MEMORANDUM

On the recommendations of the Selection Committee, the Medical Superintendent is pleaded to offer to Dr. __________ for the post of Senior, Resident in the scale of Rs. 3150-100-3250 in this hospital on the following terms and conditions.

1. The post is temporary on three years tenure basis. He/she will be on probation for one year during which his/her services could be terminated forthwith without giving any notice or indicating any reasons thereof. Thereafter he/she will be governed by the provision by Central Civil Services (Temporary Services Rules, 1969).

2. He/she will be allowed to continue beyond one year only if a certificate about satisfactory completion of his/her probationary period is issued by competent authority.

3. His/her appointment is subject to her/his being declared medically fit.

4. His/her appointment is further subject to him/her taking an oath of allegiance to the constitution of India and furnishing a declaration to the effect that he is not having two wives/she is not married to a person already having a wife living/she will not marry to person already having a wife living.
5. He/she will be provided accommodation in Doctor's Hostel subject to availability. If hospital is not in a position to provide single accommodation and he opts for sharing accommodation of any kind in the hostel accommodation, he/she will not be entitled to get of H.R.A.

6. No travelling allowance will be allowed for joining the appointment.

7. His/her appointment is subject to the production of original as well as attested copies of his/her certificates at time of joining.

8. He/she will be required to wear white doctors coat while on duty.

9. Other conditions of service will be governed by the relevant rules and orders that may be issued by the Govt. from time to time.

10. He/She will be rotated in various specialities of the discipline including casualty as per order of the administration from time to time. He/she will be posted any where depending upon the exigency of the circumstances and decision of the administration.

11. The appointment is subject to his/her character and antecedents being found satisfactory. In the event of unsatisfactory report, his/her services shall be liable to termination without notice. He/she will submit the certificate of character on the enclosed Annexure IV at the time of joining.

12. If any declaration given or information furnished by him/her proves to be false or if he/she wilfully suppressed by material information, or failure to comply with orders issued he/she will be liable to removals from service and such other action as Govt. may deem necessary.

13. If he/she is willing to accept the offer on the terms and conditions mentioned above his/her acceptance may be sent on or before and he/she may report for duty at this hospital immediately and latest by failing which the offer will be treated as cancelled automatically. The attestation form annexure in duplicate may also submitted duly filled in at the time of joining duty, two passport size photographs may be submitted for identity card.
14. He is also required to get his C.C.H.S. Card made for procurement of medical facilities/vaccines etc. at the time of joining the duty. Hospital will take no responsibilities for any eventualities during the course of his/her presence in the hospital.

CHIEF ADMINISTRATIVE OFFICER

Dr. ____________________________

_________________________________

_________________________________

Copy forwarded for information to H.O. Deptt. . It is requested that performance report on work and conduct of the officer may kindly be submitted well before completion of 12 months services, so that the question of his/her continuance or otherwise could be decided in time.

CHIEF ADMINISTRATIVE OFFICER
REFERENCE his/her interview held on ____________ for the post of Junior Resident (1st year).

The Medical Superintendent is pleased to offer him/her the post of Junior Resident (1st year) in the Department of ______ at Safdarjang Hospital, New Delhi on the following terms and conditions:

1. He/she will be paid Rs.2630/- p.m. and other allowances as admissible under the rules. Private practice to any kind whatsoever including laboratory and consultant practice is prohibited.

2. Subject to availability, she/he will be provided accommodation as per his/her entitlement. In case of non-availability of accommodation for allotment to him/her, he/she will be paid house rent allowance as per rules.

3. Appointment can be terminated at any time giving one month notice without assigning any reason therefore.

4. His/her appointment is subject to his/her being declared medically fit.

5. He/she will be required to produce original with attested copies of certificates, final MBBS mark sheet and a certificate from the Principal/Dean that the candidate have qualified all the professional examination on the first attempt (II) Internship completion certificate (III) Permanent Registration certificate from the Medical Council of India, New Delhi before he/she is allowed to join duty.

6. He/she will wear white coat(Doctors) while on duty with his/her name plate at his/her own expenses.
7. If any declaration/information furnished by him/her proves to be false or wilfully suppressed any material information or failure to comply with the orders issued later on he/she will be liable to removal from services and any other action as Govt. may deem necessary will be taken.

8. His/her appointment is further subject to his/her taking an allegiance/oath to the Constitution of India and furnishing declaration to the effect that he is not having two wives she is not married to a person who is already having a living wife.

9. Any absence from duty in excess of permissible leave will be treated as unpaid leave and no experience certificate will be issued for that period.

10. He/she should join duty by ______________ failing which offer of appointment will stand cancelled automatically.

11. If he/she is willing to accept the post offered he/she may intimate his/her willingness in writing or telegraphically on or before ______________.

12. On matters relating to conduct/discipline etc. he/she will be subjected to all rules and instructions issued by the Govt. of India from time to time.

13. No TA/DA will be given to join duty.

14. No request for change of subject will be entertained under circumstances.

15. He/she is also required to get C.C.H.S. card made for procurement of medical facilities/vaccines etc. at the time of joining the duty. Hospital will take no responsibility for any eventualities during the course of his/her presence in the hospital.

FOR MEDICAL SUPERINTENDENT

Dr. ____________________

_________________________________________________________________

_________________________________________________________________
GOVERNMENT OF INDIA
SAFDARJANG HOSPITAL
NEW DELHI

No.4-8/89-Academic Dated ________________

MEMORANDUM

With reference to his/her application dated ___________ regarding internship training on unpaid basis (without accommodation) at this hospital Dr. ____________________________

_________________________ is informed that his/her request has been accepted to by the D.G.H.S. vide his letter No. ______

_________________________ dated ________________ is directed to join the internship training immediately and latest by _____________ failing which the facility of doing internship will be treated as withdrawn.

He/she should bring the following documents before joining the Internship training in this hospital.

1. Photostat copy of Final MBBS Marks sheet.
3. Schedule of Internship training.
4. Relieving certificate from the College/Hospital in case he/she is working as Intern.
5. One recent passport size photograph.
6. No Objection certificate from college.

Dr. ____________________________

FOR MEDICAL SUPERINTENDENT