



MCHSR/MCP/2312139

Date: 01/01/2024

To,
Ms. Goldi Kumari
Hanuman Nagar, Barbigha,
Sheikhpura, Bihar - 811101

Subject: Appointment letter

Dear Ms. Goldi Kumari,

With reference to your accepted letter of intent, we are pleased to appoint you as "Lecturer" in the Metro College of Health Sciences & Research, Greater Noida on the following terms and conditions:-

- 1. Date of Joining:** You have joined us on 01st of January, 2024.
- 2. Reporting:** During the period of your services you will be reporting to the Principal / Head of Academics or to the any other person authorized by the management only. You will diligently and satisfactorily carry out instructions to the best of your knowledge and ability.
- 3. Probation:**
 - a) You will be on probation for a period of Six (6) months, from the date of joining, which can be extended at the sole discretion of management only. During the probationary period, your services are liable to be terminated immediately without assigning any prior notice/reason or any compensation thereof.
 - b) In case you desire to leave service, during the probation period, you will have to give "30 Days" notice period or gross salary in lieu thereof.
- 4. Salary:** Your monthly consolidated CTC is Rs. 25000/- (Rupees Twenty Five Thousand only) the details of which has been given in the attached "Annexure I". TDS shall be deducted as per the applicable rates.
- 5. Increment:** That yearly increment effective from the date of joining or as per policy of the institute. The annual increment will be based on the performance evaluation report given by the in charge/Head/Principal/Administrator which will clear the past year of services in terms of efficiency, regularity, punctuality and discipline and the same shall be withheld if the performance is found unsatisfactory or accelerated in the case of exceptionally good performance.
- 6. Security:** Initial security: You will be required to deposit one month gross salary as initial security. The amount of initial security will be deducted from your monthly salary.
Security refund: Full security will be refunded to you in case you resign by giving **proper notice** and after serving the notice period. However, it will be forfeited if you leave services without notice and proportionate deduction will be made if the period of notice falls short of required period.
- 7. Duties and Responsibilities:** Your duties will be such as may be assigned to you from time to time. Your work in the organization as laid down in relation to conduct, discipline and other