



Date: 10th July 2024

To,
Ms. Akanksha Verma
76, Akashdeep Colony Ballapur Road
Dehradun

Subject: Appointment Offer for the Position of Staff Nurse

Dear Akanksha,

We are pleased to extend this formal offer of employment to you for the position of **Staff Nurse** at Shri Swami Bhumanand Hospital, Jwalapur, Haridwar. Based on your qualifications, professional background, and interview performance, we believe that you will be a valuable addition to our healthcare team.

You will be responsible for delivering high-quality patient care, supporting medical procedures, ensuring adherence to nursing standards, and contributing positively to the smooth functioning of hospital services.

1. Employment Details

- **Designation:** Staff Nurse
- **Employment Type:** Full-Time (Shift Duty)
- **Department/Ward:** To be assigned as per hospital requirement
- **Reporting To:** Nursing Superintendent / Department In-charge

2. Compensation & Benefits

- **Annual CTC:** ₹3,40,000/- (Rupees Three Lakh Forty Thousand Only), which includes basic salary and applicable allowances as per hospital norms.
- **Salary Disbursement:** Salary will be credited monthly to your provided bank account.
- **Probation Period:** 6 (Six) Months from the date of joining. Confirmation of employment will be based on satisfactory performance during the probation period.
- **Leave & Benefits:** You will be entitled to leaves, benefits, and facilities as per hospital rules and HR policies, which may be amended from time to time.

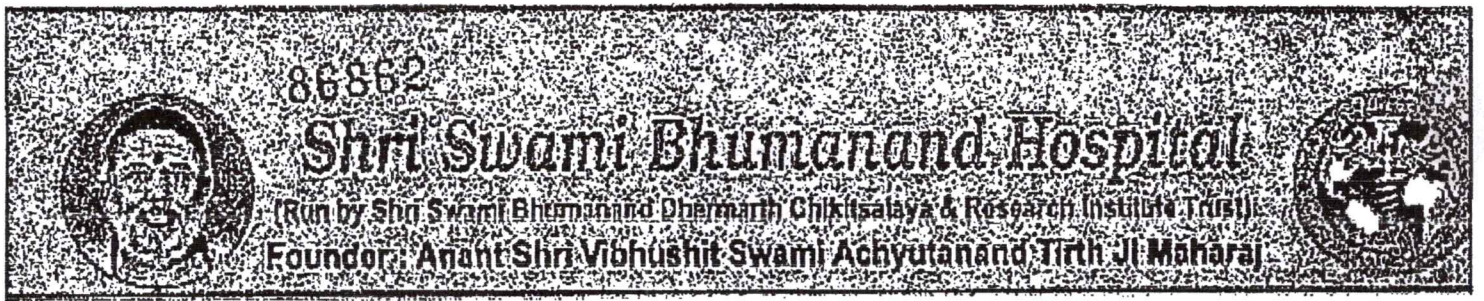
3. Date & Place of Joining

You are requested to report on **10th August 2024** at **9:00 AM** to the Human Resources Department, Shri Swami Bhumanand Hospital, Jwalapur, Haridwar.

At the time of joining, kindly bring the following documents (originals along with photocopies):


Placement Cell

Ranipur Jhal, Roorkee Road, Jwalapur, Haridwar (Uttarakhand) 249407
Phone : 084 4044 9955, 084 7499 5585, | Toll Free No. 1800 274 3427 | e-mail: contact@bhumanand.com
प्रमाण पत्र के रूप में प्रस्तुत न किया जाए / Not valid for certification.



1. Aadhar Card or Valid Government ID
2. Educational Qualification Certificates
3. Nursing Council Registration Certificate
4. 3 Passport Size Photographs
5. Previous Employment/Experience Certificates (if applicable)
6. Address Proof

4. Roles and Responsibilities

Your primary duties will include, but are not limited to:

- Providing compassionate patient care and monitoring patient conditions regularly.
- Administering medicines and treatments as per the instructions of the attending physician.
- Maintaining accurate and timely patient health records and nursing notes.
- Assisting doctors and specialists during procedures and rounds.
- Ensuring proper hygiene, safety, and sanitation in the ward/department.
- Maintaining confidentiality and demonstrating professional behaviour at all times.
- Following all hospital protocols, nursing standards, and clinical guidelines.


5. Terms & Conditions

- This offer is subject to the verification of your documents and credentials.
- During your employment, you are expected to maintain discipline, punctuality, and professional conduct as per hospital policies.
- Any breach of conduct or violation of rules may result in disciplinary action as per HR policy.

We trust that you will uphold the values of compassion, integrity, dedication, and teamwork that Shri Swami Bhumanand Hospital stands for. We look forward to your positive contribution to our mission of providing excellent and affordable healthcare services to the community.

We welcome you to our hospital and wish you a successful and fulfilling career with us.

Warm Regards,


Shri Swami Bhumanand Hospital
Jwalapur, Haridwar, Uttarakhand


Training & Placement Cell
Swami Rama Himalayan University
Jwalapur (Uttarakhand)

Ranipur Jhal, Roorkee Road, Jwalapur, Haridwar (Uttarakhand) 249407
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