



srivenkateshwaraa

Medical College Hospital and Research Centre

CREATING HEALTHIER SOCIETY



(Affiliated to Pondicherry University, Puducherry)

No.13-A, Pondy - Villupuram Main Road, Ariyur, Puducherry - 605 102. Tel : 0413-2260601, Website : svmchrc.ac.in

15/SVGI/HRD/APPOINTMENT ORDER

DATE: 14.05.2025

To

Mr. V.S. Mani,
FL.No.106,Shudha Shelters,
Dr.Br.Ambedkar Nagar,
Bangalore.

APPOINTMENT LETTER

This is with reference to your Application for the Job Profile and subsequent Interview with us; we are pleased to appoint you **Finance Manager** in the Department of **Accounts** at Sri Venkateshwaraa Medical College, Ariyur, Pondicherry.

Date of Joining: Your employment will be effect with us from 14th of May 2025 at 9.0am onwards.

Work Timing : 9.00am To 5.30pm (General Shift).

Posting Area : Accounts.

Location : SVMCH&RC, Ariyur, Pondicherry.

You may however be required to work in any location of our institutions based on the need and requirement of your service.

You are required to comply with the rules and regulations of Sri Venkateshwaraa Medical College, at all given times and should always act in a manner that protects the Sri Venkateshwaraa Medical College interest.

Roles and Responsibilities:

Your roles and responsibilities are outlined in the job specification which is an extension of this Letter of Appointment. (Refer Roles and Responsibilities – Enclosure 2)

EMPLOYEE

CHAIRMAN



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Wearing Uniform & Identity Card is Mandatory:

You are expected to be clean and formally dressed (in Uniform) on all working days with ID card issued by HRD. (Refer Uniform Policy – Enclosure 3).

Monthly emolument:

You are entitled to a monthly compensation which will be subjected to all statutory deductions (ESIC, PF and PT) with regards to the law. (Refer - Enclosure 4).

Leave: You will be eligible to the benefits of the Management's leave Rules on your confirmation in the Institution Policy.

Absence for a continuous period of **Seven days** without prior approval from your superior, (including overstay on leave/training) would result in your lien on the service and the same shall automatically come to an end without any notice or intimation.

Probation/Confirmation:

You will be on a Probation period for 6 months. Based on the performances on your service, you will be confirmed by Management in written after 6 months.

During the probation period your services can be terminated with **short notice** and without any reason whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position.

Notice period:

As per the Notice Period policy of employment you are expected to work for 3 months from the date of resignation accepted by the HR department or equivalent (3 months notice pay).

During your notice period you will be continuing your services subjected to your conditions of employment and you should maintain your normal high level of commitment to your job up to the time you are getting relieved from the service.

No leave shall be taken apart from CL during the first two months of your notice period.

On the third month of your notice, you are not subjected to avail any of your eligible leaves including CL (Refer Notice Period Policy – Enclosure 5).

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Bond Period :

As per the Bond Period Policy, you should work for minimum three years. During the above mentioned tenure of three years of service period you should not apply for any abroad job, government job and any private job etc., You are bound to pay 3 month salary in case of violating the Bond Period Policy (Refer Bond Period Policy – Enclosure 6).

Terms & Conditions:

1. You will not (except in the normal course of the management's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the management's products or to any matter with which the management may be concerned, unless you have previously applied to and obtained the written permission from the management.
2. You will be required to maintain utmost secrecy in respect of your department documents, Technology, System Software, Management's policies, Management's patterns & Trade mark and Management's Human assets profile.
3. You will be required to comply with all such rules and regulations as the Management may frame from time to time.
4. If Handing over is not done as per the policy and absconding yourself from the duty without any prior and proper intimation to the HR department, no experience certificate will be issued.
5. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
6. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from the duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the Management shall be entitled to recover the damages from you.

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7. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Management having dealing with the Management and if you are offered any, you should immediately report the same to the Management.

8. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions, if it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

9. You will be responsible for safekeeping and return in good condition and order of all Management property, which may be in your use, custody or charge.

10. You shall not disclose any information of the Organization or any of its customers to anyone which may come to your knowledge.

11. After tendering resignation from the Organization, an employee needs to return all assets in his/her possession.

Your signature will imply that you fully agree with all the terms and conditions laid out in this Letter of Appointment.

You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

We welcome you to this family and look forward to a fruitful collaboration.

Terms Accepted

Signature:

Date:

With best wishes,

CHAIRMAN
RET