



To,  
**Ms. Pratibha Agarwal**  
542, Biharipur Kasagan, Bareilly, U.P.

Date: 05/04/2023

**Sub: Letter of Appointment**

Greetings from SWASTIK HOSPITAL. Date of Joining: 16-04-2023

We are pleased to appoint you as H.R. Executive on following terms and condition:

- 1) **Salary & Benefit**
  - i) You will be paid Rupees 15000/-Rs per month CTC as salary
- 2) **Attendance**
  - i) It will be mandatory for you to follow the attendance protocols of the organization and mark your attendance in the register. In event of your failure to compliance With the same you will be liable to proportionate deduction from your earnings and/or due disciplinary action.
- 3) **Exclusive Contract**
  - i) You will devote your decided time and attention exclusively to the duties entrusted to you and you will not engage yourself or work for any other person or hospital in any capacity whatsoever, not do any private business without obtaining prior permission from the hospital in writing.
- 4) **Secrecy**
  - i) You will not at any time without the consent in writing of the hospital during the term of your service with the hospital or after the termination of service by notice, discharge, or otherwise, make known or divulge in any manner whatsoever any information which while in the service of the hospital or of its parent or any subsidiary or associated companies, you have acquired as secret information concerning the technical processes, patients, transaction, finances or affairs of any of the aforementioned companies. In addition, you shall be bound by the decision of the hospital in regard to publications written or otherwise, of any work with which you may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill which you have acquired in the services of the hospital or of its parents or any subsidiary or associated companies.
- 5) **Salary Review**
  - i) Your salary will be reviewed periodically as per the policy of the hospital, your increments in the salary are discretionary and will be subject to and on the basis

SWASTIK HOSPITAL PVT. LTD.

Lohia Head Road, Khatima, Uttarakhand-262308

(05943) 253000 | +91-9761243000 | swastikhosp9@gmail.com | www.swastikhospit.  
GENERAL & LAPAROSCOPIC SURGERY | OBSTETRICS & GYNAECOLOGY | RADIOLOGY | ICU | GENERAL

Registrar  
Invertis University  
Bareilly

Director Corporate Relations  
Invertis University  
Bareilly



may be determined by the Management. On such Occasion, you will be liable to enter into Bond / Agreement as may be required by the Management.

- ii) In case you resign from your services before completion of one year after attending any training programme within or outside India, then all the expenses incurred by the Hospital will be recovered from your settlement.

**15) General**

- i) You shall diligently, faithfully and to the best of your ability serve the hospital and your best endeavour to promote the interests of the hospital and perform all duties that may be entrusted to you from time to time and for the performance of all such duties, use all the knowledge, skill, experience which you possess to the entire satisfaction of the Management and work extra hours if job so requires.
- ii) You agree to abide by the office timings. Your timings of work will be fixed by the hospital from time to time.
- iii) You will be governed and abide by the Hospital's service Rules and Regulations that are in force and will be introduced / amended from time to time.
- e) The service conditions mentioned in this letter such as appointment, confirmation, increment, transfers, etc. are not subject to any other amendments unless communicated by the undersigned or any other authorised officer from the head office, in writing.
- f) If your requirement is though a consultant you leave within a year then the service charges paid to the consultant will be recovered from your final settlement.
- g) If you are agreeable to accept the appointment on the above terms and conditions, please sign and return to us the attached copy of this letter in confirmation of your having read understood and accepted the employment on the above terms.

We welcome you to our organization and wish you all success.

Yours faithfully,

For SWASTIK HOSPITAL PVT.LTD.

  
**A.V.SINGH**  
 (Administrator)



I accept the appointment on all the above terms and conditions:

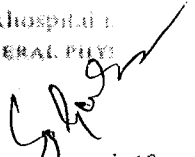
Signature \_\_\_\_\_ Date \_\_\_\_\_

**SWASTIK HOSPITAL PVT LTD**  
 Lohia Head Road, Khatima, Uttarakhand-262308

☎ (05943) 253000 | 📠 +91-9761243000 | ✉ swastikhosp9@gmail.com | 🌐 www.swastikhospital.in

GENERAL & LAPAROSCOPIC SURGERY | OPHTHALMOLOGY & CYCLOPHERY | ORTHOPAEDICS | I.C.U. | GENERAL PHT

Registrar  
 Invertis University  
 Bareilly

  
 Director Corporate Relations  
 Invertis University  
 Bareilly