the detailed rules & regulations, benefits and other terms & conditions and submission of the following list of documents.
 - (a) Copies of the educational certificates
 - (b) Copies of the previous experience / relieving letter
 - (c) Copies of the Photo ID proof
 - (d) 6 PP size photos
 - (e) Copy of Bank Passbook Front page/ Copy of Cancelled Cheque leaf
7. **Termination / Notice Period:** One month's notice or pay in lieu of notice on either side. Your accounts will be settled on submission of **No Dues Form and subject to clearance from your immediate reporting authority**. In case of misconduct or violation of terms of employment or any information in personal data furnished by you being found wrong, you will be liable to be dismissed without any notice or compensation.
8. Your increment/promotion and demotions will be at the sole discretion of the management depending upon your performance appraisal and policies.
9. Please confirm your acceptance of this offer on or before **30-10-2020** to the below mentioned mail ID or SMS.

Thanking you,

GEM Hospital & Research Center (p) Ltd.,



Authorized Signatory

For Communication: chennai@geminstitute.in or 9003120706

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◆ Hernia Surgery ◆ Scarless Surgery ◆ Advanced Endoscopy ◆ Obesity & Diabetes ◆ Liver Clinic ◆ Uroc