



GraphicEra

Deemed to be University

Accredited by NAAC with Grade A+

NBA Accredited Programs in ECE, CSE & ME

Biotechnology, Civil & EE

Approved by AICTE, Ministry of HRD, Govt. of India

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Ref.: GEU/APPT/GEIMS/R-2212/23

September 27, 2023

Ms. Anupama Bhogal.

11/6, Satyan Mohalla, Old Rajpur Road, Dehradun, Uttarakhand.

Subject: Offer of Appointment at Graphic Era Institute of Medical Sciences (GEIMS), Dehradun

Position: Executive

Department: Patient Care Services

With reference to your Application / Resume and subsequent interview, we are pleased to inform you that you have been appointed for the position of Executive, Patient Care Services, under the following terms and conditions.

Duties:

- You will be reporting to the Head and other Competent Authorities for allocation of duties and you will maintain confidentiality of information about your job.

Salary:

Pay Band: ₹. 5,200 – 20,200

Basic Pay	₹. 10,520-00
Grade Pay	₹. 2,400-00
D.A.	₹. 3,230-00
HRA	₹. 2,584-00
Professional Upgradation Allowance	₹. 750-00
Leave Travel Allowance	₹. 750-00
Mobile & Internet Allowance	₹. 766-00
₹. 21,000-00 (Rupees Twenty One Thousand Only) PM	

Other Terms & Conditions:

- You will be on probation for one year. You will be considered for confirmation in the post only after successful completion of probation period of one year from the date of your joining and subsequent assessment of your work performance and after due approval from the Competent Authorities of the Management.
- During probation, your services are liable to be terminated by the management at any time without assigning any reason.
- You will be governed by the rules and regulations of the Institution as amended from time to time.
- Since this is full time appointment, you are not permitted to take up private/other employment during your appointment with the GEIMS.
- You will be required to serve one month notice or pay one month's salary in lieu thereof in case of resignation.

Date of Joining:

If the above offer of appointment is acceptable to you;

- Please confirm acceptance.
- You may join on or before October 09, 2023.
- Extension will be always subject to approval of competent authority.

You are required to bring all your original documents (High School Certificate, Graduation & Post Graduation Degrees, Aadhaar & PAN Card and all previous Experience/ Relieving Certificate) for verification and submit your self-attested credentials, testimonials, passport size photographs and a medical fitness certificate from Authorized Medical Practitioner for verification by HR Section at the time of joining.


Registrar

Copy to: Head HR & Finance Officer, Graphic Era Deemed to be University
Head HR, GEIMS