

Letter of Appointment

To,

Ms. Shweta Rawat
Near Post Office, Balawala, Dehradun, Uttarakhand-248001

We are pleased to offer you employment with Doon Institute of Medical Sciences. We would like to welcome you aboard in our team as "Tutor" in "Nursing Department" as per the following terms:

1. Your initial place of work will be at Dehradun. However, your services are transferable, and can be seconded or deputed by the Institute to:
 - 1.1 Any operation in India and abroad, whether existing as on date of your appointment or to be established thereafter at the option of the Institute.
 - 1.2 Any operation in India or abroad under the management and/ or ownership of the Institute or any affiliate/ group Institute.
2. You will report to "Principal (Nursing)" or to anyone nominated by him or her or nominated by the Managing Director. Your remuneration will be as set out in the schedule here to subject to deduction of tax at source as applicable. In addition, you will be reimbursed all official expenses incurred on actual basis as per Institute's policies as laid down from time to time. All information and matters concerning your salary and allowances are highly confidential and shall not be disclosed or discussed with any other employee. Breach of this obligation will be viewed seriously.
3. You will receive a CTC of Rs.3, 60,000/- Per annum. Your nature of appointment will be regular.
4. You will be on probation for a period of Three (3) months from the date of your commencing work. This period of probation will be liable to such extension(s) as the management may deem fit in its sole discretion and unless an order in writing confirming you is given, you will not be deemed to have been made permanent.
5. During the probationary period, should you wish to terminate your service, you may do so by giving thirty (30) working days' notice in writing.

Wali
Ms. Archana Wali
Principal (Nursing)
Doon Institute of Medical Sciences
Faculty of Nursing
Sahaspur Dehradun (Uttarakhand)

(Accepted & Agreed)

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6. You would be entitled for annual leave as per the below details

Leaves	Numbers
Casual Leaves	12
Earned Leaves	10
Winter Vacation	10
Summer Vacation	10

7. After confirmation, except as otherwise set forth herein, your services may be terminated by either side by giving Thirty (30) days notice in writing, or payment of salary CTC in lieu thereof. However, if you commit any misconduct, are in breach of your responsibilities, the terms of this agreement or any of the Institute's policies, then your services can be terminated immediately by the Institute without any notice.

8. Absence for a continuous period of Five (5) days from work without prior written approval of your superior (including overstay of leave/ training), would be deemed to be abandonment of employment by you and appropriate disciplinary action shall be taken which might also result in termination of your employment.

9. You will automatically retire on attaining the age of 60 (Sixty) years. An extension may however, be given at the discretion of the management.

10. You will be governed by the terms and conditions of this letter and the Institute's policies, rules and regulations as applicable, enforced, amended or altered from time to time during the course of your employment.

11. You shall perform your duties with diligence, devotion and discretion and the Institute may hold you liable for gross negligence. While in the employment of the Institute, you are in no way allowed to be employed in any other Institute on a temporary or part time basis or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior consent of the Institute. You will comply with all orders and directions given to you by the Institute and faithfully observe all the rules, regulations, and arrangements applicable to you.

12. You have represented to the Institute that you have not appropriated any confidential, proprietary or trade secret information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from any third party (including but not limited to any former employer), except as may have been expressly permitted in writing by such third party or its authorized representative. You shall not disclose to the Institute or otherwise use during the course of your employment with the Institute, any confidential, proprietary or trade secret information of any third party which you may currently possess, without such written permission.

13. The position held by you is of a strictly confidential nature. You shall not disclose to any third person, either during or after your employment with the Institute, any trade secrets, know how, confidential information or transactions, affairs, dealings or any other information about the interest or business of the Institute or any affiliated companies and shall hold and maintain such information in the strictest confidence and trust, and shall use the same solely as permitted by Institute. You shall not remove any information (including but not limited to written information, information contained in computer storage systems or information compiled or stored in any other manner) from the premises or

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possession of the Institute or its clients unless you have obtained express authorization in writing by the Institute to do so.

14. You acknowledge that you have received all policies and the Code of Conduct of **Doon Institute of Medical Sciences**. Your failure to conduct yourself accordingly or to seek appropriate counsel from senior management in cases of doubt about what is required will be regarded as grounds for disciplinary action, which may also extend to termination of employment depending on the circumstances.
15. You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise, related to the Institute except with prior approval of the management.
16. You confirm that you have provided the Institute with complete list of all inventions, if any, patented or unpatented, presently owned or developed by you, including a brief description thereof, which were conceived or made wholly or in part by you prior to your employment by the Institute. To the best of your knowledge, there is no other contract to assign inventions (including future) that is now in existence between you and any other person, corporation or partnership save as indicated in the list you have provided to the Institute.
17. You shall, at the Institute's expense at any time during or after such employment, sign all papers and do such other acts and things as the Institute or its Related Companies may reasonably require of you to protect the Institute's or its Related Companies' rights in the Intellectual Properties, including applying for, obtaining and enforcing patents thereof in any and all countries. You acknowledge that your remuneration here under includes compensation for the confirmation and the assignment to the Institute of all rights with respect to such Intellectual Properties.
18. Upon termination of your employment with the Institute, you shall forthwith return to the Institute's all the assets and property (including any leased properties), documents, files, books, papers, information, memos or any other property of the Institute in your possession or under your control. Upon termination of your employment, you shall also provide the Human Resource Department of the Institute with your current and probable future/permanent contact information to enable the Institute to contact you for any purpose. The term "Related Companies" used in this Letter/agreement shall mean any subsidiary or holding Institute of Doon Institute of Medical Sciences & Institute.
19. Termination of your employment shall not affect any continuing obligations of either you or the Institute or of any other agreement between you and the Institute which are expressed to continue after termination.
20. (A) You shall not, without the express written consent of the Institute, during your employment with the Institute and for a period of one year immediately following the termination of such employment with the Institute for any reason (including your voluntary resignation), either directly or indirectly, call upon, solicit, divert or take away, or attempt to solicit, divert or take away any employees, customers, business or patrons of the Institute upon whom you called or serviced or solicited, or with whom you became acquainted as a result of employment with the Institute.
(B) You acknowledge and agree that the above restrictions are considered reasonable for the legitimate protection of the Institute's business and goodwill.
21. Whenever there is any conflict between any provision of this letter and any material present or future law, statute, governmental rule, ordinance or regulation contrary to which you and the Institute have no

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Doon Institute of Medical Sciences
Sahaspur Dehradun (Uttarakhand)

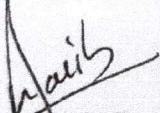
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legal right to contract, the latter shall prevail. However, in such event, the affected provisions of this letter shall be curtailed restricted only to the extent necessary to bring them within the legal requirements and the remainder of this letter shall be not affected.

22. The terms of this letter are strictly confidential between you and the Institute and any breach of this confidence, will be viewed with utmost seriousness.
23. Any notice or writing required or permitted to be given or delivered will be in writing and will be delivered by courier, personal service or by registered or certified mail, postage prepaid, return receipt requested, addressed at the respective addresses given above.
24. You are expected to serve a minimum of 1 Academic year of service in the institute, in case you fail to comply with the above; the management reserves the right to forfeit an amount equivalent to your two months' salary.
25. This agreement and the schedules here to constitute the entire understanding relating to terms of employment between you and the Institute and supersede all prior offers, agreements, statements or representations, written or oral between the parties. Further, you acknowledge and agree that, as of the date of this agreement, you have no former claims of any nature, whatsoever against the Institute.
26. Your appointment will be effective from 11th Nov, 2024 subject to medical fitness and reference checks. We would however, be pleased to make the appointment effective from the earlier possible date convenient to you.

Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

For Doon Institute of Medical Sciences.


Ms. Archana Masih
Principal (Nursing)
Doon Institute of Medical Sciences
Faculty of Nursing
Sahaspur Dehradun (Uttarakhand)

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