



DIVINE MEDICAL CENTRE

53, 52 & 55, Kamat Commercial, Above Women's Look,
Martires Dias Road, Near Hari Mandir, Margao, Salcete, Goa - 403 601.
Ph.: 2711340 E-mail : medicaldivine@yahoo.com



25th January 2023

To,

Ms. Simona Marietta Fernandes
H.no: 618 Thana Cortalim Goa

Sub: Letter of Appointment

Dear Simona,

With Reference to your application and interview you had with us, Divine medical centre is pleased to appoint you as a Laboratory Technician with Divine Medical Centre on the following Terms and conditions:

1. Accountability – You will be accountable to Medical Director /Medical officer in charge or any other person as communicated by the Medical Director from time to time.
2. Date of Joining – You will be required to join no later than 01st February 2023.
3. Compensation – Your consolidated salary will be Rs. 12000 /- (Twelve thousand Rupees only per month
4. Duties – You shall perform all duties, functions and instructions as may be assigned or communicated to you by Divine Medical Centre and devote your abilities and skills towards the Divine Medical center's interest. You will not misuse the assets or money of Divine Medical Centre for your personal use, failure to which can result to termination of your service.
5. Probation Period – You will be on probation for a period of Three months, on satisfactory completion of which you will be confirmed in the above position. Such confirmation shall be in writing, until then you will not be considered as a permanent employee. If the medical director is not satisfied with your performance, your probation period may be extended for another Three months.
6. Working Hours – You may have to work in shifts i.e. 7.30 am till 4.30 pm or as per the direction of Medical director. Your working hours is 8 hours excluding your 30 minutes lunch break. The working hours may be extendable only in emergency cases.





DIVINE MEDICAL CENTRE

51, 52 & 55, Kamat Commercial, Above Women's Look,
Martires Dias Road, Near Hari Mandir, Margao, Salcete, Goa - 403 601.
Ph.: 2713340 E-mail: medicalsdvive@yahoo.com



7. Exclusiveness & confidentiality – You will be exclusively employed with our medical centre only & will not work in any other place. You will not divulge any information to any outsider. The breach of which shall result in termination of your service shall & neither experience letter nor references will be provided to you from our end.

8. Address for communication – You have given us your residential address as mention in this letter. In case if you have not given or in the event of change in address given by you, you shall provide us the residential address or intimate the change in writing immediately to Divine Medical Centre.

9. Termination of Service – Your service can be terminated by either parties by giving one week notice. If you desire to leave the Divine Medical Centre, you will have to give a 7 Days notice period & seek prior sanction of your resignation by medical officer in charge & complete all clearance formalities. In the event of any failure to comply with the above, The Proprietor has the right to withhold any dues to be paid to you or take any other disciplinary action as deemed fit. If during the course of your employment you are incapable by reason of illness or accident or any other cause that hinders you from attending to your duties for a period of 15 days in one year the Medical centre at its discretion terminate this appointment without any notice or payment in lieu of notice.

If the above terms & conditions as well as Laboratory Technician are acceptable to you, kindly confirm your acceptance by signing and returning to us the duplicate of this letter.

We take this opportunity to welcome you to our organization & wish you a happy successful career with us.

Yours truly,

Jennifer Fernandes
Manager

I accept the above terms and conditions

(Signature)

