



**P. K. DAS COLLEGE**  
*of* **NURSING**  
PANAYUR (PO), VANIYAMKULAM, PALAKKAD - 679522



***(FORMERLY KNOWN AS NEHRU COLLEGE OF NURSING)***

**5.2.2 (QnM) Average percentage of placement/self-employment (in relevant field) in professional services of outgoing students during the last five years**

<b>DESCRIPTION</b>	<b>Page No.</b>
Sample copies of Appointment orders and offer letters	2

## TRAINEESHIP AGREEMENT

**THIS AGREEMENT** is entered into this date 3<sup>rd</sup> October 2022

### **BY AND BETWEEN**

**ASTER DM HEALTHCARE LTD**, a company incorporated under The Indian companies Act 1956, having its Registered office at Building No:IX/475L, Kuttisahib Road, Near Kothad Bridge, South Chittoor P.O, Cheranelloor, Kochi - 682027, Kerala, India represented by Mr. Ashwin Divakaran, Head- Human Resources , Aster Medcity, Kochi (Hereinafter called the Aster which expression, unless repugnant to the context, shall be deemed to include its successors and permitted assigns) of the First Part;

And

Ms. Akhila K S, age 23, residing at Kottilingal House, Cheruvathery, P.O Chevoor, Thrissur (herein after referred to as Trainee) of the other part.

1. WHEREAS the company which is engaged in medical health related services is running a hospital in the name and style Aster Medcity at Kochi.
2. The trainee has obtained a Bachelor of Science in Nursing granted by Kerala University of Health Sciences and desires to undergo practical training in the Department of Nursing in the said hospital.
3. The company has agreed the request made by the trainee and to engage her as a trainee for a period from 3<sup>rd</sup> October 2022 to 2nd Januray 2023 on the terms and conditions as enumerated herein below.

### **Conditions of the Agreement:**

- The traineeship is related to gaining the work knowledge and on the job training / experience for the trainee and there is no guarantee or expectation that the activity will result in employment with the Company. On completion of the training period, subject to the performance and availability of a suitable vacancy, the Company at its sole discretion may offer to the trainee a regular employment in the hospital.
- The training will be in the hospital aforesaid. However, the trainee may be transferred anywhere in India, if circumstances so necessitate to continue training on the same terms and conditions.
- The on the job training received by the trainee is for the exclusive benefit of the trainee.
- The trainee does not replace or displace any employee of the Company.
- The trainee will be under direct and close supervision by an appropriate supervisor.
- Trainee will receive a monthly stipend of Rs.15000/- (Rupees Fifteen Thousand Only) during the period of training. \*Statutory deductions as applicable.
- Company will not be liable for any injury, if sustained or for any illness that may contract to a trainee during the course of the traineeship.

### **The Trainee specifically agrees to and acknowledges the following:**

- This traineeship is meant to acquire practical knowledge in Nursing Department on the job training in nature and there is no guarantee or expectation that the traineeship will result in employment to the trainee.
- Your employment is subject to you being medically fit. The management shall have the right to require you to subject yourself at any time during employment to medical examination. If you are not found medically fit, your services will be terminated at any



*Gpsw*  
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OTTAPALAM, PALAKKAD DT  
KERALA - 679522

time by giving you one month's notice or stipend in lieu thereof. Your refusal to be subjected for a medical examination as directed by the management will lead the management to presume that you are medically unfit to continue in the employment and you will be liable to be terminated as aforesaid. Further the same will also be treated as a serious misconduct warranting disciplinary actions.

- Both Company and the trainee may, at any time, in their sole discretion, terminate the traineeship with one month notice.
- In case you decide to resign from the organization, you will be required to give one month notice of resignation to the company or pay to the company one month stipend plus GST in lieu of the notice.
- As a trainee (except in the normal course of the Company's business) he/she is not supposed to publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the service of the Company or to any matter with which the Company may be concerned, unless he/she has obtained prior written permission from the Company.
- Trainee is required to maintain utmost secrecy in respect of company documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark
- Any of the technical or other important information of company which might come into trainee's possession during the continuance of his / her traineeship with the company shall not be disclosed, divulged or made public by the trainee even thereafter
- Trainee will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits.
- Trainee will be eligible for one leave in a month.
- In any given point of time during the traineeship, if a trainee is found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, unauthorised absence from duty or any other conduct considered by the company detrimental to company's interest or of violation of one or more terms of this agreement, the traineeship will be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from the trainee.
- Unauthorized absence or absence without permission from duty for a continuous period of 8 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- Trainee will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealings with the company and if trainee is offered anything as aforesaid, he/she should immediately report the same to the Management.
- This agreement is being issued to trainee on the basis of the information and particulars furnished by the trainee in his / her application (including bio-data), at the time of trainee's interview and subsequent discussions. If it is revealed that the trainee has made a false statement or has not disclosed a material fact resulting in trainees being offered this traineeship, the Management of the company may take such action as it deems fit in its sole discretion, including termination of this agreement.
- Trainee will be responsible for safekeeping and return in good condition and order of all Company property, which may be in trainees use, custody or charge.



*G.P.S.M.*  
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**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679622**

- Trainee will also obey the policies, rules and regulations and standing orders of the Company and comply with the Company's business practices and procedures.
- Trainee assumes all of the risks of participating in the traineeship. In consideration of the opportunity afforded to the Trainee to participate in the traineeship program, Trainee hereby agrees that he/she, his/her assignees, heirs, guardians, and legal representatives, will not make a claim against Company or any of its affiliated organizations, their officers or directors collectively or individually, or any of its employees, for the injury or death to him/her or damage to his/her property, however caused, arising from his/her participation in the traineeship program. Without limiting the generality of the foregoing Trainee hereby waives and releases any rights, actions, or causes or action resulting from personal injury or death to him/her, or damage to his/her property, sustained in connection with his/her participation in the traineeship program.

The trainee understands that this traineeship is not employment and that he/she is not entitled to a promise of employment at the completion of the structured learning experience.

**Sexual Harassment Policy:** We wish to draw your attention to the fact that Aster DM Healthcare has a policy on Sexual Harassment that is being followed at all hospital units. Please ensure that you kindly go through it carefully to acquaint yourself with it.

This agreement is valid from 3<sup>rd</sup> October 2022 to 2nd January 2023.

This agreement is executed in duplicate and one copy will remain with the company and the other with the trainee.

IN WITNESS WHEREOF the parties have put their hands the day and year first hereinabove written.

Trainee

Company

Name:-

Authorized Signatory

Signature

Date: -

Ashwin Divakaran

Witness: -

Head- Human Resources

1.

Date: -03.10.2022

2.



*G. Ashwin*  
**PRINCIPAL**  
**PK DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYAMKULAM**  
**- OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**



KUWAIT RESOURCES HOLDING COMPANY  
KAWAYAT AL-MAWLAH

JOB OFFER LETTER

Date: 20-February-2022

Ref: KRH/HRD/JO/KOC/KC#1732/MH#306/PP#T8876777

Dear Ms. Abijitha Gopi

KRH is pleased to extend the following offer of employment to you under following terms and conditions:


Job Title	Registered Nurse-III (Disturbance Duty)
Monthly Basic Salary	KD 540 (Kuwaiti Dinar Five hundred and forty only) to be paid to Employee on Work Commencement Date.
Allowances	Monthly Food Allowance: KD 50 (Kuwaiti Dinar Fifty only).
Non Cash Payments	Shared accommodation Shared Transportation from and back to KRH's Client work site
Insurance	Health Insurance as per Kuwait Governmental Medicare plan
Over time pay	In accordance with Kuwaiti Labor Law
Annual Vacation	30 Days in accordance with Kuwait Labor Law taking into consideration Work Commencement Date. (Not accumulated and shall be taken on annual basis unless for work requirements)
Indemnities	As per Kuwaiti Labor Law.
Probation period	100 working days starting from Work Commencement Date
Air Ticket	Annual Round trip ticket to your country of origin
Work Commencement Date	Means actual commencement date of work at KRH Client's project

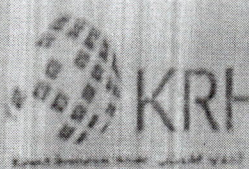
All other benefits will be subject to KRH's policy and Kuwait Labor Law. This offer will constitute an integral part of the employment agreement to be signed between the parties.

This offer shall govern the relationships of the parties and supersede any prior written or oral understandings, and constitute the only contractual arrangement between the parties till signing the final employment agreement.

This offer will remain valid only after being accepted by you and returned signed to us within 2 days on receipt.

Yours Sincerely,

  
Waleed Saad  
HR & Admin Manager




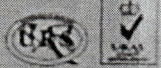
Name: Abijitha Gopi


Accepted:

Declined:

Date: 24/02/2022

Signature: 



  
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PANAYUR (P.O), VANIAMKULAM  
- OTTAPALAM, PALAKKAD DT  
KERALA - 679522



**P K DAS Institute of Medical Sciences**  
Vaniyankulam, Ottapalam - 679 522.



File No PKDIMS/AO/HR/3165/22

Date: 21/11/2022

**APPOINTMENT LETTER – TRAINEE**

1. Registration No. of the establishment as per : SH091060090094  
KSCE Act
2. Name & Address of the establishment with : **PK DAS institute of Medical Sciences,**  
Pincode, Telephone/Mob. No and E-mail ID : **Vaniyankulam, PIN - 679 522,**  
**Palakkad (Dist)**  
Mail : **Info@pkdashospital.com**
3. Name of employer : **Adv. Dr. P. Krishnadas**
4. Name and address of the Trainee : **Ms.Aleena Thomas**  
**Kanjirathum Kunnel (H)**  
**Edathanattukara**  
**Palakkad-678601**

**Ms.Aleena Thomas** aged 22 years, D/o **K K Thomas**, residing at **Palakkad** is allowed to be engaged a **Staff Nurse Trainee** in this establishment with effect from **21/11/2022** for a period of 12 months. She is engaged with a monthly stipend of **Rs-20000/-** During the Training period you will be under Superintendent/Supervisor/In-Charge. You will be given Theoretical as well as Practical Training during the period of training.

After completion of your training period you will be relived without further notice and will not be eligible for any notice pay nor compensation. During the period of training if the management found/ assess that you are not able to pick up the training /fit for the establishment, you will be send out from the establishment without any notice and compensation.

Your appointment as **Staff Nurse Trainee** cannot be and will not be considered as a right for employment with the establishment during or after the tenure of this training. During the training period, the service rules of this establishment will also be applicable to you.

If the terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

Authorized Signatory  
**P K DAS Medical College**  
INSTITUTE OF  
MEDICAL SCIENCES

Accepted terms and conditions of the Trainee

**DECLARATION**

I have read the Appointment Letter as Trainee in full and accept the offer on the terms and conditions mentioned in this Appointment Letter. And also received the standing order / service rule.



*G. S. S.*  
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**P K DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYANKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

*Aleena Thomas*  
*21/11/22*  
Signature with Name & Date



**Ms POOJA K R**

**Passport No.:** T0900138

**Recruiting :** A J Placement Consultants (Code:14)



1 2 2 0 5 3 7 6 7 4 9

## JOB OFFER LETTER

This is to inform you that you have been finally selected to work in Ministry of Health, Saudi Arabia on the following terms and conditions:

Selected As :	Staff Nurse
Specialisation :	ICU Adult
Position Number :	355838/80
Place of Posting :	Jizan
Monthly Salary (Basic) :	4110 SAR
Experience Allowance :	295 SAR Per Year
Housing :	Provided
Vacations :	30 Days
Contract period :	One Year Renewable

You are required to give us your consent in case of acceptance of the "JOB OFFER" with above terms & conditions and provide your education & work experience certificates after having authenticated by all concerned authorities to the Saudi Health Employment office, New Delhi through the recruiting agency named above. Further, you are required to complete all travel formalities within 35 days including attestation of documents from authorities in India and abroad. Above salary with perks is applicable provided all testimonials and experience certificates are attested with no gap.



**Dr. Fahd Salem A. Alblowi**

Saudi Health Employment Attaché, India

05 JUL 2022

I hereby accept the Job Offer of the Ministry of Health and undertake to complete all travel formalities within 35 days including authentication of my education and work experience certificates from all concerned authorities in India and abroad. I understand that in case I fail to travel within time limit of 35 days, my candidature and job might be cancelled by the Ministry of Health, Saudi Arabia. There will be no liability whatsoever upon the Ministry of Health Saudi Arabia and Saudi Health Employment office in India.

I hereby put my signature.

**Date:**

**Candidate's Signature**

www.moh.gov.sa | 937 | SaudiMOH | MOHPortal | SaudiMOH | Saudi\_Moh



**P K DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYAMKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679622**

12 April 2023

Niya Abraham  
**EMAIL:** niyahut@gmail.com

Kia ora Niya

**Amended**

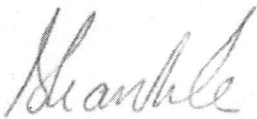
Congratulations, we're delighted to offer you the permanent role of Registered Nurse within our Acute & Paediatric Team at Te Whatu Ora, Te Tai o Poutini West Coast.

When you accept this offer, you'll be joining hundreds of people across the West Coast health system who come to work every day to make a difference in our community. It's really important work and people go to great lengths to deliver the very best care and service that they can. We're keen to support you to be your best and do your best work while we deliver the excellent service and care our communities deserve.

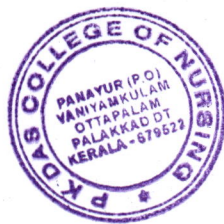
As for the finer points, please read the information overleaf and make sure you understand, and are happy with everything. You're welcome to seek independent advice, and I'm available to talk you through any parts of the letter.

Niya, I'd just like to say again how happy we are you're joining our team.


Ngā mihi



Sharon Gamble  
Clinical Nurse Manager – Acute & Paediatrics



TeWhatuOra.govt.nz  
Te Whatu Ora | Te Tai o Poutini West Coast  
PO Box 387, Greymouth 7805

  
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OTTAPALAM, PALAKKAD DT  
KERALA - 679522  
Te Kāwanatanga o Aotearoa  
New Zealand Government



P K DAS Institute of Medical Sciences  
Vaniyamkulam, Ottapalam - 679 522.



File No PKDIMS/AO/HR/3174/22

Date: 28/11/2022

**APPOINTMENT LETTER -TRAINEE**

1. Registration No. of the establishment as per : SH091060090094  
KSCE Act
2. Name & Address of the establishment with : **PK DAS institute of Medical Sciences,**  
Pincode, Telephone/Mob. No and E-mail ID **Vaniyamkulam, PIN - 679 522,**  
**Palakkad (Dist)**  
Mail : Info@pkdashospital.com
3. Name of employer : **Adv. Dr. P. Krishnadas**
4. Name and address of the Trainee : **Ms. Shobitha Jose**  
Nellikattil (H)  
Chittarikkal  
Kasaragod-671326

**Ms. Shobitha** aged 23 years, D/o **Jose C L**, residing at Shornur is allowed to be engaged as **Staff Nurse Trainee** in this establishment with effect from **28/11/2022** for a period of 12 months. She is engaged with a monthly stipend of **Rs-20000/-** During the Training period you will be under Superintendent/Supervisor/In-Charge. You will be given Theoretical as well as Practical Training during the period of training.

After completion of your training period you will be relived without further notice and will not eligible for any notice pay nor compensation. During the period of training if the management found/ assess that you are not able to pick up the training /fit for the establishment, you will be send out from the establishment without any notice and compensation.

Your appointment as **Staff Nurse Trainee** cannot be and will not be considered as a right for employment with the establishment during or after the tenure of this training. During the training period, the service rules of this establishment will also be applicable to you.

If the terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

Authorized Signatory  
P K DAS Medical College

Accepted terms and conditions of the Trainee

**DECLARATION**

I have read the Appointment Letter as Trainee in full and accept the offer on the terms and conditions mentioned in this Appointment Letter. And also received the standing order / service rule.

*Originals received on 28/11/2022*



**PRINCIPAL**  
**PK DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYAMKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

*Shobitha Jose*  
*103174*  
*28/11/2022*

Signature with Name & Date

Traineeship Agreement- Draft Inbox



Thanvi K Yunus

to me

14/10/2022 [View details](#)



Dear Ms. Anjana,

Greetings from HR Department- Aster Medcity!!!

Congratulations!!!

We are pleased to offer you the position of **Trainee-Nurse** in the Department of Nursing Services.

Herewith attaching the copy of your agreement draft.  
Please report to HR Department on **15<sup>th</sup> October 2022 (Saturday) at 09:00am.**



*G. S. M.*  
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P K DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522



Private and Confidential

Chelsy Saju



West Hertfordshire  
Teaching Hospitals  
NHS Trust

Watford Hospital  
Human Resources Department  
Vicarage Road  
Watford  
Hertfordshire  
WD18 0HB  
Tel: 01923 217532

Email: [westherts.recruitment@nhs.net](mailto:westherts.recruitment@nhs.net)

21<sup>st</sup> March, 2023

Re: Conditional Offer for the Post of Band 5 Staff Nurse at West Hertfordshire Hospitals NHS Trust

Further to your recent interview, I am delighted to confirm the Trust's conditional offer of employment detailed below.

Employment Details:

Band	Band 5*
Salary:	£28408 pa inclusive HCA
Step:	242
Contract:	Substantive
Hours:	Full time 37.5 hours per week
Shifts/Internal Rotation:	As per departmental rota
Probationary Period	Substantive Staff – 6 months

\*If you do not already have UK Nursing & Midwifery Council (NMC) Registration, your starting salary will be at the top of Band 3, currently £24,336 pa inclusive HCA. On gaining NMC registration, your salary will increase to the appropriate point in the Band 5 scale, taking account of your experience.

This offer is made subject to the following pre-employment conditions.

1. Verification of your proof of identity
2. Verification of right to work and remain in the UK
3. Verification of qualifications and/or professional registration (as appropriate)
4. Receipt of references satisfactory to the Trust
5. DBS disclosure / local Police check
6. Occupational Health (OH) clearance
7. If you have not already passed IELTS at Band 7 or OET, you are expected to sit the test within 3 months of the date of this offer

Important Information



*G.P. Suresh*  
PRINCIPAL  
P K DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

Your contract is substantive and you will be allocated a ward on confirmation of your start date. You will remain on your ward throughout your OSCE training and for a further 6 months from the date you receive your NMC Pin. After this time you can remain on your allocated ward or apply for alternative Band 5 Nurse role's within West Hertfordshire Hospitals NHS Trust.

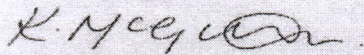
#### General Information

- The Trust reserves the right to withdraw this offer in the event that the pre-employment checks are deemed to be unsatisfactory, or are not completed in a timely manner.
- Should you wish to accept this offer of employment, please reply to the email that this letter was attached to, as soon as possible.
- All other terms and conditions will be detailed in your final contract of employment issued once all clearances have been received.


Your start date will be confirmed once you have met the conditions of this offer. We require your co-operation and support in ensuring that your clearances are received as soon as possible.

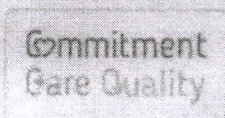
If you have any queries or require additional information please do not hesitate to contact me on the number or email stated at the end of this letter.

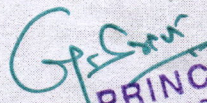
Yours sincerely,  
For and on behalf of West Hertfordshire Hospitals NHS Trust



Katie McGowan  
Recruitment Manager  
Human Resources

Name : Chelsy Saju  
Date : 22/03/2023  
Signature: 



  
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OTTAPALAM, PALAKKAD DT  
KERALA - 679322

# Chelsy



West Hertfordshire  
Teaching Hospitals  
NHS Trust



*G. Saju*

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PANAYUR (P.O.), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522



**Chelsy Saju**

Transitional Nurse

Cleves



**The Newcastle upon Tyne Hospitals**  
NHS Foundation Trust

13-03-2023

Private & Confidential

GLORIYA SUNNY  
Address

Human Resources  
Regent Point (Level 1)  
Regent Farm Road  
Gosforth  
Newcastle upon Tyne  
NE3 3HD

Tel: +44 191 233 6161

Dear Gloriya,

Post: Pre-Registration Staff Nurse  
Band: Band 5  
Hours per week: 37 1/2  
Starting Salary: Pre-registration: £24,700 per annum (Annex 21 75% of Band 5)  
Post-registration: £27,055 per annum.  
Contractual status: Permanent

I am writing to confirm a conditional offer of employment of the above position, flexible to the needs of the service and subject to:

- sight of satisfactory right to work in the UK documentation
- verification of identity
- sight of original certificates for qualifications
- satisfactory medical clearance
- satisfactory Disclosure from the Disclosure and Barring Service (DBS) and Overseas Police Clearance (often referred to as letter of 'good conduct')
- satisfactory references which cover a 3 year employment history
- Completion of the NMC Computer Based Test (CBT)
- Permission to book OSCE
- IELTS or OET
- proof of registration with the UK NMC as a registered nurse - once OSCE passed in UK

If the pre-employment checks are not satisfied and a start date has not been agreed by 31 October 2022 this conditional offer could result in the Trust withdrawing your conditional offer of employment.

Consented [CR/NUTH/NP1]: I consent that the terms and conditions stated in the offer letter by 31/10/2022.

The pre-employment checks will be administered by NHS Professionals on behalf of the Trust and then verified by the Human Resources Department at the Trust.

Pay progression is subject to satisfactory appraisal/development review against your objectives and the Trust's Professional and Leadership Behaviours (PLBs).

As a Pre-Registration Staff Nurse this means you will be working towards the Band 5 Staff Nurse Job Description. However you must at all times be under the supervision of an NMC Registrant until you receive your NMC Registration.

Offer Letter - IR, Passed August 2022



*G. S. S. S.*  
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PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522





**P K DAS Institute of Medical Sciences**  
Vaniyankulam, Ottapalam - 679 522.



File No PKDIMS/AO/HR/3234/22

Date: 12/12/2022

**APPOINTMENT LETTER - TRAINEE**

1. Registration No. of the establishment as per : SH091060090094  
KSCE Act
2. Name & Address of the establishment with : PK DAS institute of Medical Sciences,  
Pincode, Telephone/Mob. No and E-mail ID : Vaniyankulam, PIN - 679 522,  
Palakkad (Dist)  
Mail : [Info@pkdashospital.com](mailto:Info@pkdashospital.com)
3. Name of employer : Adv. Dr. P. Krishnadas
4. Name and address of the Trainee : Ms.Nimisha Biju  
Thekkedathu (H)  
Mulliringadu (po)  
Thodupuzha ,Idukki-685607

**Ms.Nimisha Biju** aged 22 years,D/O **Biju Raghavan** ,residing at **Thodupuzha** is allowed to be engaged a **Staff Nurse Trainee** in this establishment with effect from **12/12/2022** for a period of 12 months. She is engaged with a monthly stipend of **Rs-20000/-** During the Training period you will be under Superintendent/Supervisor/In-Charge. You will be given Theoretical as well as Practical Training during the period of training.

After completion of your training period you will be relived without further notice and will not eligible for any notice pay nor compensation. During the period of training if the management found/ assess that you are not able to pick up the training /fit for the establishment, you will be send out from the establishment without any notice and compensation.

Your appointment as **Staff Nurse Trainee** cannot be and will not be considered as a right for employment with the establishment during or after the tenure of this training. During the training period, the service rules of this establishment will also be applicable to you.

If the terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

Authorized Signatory  
P K DAS Medical College

Accepted terms and conditions of the Trainee

**DECLARATION**

I have read the Appointment Letter as Trainee in full and accept the offer on the terms and conditions mentioned in this Appointment Letter. And also received the standing order / service rule.



**PRINCIPAL**  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYANKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

*Nimisha Biju*

Signature with Name & Da



**P K DAS Institute of Medical Sciences**  
Vaniamkulam, Ottapalam - 679 522.



File No PKDIMS/AO/HR/3538/23

Date: 24/05/2023

**APPOINTMENT LETTER – TRAINEE**

1. Registration No. of the establishment : SH091060090094  
as per KSCE Act
2. Name & Address of the establishment : PK DAS institute of Medical Sciences,  
with Pin code, Telephone/Mob. No and Vaniyamkulam, PIN - 679 522, Palakkad (Distt)  
E-mail ID : Mail : [Info@pkdashospital.com](mailto:Info@pkdashospital.com)
3. Name of employer : Adv. Dr. P. Krishnadas
4. Name and address of the Trainee : Ms. Niradevi P B  
Beena Bhavan House  
Ezhukone Po  
Kollam 691505

Ms Niradevi aged 23 years, D/o Prathapan R, residing at Ezhukone is allowed to be engaged as **Staff Nurse Trainee** in this establishment with effect from 24.05.2023 for a period of 12 months. She is engaged with a monthly stipend of **Rs- 12000/-**. During the Training period you will be under Superintendent/Supervisor/In-Charge. You will be given Theoretical as well as Practical Training during the period of training.

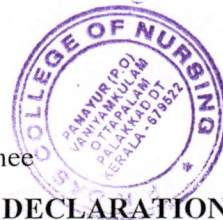
After completion of your training period you will be relived without further notice and will not eligible for any notice pay nor compensation. During the period of training if the management found/ assess that you are not able to pick up the training /fit for the establishment, you will be send out from the establishment without any notice and compensation.

Your appointment as **Staff Nurse Trainee** cannot be and will not be considered as a right for employment with the establishment during or after the tenure of this training. During the training period, the service rules of this establishment will also be applicable to you.

If the terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

Authorized Signatory  
P K DAS Medical College

Accepted terms and conditions of the Trainee



*G. S. S. M.*  
PRINCIPAL  
P K DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

**DECLARATION**

I have read the Appointment Letter as Trainee in full and accept the offer on the terms and conditions mentioned in this Appointment Letter. And also received the standing order / service rule.

Signature with Name & Date

*Niradevi* 24/05/23.



**Barking, Havering and Redbridge  
University Hospitals**  
NHS Trust

Private and Confidential

Recruitment Department  
Queen's Hospital  
Rom Valley Way, Romford, RM7 0AG

Phone: 01708 435 000  
www.bhrhospitals.nhs.uk  
@BHRUT\_NHS

Date: 6<sup>th</sup> March 2023

**Akhila Annengottil**

Post title: **Band 5 Staff Nurse**

Further to your recent interview I am pleased to confirm your appointment to the above post, subject to receipt of satisfactory pre-employment checks in line with Barking, Havering and Redbridge University Hospitals NHS Trust's recruitment policy and NHS Employers guidelines.

You will commence your employment on a pre-registration rate, as a **Band 4 Nurse awaiting PIN**, whilst you work towards obtaining your NMC registration.

Your starting salary will be **£23,949** per annum plus HCAS.

Following completion of your NMC registration and admission to the register, your job title will change to **Band 5 Staff Nurse** and your salary will rise to **£27,055** per annum plus HCAS. This is in line with the NHS Agenda for Change (AfC) pay scales as per below:

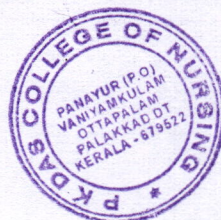
**Band 4**

£23,949 Per Annum

**Band 5**

£27,055 to £32,934 Per annum

High-Cost Area Supplement: £4,108 Per Annum



*G. S. Das*  
**PRINCIPAL**  
**PK DAS COLLEGE OF NURSING**  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

To support and enable your relocation to the United Kingdom, the Trust has put together the below package:

- 5-year Certificate of Sponsorship
- Skilled-Worker Visa\*
- Deployment costs to the UK (including flights and airport transfer)\*
- 2 months accommodation in our residential apartments\*
- £200 contribution to your English Language Test (ELT)\*
- NMC Computer Based Test (CBT)\*
- £650 Support and Maintenance package\*
- OSCE exam and subsequent retakes (paid back over 12 months from NMC registration)

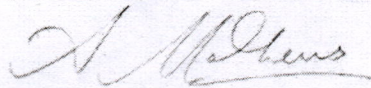
The highlighted(\*) items above will only be reclaimed by BHRUT if you leave within the first three years, subject to a sliding scale which will be outlined in your contract, plus any outstanding repayments of OSCE exam fees.

We are unable to confirm your start date at the Trust until; you are compliant with all the mandatory pre-employment checks, have successfully passed your ELT and CBT exam and your visa has been granted. Your contract of employment will be issued to you upon arrival in the UK at BHRUT.

If your employment at BHRUT commences during the months of October - January, you will be required to undertake a flu vaccination that will be provided by the Trust during the period of induction, unless otherwise contraindicated. As part of your on-going employment with BHRUT, you will be required to undertake a flu vaccination on an annual basis.

Please confirm your acceptance of this post by completing the attached acceptance form.

Yours sincerely,



Miss Ashlyn Mathews

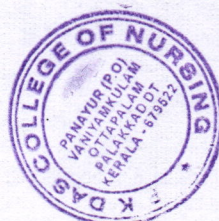
Recruitment Project Lead

For and on behalf of Barking Havering and Redbridge University Hospitals NHS Trust



ARKHILA ANNENGIOTTIL

06/03/2023



*Gas*  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYANKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 69522



**P K DAS Institute of Medical Sciences**  
Vaniamkulam, Ottapalam - 679 522.



Reference No: PKD/HR/AO/3454/23

Date: 01/04/2023

**Ms. Swathy A**  
**Kavalingal House**  
**Kalladipatta PO**  
**Ongallur I**  
**Palakkad - 679313**

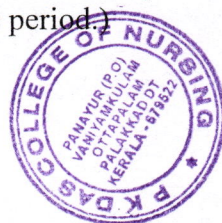
Sub: PK Das Institute of Medical Sciences - Contract Appointment- **Ms. Swathy A** - Regarding

On the basis of your application for your employment and interview with us on **24/03/2023**, we are pleased to appoint you as **Staff Nurse in Nursing Department** on Contract basis on the following Terms and Conditions:-

1. The Contract period of appointment starting from **01/04/2023** and will automatically come to end on **29/02/2024** (Eleven Months).
2. Be it clearly understood and agreed that your appointment is for a specific period as stated above and no notice or pay in lieu thereof or retrenchment compensation will be payable to you by the Management at the end of tenure with the establishment.
3. Since your appointment is being made for specific period as above, you will neither have any right nor a lien on the job held by you in the establishment.
4. As a contract-term appointment, you are also not eligible to claim regular employment in the company even if there is such a vacancy for the post held by you or otherwise.
5. You will be initially posted at **Nursing Department**. However, based on hospital exigencies you may be shifted to any department in the hospital and in emergencies relocated the Hospital anywhere in India also.
6. Your monthly pay on contract period will be as follows:-

S No	Details	Amount
(a)	Basic	Rs. 10,500/-
(b)	VDA	Rs. 4,930/-
(c)	HRA/Allowance	Rs. 10,142/-
	<b>Gross Salary</b>	Rs. 25,572/-

(You will be eligible for EPF and ESI as per rules. You will not be eligible for any other benefit as per Labour Laws during the period.)



**Principal**  
**P K DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYAMKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

20. At the end of your tenure of the period as specified above or on termination of employment with the company for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.

21. Your Employment will be subject to the following conditions

- (a) You will submit yourself to medical examination as per the directions of the Management.
- (b) You must furnish copies of certificates of your qualification and work experience.
- (c) You must furnish the birth/school leaving certificate for proof of your age.

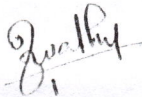
You acknowledge and accept that the contract term employment appointment does not entitle to any right of employment with the establishment after the period.

If the above terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

For PK Das Medical College

Name & Signature with date  
Managing Director/Authorized Signatory

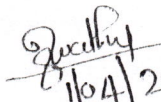
Accepted:



### Declaration

I have read the contract term employment letter in full and accept the terms and conditions mentioned in this contract appointment letter.

Name & Signature with date

Swaathy A  11/04/2023



  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679022



# P K DAS Institute of Medical Sciences

Vaniamkulam, Ottapalam - 679 522.



Reference No: PKD/HR/AO/3535/23

Date: 22/05/2023

**Ms. Shabana M S,**  
**Mullakaparambil (H),**  
**Cheruthuruthy Po,**  
**679531**

Sub: PK Das Institute of Medical Sciences - Contract Appointment- **Ms. Shabana M S** - Regarding

On the basis of your application for your employment and interview with us on **20/04/2023**, we are pleased to appoint you as **Staff Nurse in Nursing Department** on Contract basis on the following Terms and Conditions:-

1. The Contract period of appointment starting from **22/05/2023** and will automatically come to end on **21/04/2024** (Eleven Months).
2. Be it clearly understood and agreed that your appointment is for a specific period as stated above and no notice or pay in lieu thereof or retrenchment compensation will be payable to you by the Management at the end of tenure with the establishment.
3. Since your appointment is being made for specific period as above, you will neither have any right nor a lien on the job held by you in the establishment.
4. As a contract-term appointment, you are also not eligible to claim regular employment in the company even if there is such a vacancy for the post held by you or otherwise.
5. You will be initially posted in **Nursing Department**. However, based on hospital exigencies you may be shifted to any department in the hospital and in emergencies relocated the Hospital anywhere in India also.
6. Your monthly pay on contract period will be as follows:-

S No	Details	Amount
(a)	Basic	Rs. 9155/-
(b)	VDA	Rs. 4,930/-
(c)	HRA/Allowance	Rs. 11487/-
	<b>Gross Salary</b>	<b>Rs. 25572/-</b>

(You will be eligible for EPF and ESI as per rules. You will not be eligible for any other benefit as per Labour Laws during the period.)

7. Your employment will automatically come to an end on expiry of the contract period mentioned above, and no notice or notice amount or retrenchment compensation will be payable to you by the management since your contract is being made for the specific period.



*G.P.S.*  
**PRINCIPAL**  
**PK DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYAMKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

20. At the end of your tenure of the period as specified above or on termination of employment with the company for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.

21. Your Employment will be subject to the following conditions

- (a) You will submit yourself to medical examination as per the directions of the Management.
- (b) You must furnish copies of certificates of your qualification and work experience.
- (c) You must furnish the birth/school leaving certificate for proof of your age.

You acknowledge and accept that the contract term employment appointment does not entitle to any right of employment with the establishment after the period.

If the above terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

For PK Das Medical College

~~HUMAN RESOURCE DEPARTMENT~~  
~~PK DAS INSTITUTE OF~~  
Name & Signature with date  
Managing Director/Authorized Signatory

Accepted:

**Declaration**

I have read the contract term employment letter in full and accept the terms and conditions mentioned in this contract appointment letter.

Shabana H  
Shabana  
22/5/23  
Name & Signature with date



*G. S. S.*  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522



**P K DAS Institute of Medical Sciences**  
Vaniamkulam, Ottapalam - 679 522.



Reference No: PKD/HR/AO/3534/23

Date: 22/05/2023

**Ms.Ummusalma M S,**  
**Mullakaparambil (H),**  
**Cheruthuruthy Po,**  
**Thrissur,**  
**679531**

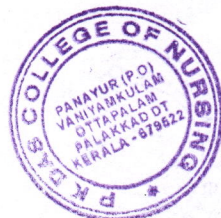
Sub: PK Das Institute of Medical Sciences - Contract Appointment- **Ms.Ummusalma**- Regarding

On the basis of your application for your employment and interview with us on **20/04/2023**, we are pleased to appoint you as **Staff Nurse in Nursing Department** on Contract basis on the following Terms and Conditions :-

1. The Contract period of appointment starting from **22/05/2023** and will automatically come to end on **21/04/2024** (Eleven Months).
2. Be it clearly understood and agreed that your appointment is for a specific period as stated above and no notice or pay in lieu thereof or retrenchment compensation will be payable to you by the Management at the end of tenure with the establishment.
3. Since your appointment is being made for specific period as above, you will neither have any right nor a lien on the job held by you in the establishment.
4. As a contract-term appointment, you are also not eligible to claim regular employment in the company even if there is such a vacancy for the post held by you or otherwise.
5. You will be initially posted in **Nursing Department**. However, based on hospital exigencies you may be shifted to any department in the hospital and in emergencies relocated the Hospital anywhere in India also.
6. Your monthly pay on contract period will be as follows:-

S No	Details	Amount
(a)	Basic	Rs. 9155/-
(b)	VDA	Rs. 4,930/-
(c)	HRA/Allowance	Rs. 11487/-
	<b>Gross Salary</b>	<b>Rs. 25572/-</b>

(You will be eligible for EPF and ESI as per rules. You will not be eligible for any other benefit as per Labour Laws during the period.)



*G. B. S.*  
**PRINCIPAL**  
**P K DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIAMKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

20. At the end of your tenure of the period as specified above or on termination of employment with the company for any reason, you must return all items and documents, if any, failing which you will be held guilty and suitable legal action can be taken against you.

21. Your Employment will be subject to the following conditions

- (a) You will submit yourself to medical examination as per the directions of the Management.
- (b) You must furnish copies of certificates of your qualification and work experience.
- (c) You must furnish the birth/school leaving certificate for proof of your age.

You acknowledge and accept that the contract term employment appointment does not entitle to any right of employment with the establishment after the period.

If the above terms and conditions are acceptable to you, please sign the duplicate copy in token of your acceptance and return the same to us for our record.

For PK Das Medical College

Name & Signature with date  
Managing Director/Authorized Signatory

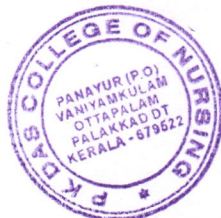
Accepted:

### Declaration

I have read the contract term employment letter in full and accept the terms and conditions mentioned in this contract appointment letter.

Name & Signature with date

*Sulma*  
22/5/23



*G. S. S. V.*  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522



AL SHIFA GROUP OF INSTITUTIONS  
Run by Shifa Medicare Trust

# AL SHIFA COLLEGE OF NURSING

Recognized by INC, KNMC & Affiliated to Kerala University of Health Sciences  
Lemon Valley, Angadippuram Post, Perintalmanna, Malappuram Dist., Kerala - 679 321  
Tel.: +91 4933-224298, 224299, Fax: +91 4933-229820. Mob.: 9447580901  
E-mail: alshifansg@gmail.com, office@alshifacollegeofnursing.com web: www.alshifacollegeofnursing.com

SMT/ACN/APP/7/2023

Date:06/03/2023

To

Ms. Aiswarya A  
Chatharath House  
Kulavanmokku,  
Coyalmanam,  
Palakkad - 678702

**Sub: Appointment Letter**

Dear Ms. Aiswarya,

With reference to your application and subsequent interview and discussion you had with us, we are pleased to appoint you as **Tutor** in our **AL SHIFA COLLEGE OF NURSING** (run by Shifa Medicare Trust), as per the following terms and conditions. If these are acceptable to you in its entirety, you are required to sign and return it as token of your acceptance.

1. This appointment will be with effect from **06/03/2023**.
2. You will be paid gross emoluments of **Rs. 23,000/-**.
3. Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.
4. Your employment with us will be governed by the Terms & Conditions as detailed below
  - **Medical Fitness:** Your appointment and continuation in service is always subject to your remaining physically and mentally fit and alert.
  - **Reporting:** You will be reporting to the Principal.
  - **Address for Communication:** You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.
  - **Working Standards:** You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time. You will perform all duties of **Tutor** of **AL SHIFA COLLEGE OF NURSING** as laid down and also other specific tasks pertaining to the College as directed by the Principal and Management. You will report to the Principal of the College or such other Executive for all matters, as advised from time to time.
  - **Notice Period:** As the academic performance of the students is most important factor, you are required to sign an Undertaking that you will not leave the institution before completing one year or in the middle of forthcoming academic year. You will give due notice of two months for resignation and leave only after getting duly relieved.

Self attested Aiswarya A  
*(Signature)*

Contd. #2#.....

AL SHIFA COLLEGE OF  
PHARMACY

AL SHIFA COLLEGE OF  
PARAMEDICAL SCIENCES

AL SHIFA COLLEGE OF  
ARTS & SCIENCE

Registered Office:

Shifa Medicare Trust, KIMS Al Shifa Super Speciality Hospital Complex, P.B. No. 26, Ootly Road, Perintalmanna  
Malappuram Dt., Kerala - 679 322, Ph: +919446052598, 04933-229820 Email: manager\_sims@alshifahospital.com

# AL SHIFA GROUP OF INSTITUTIONS

Run by Shifa Medicare Trust

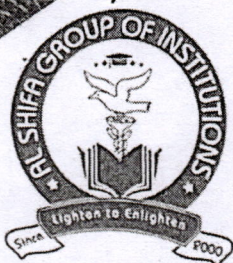
## AL SHIFA COLLEGE OF NURSING

Recognized by INC, KNMC & Affiliated to Kerala University of Health Sciences

Lemon Valley, Angadippuram Post, Perintalmanna, Malappuram Dist., Kerala - 679 321

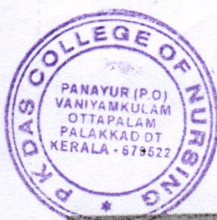
Tel.: +91 4933-224298, 224299, Fax: +91 4933-229820. Mob.: 9447580901

E-mail: alshifansg@gmail.com, office@alshifacollegeofnursing.com web: www.alshifacollegeofnursing.com



#2#

- **Notice Period:** As the academic performance of the students is most important factor, you are required to sign an Undertaking that you will not leave the institution before completing one year or in the middle of forthcoming academic year. You will give due notice of two months for resignation and leave only after getting duly relieved.
- **Probation:** You will be on probation for a period of 1 (one) year from the date of joining and your confirmation in service will be strictly based on your effective performance during the probationary period and cannot be construed as automatically renewed on expiry of one year. During the probation period, your services can be terminated without any notice and assigning any reason thereof. The Management reserves the right to confirm your employment after probation period or to extend the period of probation.
- **Working Hours:** The regular working hours of the Institution are from 09.00 am to 04.00pm including 60 minutes for lunch break and 15 minutes for tea break.
- **Leaves and Holidays:** You will eligible for leaves as laid down in the policy for the College. You have to take prior permission from the PRINCIPAL before availing any leave.
- **Working conditions:** Working conditions and regulations as an employee of the college are governed by the service rules, regulations and Standing instructions which are prevailing and brought into force from time to time.
- **Other Activities:** You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the Institution's expense. Kindly note that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment.
- **Grants:** If during the period of your employment with us you achieve any research findings, External Grants, improved teaching techniques, or any other, the Institution shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the Institution including but not limited to the creative concept that you may develop during your association with the Institution.
- **Secrecy As To The Affairs Of The Institution:** You will not, during the course of your employment with the institution or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the institution, of any information or knowledge obtained by you during your employment as to the business or affairs of the Institution including development, process reports and reporting system and you will during the course of your employment here under also use your best endeavor to prevent any other person from doing so.
- **Use of Institution resources :** Use of Institution resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the Institution for any personal use.
- **Lien on the appointment:** Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.



*Signature*  
PRINCIPAL  
AL SHIFA COLLEGE OF NURSING  
PANAYUR (P.O.), VANIYANKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679 322

*Signature*  
Aiswarya A

Contd. #3#.....

OUR INSTITUTIONS

AL SHIFA COLLEGE OF  
PHARMACY

AL SHIFA COLLEGE OF  
PARAMEDICAL SCIENCES

AL SHIFA COLLEGE OF  
ARTS & SCIENCE

Registered Office:

Shifa Medicare Trust, KIMS Al Shifa Super Speciality Hospital Complex, P.B. No. 26, Ootty Road, Perintalmanna  
Malappuram Dt., Kerala - 679 322, Ph: +919446052598, 04933-229820 Email: manager\_sims@alshifahospital.com



AL SHIFA GROUP OF INSTITUTIONS  
Run by Shifa Medicare Trust

# AL SHIFA COLLEGE OF NURSING

Recognized by INC, KNMC & Affiliated to Kerala University of Health Sciences  
Lemon Valley, Angadippuram Post, Perintalmanna, Malappuram Dist., Kerala - 679 321  
Tel.: +91 4933-224298, 224299, Fax: +91 4933-229820. Mob.: 9447580901  
E-mail: alshifansg@gmail.com, office@alshifacollegeofnursing.com web: www.alshifacollegeofnursing.com

#3#

- **Rules by the Governed:** You will be governed by the laid down code of conduct of the Institution and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the Institution reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest. You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the Institution.
- **Attendance:** Since the attendance system is linked with payroll, it is mandatory that all rank of staff should mark their attendance on arrival & departure, every day as per the rules of the Institution.
- **Credentials and Misrepresentation:** It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the Institution, the Institution shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.
- **Professional Growth and Increments:** Your professional growth and increments to you will be based on periodic performance appraisals conducted by the organization.
- The above terms and conditions are based on the Institution's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the Institution as shall be in force from time to time.

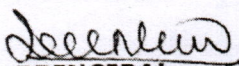
If the above conditions are acceptable, you are requested to sign and return the duplicate copy of this contract as a token of your acceptance and join us by **06/03/2023**.

We are happy to welcome you to our organization and to become the formidable part of it and hope your service in the Nursing College will bring this institution to new horizons of fame and pride. We pray, we will work together to achieve this ambitious goal.

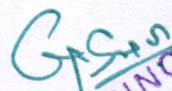
Thanking you,

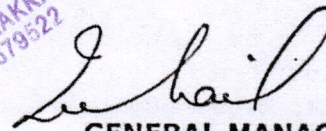
Yours faithfully,

For AL SHIFA COLLEGE OF NURSING

  
PRINCIPAL



  
PRINCIPAL  
PKDAS COLLEGE OF NURSING  
PANAYUR (P.O.) VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

  
GENERAL MANAGER

ACCEPTED

Name : *Aiswanya A*

Address : *Chathuath Fl*

*Kulavan mokku*

*Chudman nam*

*Palakkad.*

*Self attested*

*Aiswanya A*

*Just for*

OUR INSTITUTIONS

AL SHIFA COLLEGE OF  
PHARMACY

AL SHIFA COLLEGE OF  
PARAMEDICAL SCIENCES

AL SHIFA COLLEGE OF  
ARTS & SCIENCE

Registered Office:

Shifa Medicare Trust, KIMS Al Shifa Super Speciality Hospital Complex, P.B. No. 26, Ooty Road, Perintalmanna  
Malappuram Dt., Kerala - 679 322, Ph: +919446052598, 04933-229820 Email: manager\_sims@alshifahospital.com

Number:  
Date:  
Receipts:



Kingdom of Saudi Arabia Ministry  
of Health Contracting  
Department

## (Guidance letter to contractor)

Resolution No. 74063748

Job location	Job number	qualification	The name
Job Title	Type of the job	Specialization	Nationality
Qassim - Maternity and Children Hospital Buraydah A gynecologist is not a doctor	657235/80	BA nursing	Silpa Puthenveettil Krishnadas India

Respected His Excellency the Director of Human Resources Services Self-Employed  
Peace, mercy and blessings of God be upon you.

We inform you that the above-mentioned name has been nominated to fill the position adjacent to his affiliated name (yours) with a monthly salary of (4700) (four thousand seven hundred riyals) only to change

As follows :

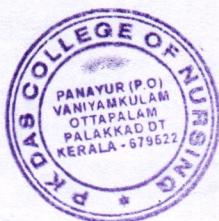
Scarcity allowance of 0 % of the total salary	basic salary	the value	Number the years	
4110	4110	4110		Entry salary
295	590	295	2	Developing countries experience
0	0	605	0	advanced countries experience
4700	4700	Basic salary instead of scarcity total salary		

Attached is the initial contract after signing it , With the benefits granted in accordance with the employment regulations for non-Saudis from  
the above-mentioned candidate at the place of contracting  
(India) at the company (Saudi Employment Office). We hope after seeing and signing the final contract with  
. After confirming the ratification of his scientific and practical certificates, and providing the Ministry of The aforementioned upon his arrival in  
the Kingdom, the contracting decision, as the salary is calculated on the basis of the information recorded in the contractor's interview form  
the attached.

Chairman of the Committee

Member of the management committee

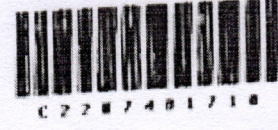
Candidate's signature



*SPSVM*  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522



وزارة الصحة  
Ministry of Health



### توجيه متعاقد

اسم المستشفى	رقم الوظيفة	مسمى الوظيفة	الاسم
مستشفى الولادة والاطفال سريفة - القصيم	61422 80	خصائية تمريض	Mrs. Silpa Parthenveetil Krishnada

المحترم

سعادة الرئيس التنفيذي للتجمع الصحي في منطقة القصيم  
السلام عليكم ورحمة الله وبركاته

سعدت ابلاغكم بانتم قد تم ابقاء احد اقسام التعداد مع المنطقة الموصح ببياناتها اعلاه، وتحدون اذناه  
بذات السفر الخاصة به

وقت الوصول	تاريخ الوصول	رقم الرحلة	رقم التذكرة
19:45	10/11/2022	SV 1250	065 6703897483

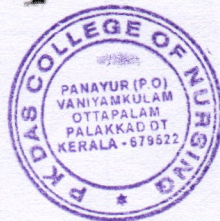
كما نأمل انكم تكمال اجراءات التعيين حسب المنع لديكم وسوف تصلكم كامل مسوغات التعاقد مع  
الموظفة مع الأخذ بعين الاعتبار الحشرات الرائدة المصدقة من قبل السفارة السعودية عند مياستها  
لعمل لديكم

ولكم اطيب تحياتي...

ملحق التوظيف الصحي  
بسفارة المملكة العربية السعودية بنيودلهي

د. فهد بن سالم الفريري

04 NOV 2022



PRINCIPAL  
P.K.D.A.S. COLLEGE OF NURSING  
PANAYUR (P.O.), VANIYANKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

7032-44-000166

**FULL-TIME EMPLOYMENT OFFER LETTER**

عرض عمل دوام كامل

Date: 3rd OCT 2022

From: Glamour Care Clinics – Dubai (HR Department)

To: Ms. ASWATHY M S

Dear: Ms. ASWATHY M S

On behalf of Glamour Care Clinics- Dubai, we are pleased to offer you formally an appointment under the following terms and conditions:

**1. POSITIONS / TITLE: NURSE**

**2. STARTING DATE AND DURATION OF PROBATION.**

Your employment with us will commence upon signing your offer letter followed by work permit and labor contract and shall continue for a period of (2) years, renewable following the successfully probationary period of 6 month. You may start as soon as possible.

**3. SALARY & BENEFIT**

- ✓ Total Gross Monthly Salary is 5,000/-AED (Five Thousand Dhs Only), Salary is inclusive of all allowances such as housing, transportation, food, etc.
- ✓ Please note Your Salary will be AED 6,000(Six Thousand Dhs Only) after completing the 6 Months' Probation period.

**4. WORKING HOURS**

- ✓ Your working hours will be 48hours per week – one day off.
- ✓ You are requested to work in your weekly off days and company agree to compensate an extra day/s instead.

**5. ANNUAL LEAVE**

As per UAE labor law 21 days per year will be your paid leave, calculated from your basic salary, you will additionally receive an air ticket allowance as per company policy to your home country every year in economy class.

التاريخ: 3 أكتوبر 2022  
من: عيادات جلامور كير كينيكس

إلى: السيدة // أسواثي إم إس

عزيزتي:

بالنيابة عن عيادات جلامور كير - دبي ، يسعدنا أن نقدم لك عرض عمل وفقاً للشروط والأحكام التالية:

1. المسمى الوظيفي: ممرض

2. تاريخ البدء وفترة التجربة:

تاريخ التعيين يبدأ رسمياً عند توقيعك على عرض العمل وبعد الحصول موافقه تصريح وعقد العمل الذي يستمر لمدة (٢) قابلة للتجديد. تعد اول ستة (٦) شهور من فترة تعيينك فترة تجريبية. يمكنك البدء بتاريخ في أقرب وقت ممكن.

3. الفوائد المالية:

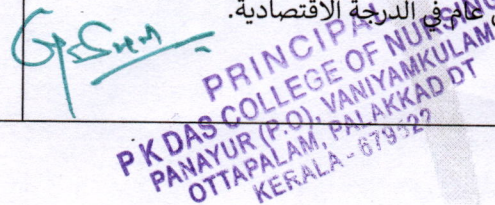
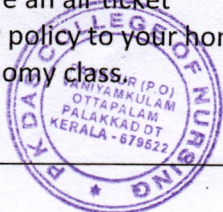
- ✓ إجمالي الراتب الشهري الإجمالي هو 5000 درهم (خمس ألف درهم فقط) ، الراتب شامل لجميع البدلات مثل السكن والنقل والطعام وما إلى ذلك.
- ✓ يرجى ملاحظة أن راتبك سيكون 6,000 درهم إماراتي (خمس ألف وخمسمائة درهم) بعد إكمال فترة الاختبار البالغة 6 أشهر بنجاح.

4. ساعات العمل

- 5. ستكون ساعات عملك 48 ساعة في الأسبوع - يوم عطلة واحد.
- 6. يُطلب منك العمل في أيام إجازتك الأسبوعية وتوافق الشركة على تعويض يوم / أيام إضافية بدلاً من ذلك.

5. الإجازة السنوية

وفقاً لقانون العمل الإماراتي ، ستكون 21 يومًا في السنة هي إجازتك مدفوعة الأجر ، محسوبة من راتبك الأساسي ، وستحصل أيضًا على بدل تذكرة طيران وفقاً لسياسة الشركة في بلدك كل عام في الدرجة الاقتصادية.



## 6. MEDICAL INSURANCE

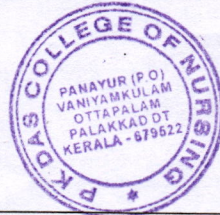
You will be covered under the company medical basic insurance coverage.

## 7. PUBLIC HOLIDAYS

- ✓ You will be entitled to all UAE public holidays concerning the private sector.
- ✓ In the instance that you are requested to work, a lieu day will be given which must be taken within a (6) months period.

## 8. TERMINATION & NOTICE PERIOD

- ✓ During the probation period, we may terminate your contract by giving you 14 days' notice, Following the period of probation, we shall have the right to terminate your contract by giving you a 1 month notice or salary.
- ✓ You will be required to give us 1months' notice period should you wish to terminate this agreement.
- ✓ The employer has the right to terminate the contract with immediate effect during and after the period of probation, in the event of misconduct, extended period of absence or unsatisfactory performance by the employee.
- ✓ You and your new employer is responsible to pay back all expenses and process fees that the company spend for this contract, as example (Travel Fees, MOHRE Fees, Immigration fees, Government Fees, DHA fees, Training fees, etc) if you decide to not continue working with Glamour Care Clinics.



## 6. التأمين الطبي :

ستتم تغطيتك بموجب التأمين الطبي الاساسي للشركة.

## 7. العطلات الرسمية:

7. يتم منحك كل العطلات التابعة للقطاع الخاص.
8. في حال تم استدعائك في يوم عطلة بسبب الحوجة, ستمنح يوم تعويضي صالح للاستخدام خلال ستة أشهر من اليوم المحدد.

## 8 . انتهاء العقد وفترة الانذار:

9. يحق لنا انهاء التعاقد خلال فتره التجربه مع اعطائك مهله 14 يوم وفيما بعد فترة الاختبار ، يحق لنا إنهاء عقدك بإعطائك إشعاراً أو راتباً مدته شهر واحد.
10. سيطلب منك منحنا فترة إشعار مدتها شهر واحد إذا كنت ترغب في انهاء هذه الاتفاقية.
11. لصاحب العمل الحق في إنهاء العقد بأثر فوري أثناء وبعد فترة الإختبار في حاله سوء السلوك او فتره الغياب الممتده او الأداء غير المرضي للموظف.
12. ستكون أنت أو الشركة التي ترغب بتعيينك بعد فسخ العقد ملزم بدفع جميع التكاليف و رسوم الاستقدام التي تنفقها الشركة من أجل تعيينك مثل (رسوم السفر، رسوم وزارة العمل، الجوازات والهجره ورسوم الدوائر الحكوميه، رسوم هيئة الصحة بدبي، رسوم التدريب وغيرها) إذا قررت عدم الاستمرار في العمل مع عيادات جلامور كير خلال أو بعد فتره التجربه.

*GpSur*  
PRINCIPAL  
P K DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679622

## 9. NON-DISCLOSURE & NON-COMPETITION

9.1- Upon signature of this offer you shall not divulge any business-related information of the center, its clients, projects, or activities received by you in the course of your employment and after your employment ceases for whatever reason without express authority in writing.

9.2- You agree by signing on this offer letter not to work in a similar business that can be considered a competition to GLAMOUR CARE CLINICS for a period of (2) TWO Years from contract termination date in the geographic area & territory of UAE according to the law No. 33 for the year 2021

## 10. APPLICABLE LAW AND STATUTORY BENEFITS

The laws and regulation of Dubai, UAE will prevail over this offer, Jurisdiction will rest with the authorities in Dubai, UAE as may be applicable. You will be entitled to all benefits that are statutory in nature as per the applicable laws.

## 11. COMPANY RULES & REGULATIONS

You agree to abide by center's rules, regulations and business practices as established from time to time by the management, including but not limited to, those concerning work hours, ethics, and dress code. During your employment with the center, you shall faithfully serve the center, devote your full time, skill, labor, and attention to your duties and to the interests of the center and shall use your best effort to promote, develop and extend the interests thereof. Your responsibilities will include but not limited to as described in your job description.

## 12. ACCEPTANCE

By signing herein below, you agree to join Glamour Care Clinics- Dubai, as per the terms and conditions set herein and joining the company and after signing of this offer letter. Your employment with us shall come into effect upon you completing your labor formalities at the ministry of labor and joining the center.

## 9. عدم المنافسه وعدم الفصح:

9.1- فور توقيع هذا العرض, يمنع تماما الافصاح عن اي معلومات عملية تخص الشركه وعملائها وزبائنه ومشاريعه لأي سبب كان بدون تفويض كتابي صريح.

9.2- يلتزم الموظف بعدم العمل في مجال من شأنه منافسه عيادات جلامور كير كلينكس في النطاق الجغرافي لدولة الامارات العربيه المتحده ولمده عامين من تاريخ انتهاء العلاقه التعاقدية بين الطرفين أو بأي سبب يخالف أحكام المرسوم بقانون رقم (33) لسنة 2021 في شأن تنظيم علاقات العمل وتعديلاته كامله

## 10. القانون المطبق ونظام المزايا

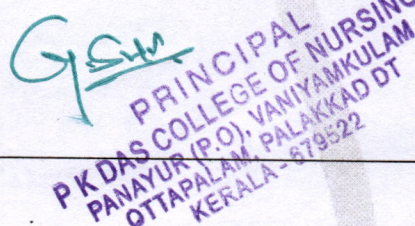
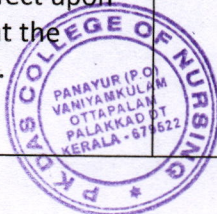
المرسوم بقانون رقم (33) لسنة 2021 في شأن تنظيم علاقات العمل وتعديلاته كامله يتم تطبيق قانون العمل الساري بإمارة دبي. يحق لك الحصول على جميع المزايا القانونية بطبيعتها وفقاً للقوانين المعمول بها.

## 11. قوانين وسياسات المركز:

يجب الإلتزام بقوانين وسياسات الشركة التي يمكن تجديدها من قبل الادارة ان لزم. هذه القوانين تتضمن ولا تحصر على ساعات العمل, أخلاقيات العمل, واللبس. خلال فترة تعيينك, يجب تأدية العمل بمصداقية, وتكريس الوقت والمهارة لصالح المركز مع الإلتزام الكامل بمسؤولياتك التي يتم توضيحها في وصف

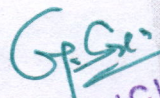
## 12. الفهم والموافقه.

يعتبر التوقيع أدناه موافقة على انضمامك لعيادات جلامور كير بدبي والإقرار بالشروط والأحكام المذكورة مسبقا. تبدأ فترة تعيينك بعد التوقيع على عرض العمل. يعد تعيينك رسميا بعد إتمام الإجراءات الرسمية في وزارة العمل.

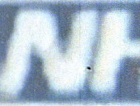


<p align="center"><b>Glamour Care Clinics – Dubai</b></p> <p><b>Mahran Ashour</b> General Manager</p>	<p align="center"><b>عيادات جلامور كير - دبي</b></p> <p align="right"><b>مهران عاشور</b> <b>مدير عام</b></p>
<p>Date:</p>	<p align="right">التاريخ</p>
<p><b>For</b></p>	<p align="right">عن</p>
<p><b>Name: Ms. ASWATHY M S</b></p>	<p align="right">السيدة // أسواني إم إس</p>
<p>Date:</p>	<p align="right">التاريخ:</p>



  
**PRINCIPAL**  
**P K DAS COLLEGE OF NURSING**  
**PANAYUR (P.O), VANIYANKULAM**  
**OTTAPALAM, PALAKKAD DT**  
**KERALA - 679522**

Nottingham University Hospitals



NHS Trust

8/01/8  
19



# hello my name is..

**Jeesma  
Joy**



*G. S. S.*  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

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**Registered Nurse**  
**Cardiac Intensive Care Unit**



Resource Team  
Nottingham University Hospitals NHS Trust  
City Hospital Campus  
Dept of Human Resources  
Trust HQ  
Ground Floor  
Hucknall Road  
Nottingham  
NG5 1PB

Tel: 0115 9691169 Ex 71450

Issued by Human Resources

Issue date: Tuesday, 14th March 2023

## MAIN STATEMENT OF TERMS AND CONDITIONS

**NAME:** Ms Jeema Joy

**APPOINTING MANAGER:** Mrs Suriakala Kunjan

**DIRECTORATE/DEPARTMENT:** International Nursing - Awaiting Department Allocation (L6)

This statement lays down the express terms of your offer of employment with Nottingham University Hospitals NHS Trust (hereafter known as the Trust) and is correct at the date of issue which is Tuesday, 14th March 2023. Acceptance of this statement will constitute a written Contract of Employment with the Trust.

### 1. POST AND GENERAL TERMS

Your appointment is to the post of NHSPI International Nurses COHORT 35, Permanent, Full time - 37.5 hours per week. The duties for this post are contained in your job description and in undertaking your duties you are required to comply with all Trust policies procedures and practices in place at the time. For managerial posts, you will be expected to adhere to the Code of Conduct for NHS Managers [http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/Browsable/DH\\_4097226](http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/Browsable/DH_4097226) The duties of your post may be subject to change from time to time to reflect the changing requirements of the Trust or the NHS. Any such changes will only be made after consultation and in accordance with agreed Trust procedures.

This contract is effective from 27-Mar-2023 and is a Permanent contract.



**PK DAS COLLEGE OF NURSING**  
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PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679522

6.5 Annual leave is accrued for complete months of service only.

Subject to confirmation of any previous NHS service your full year entitlement to annual leave will be 27 days (excluding bank holidays). Your current holiday entitlement for the remainder of the current leave year, including general public holidays, will be confirmed by your line manager.

6.6 All annual leave requests must be authorised by your line manager in advance.

6.7 On termination of your employment, you will be entitled to a payment in lieu of all holiday accrued but not taken from the start of the holiday year until the date your employment terminates.

6.8 When you leave your employment, if you have taken in excess of your holiday entitlement, or other flexi leave entitlement, the excess must be repaid to the Trust. Any sums so owing will be deducted from your final salary.

## 7. PROFESSIONAL COMPETENCE AND REGISTRATION

Certain professional staff are required to be registered with the NMC, HCPC or RPS etc., as appropriate, in order to practice legally, and failure to obtain or maintain registration may lead to disciplinary action, including dismissal. If such a situation arises, it may be possible for the employee to remain at work, but undertaking duties of an unqualified role appropriate to their levels of competence. In such cases the employee will be paid at the salary appropriate to the duties being undertaken, until the date that evidence of registration is provided. Where it is not possible to keep the employee at work in this way, their exclusion will be without pay until the date that evidence of registration is provided.

## 8. PENSION

8.1 Membership of the NHS Pension Scheme is available to all employees other than those who are re-employed pensioners (from the 1995 Section of the Scheme) or those who already have a whole time NHS employment. These employees will be auto-enrolled into the Trust's alternative Scheme which is NEST (National Employment Savings Trust). Your remuneration will be subject to deduction of pension contributions in accordance with the relevant Scheme

8.2 Employees not wishing to join the Scheme or who subsequently wish to terminate their membership must complete an opting out form - details of which will be supplied on request. This does not exclude your right to take out a personal pension, make additional voluntary contributions or opt for the state scheme at a later date.

## 9. GRIEVANCES

If you have any grievance relating to your employment, you should, in the first instance, raise the matter with your immediate Supervisor/Manager informally. If further action is needed details of this are as laid down in the Trust's Resolution of Employment Concerns Policy. The Grievance Policy and supporting documentation do not form part of this contract. A copy of the policy can be found on the NUH intranet website/NUH policies procedures and guidelines/policies and trust wide procedures/Human Resources.

## 10. CONDUCT MATTERS

10.1 The Trust expects its employees to observe a high standard of personal and professional conduct, to perform to their duties to the required standards and to obey all rules and instructions which may be issued from time to time. Failure to do so could lead to disciplinary action being taken against you, which could include your dismissal. Further details of this are as laid down in the Trust's



*G. S. S.*  
PRINCIPAL  
PK DAS COLLEGE OF NURSING  
PANAYUR (P.O), VANIYAMKULAM  
OTTAPALAM, PALAKKAD DT  
KERALA - 679622

Behaviour, Conduct and Disciplinary Policy. The Policy and supporting documentation do not form part of this contract. A copy of the policy can be found on the NUH intranet website/NUH policies procedures and guidelines/policies and trust wide procedures/Human Resources.

10.2 The Trust may exclude you from work in circumstances set out in and in accordance with the above Policy and associated procedures.

### 11. CRIMINAL OFFENCES

Employees arrested, cautioned, charged with or convicted of a criminal offence are required to report this to their manager at the earliest opportunity. In particular, employees should confidentially disclose any investigations or interventions that they are subject to outside of work which may call into question their suitability to work with children young people or vulnerable adults.

### 12. DISCLOSURE AND BARRING SERVICE

A condition of your employment was satisfactory clearance through the Disclosure and Barring Service or Disclosure Scotland depending on the level of patient contact in your role. The Trust retains the right to request that a further Disclosure is obtained at any time during your employment.

### 13. SICKNESS ABSENCE

13.1 Sickness absence is managed in accordance with the Trust's Wellbeing and Attendance Policy and it is your responsibility to ensure that you adhere to local reporting arrangements as detailed in the policy and any local operational arrangements. Failure to adhere to the local reporting arrangements for any absence may mean it is deemed to be unauthorised absence. In these circumstances you will not receive occupational sick pay and disciplinary action may be taken.

13.2 Statutory Sick Pay (SSP) will be paid to employees entitled to such payments under the provisions of the Social Security and Housing Benefits Act 1982.

13.3 Occupational Sick Pay (OSP) will be paid in accordance with the Agenda for Change occupational sick pay arrangements.

13.4 You must, in your own interest, report any personal accidents or injury, however trivial, arising out of the course of your employment, to your head of department or deputy.

### 14. MATERNITY LEAVE, PATERNITY LEAVE AND ADOPTION LEAVE

Statutory and occupational pay as well as other related rights are laid down in current legislation and within the Agenda for Change Terms and Conditions of Service Handbook..

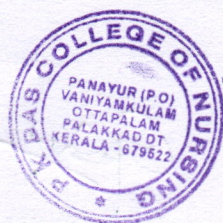
### 15. OTHER LEAVE

Employees may be entitled to special leave (which in some circumstances may be unpaid) for certain other purposes. Leave will be granted in accordance with the Trust's Work-Life Balance Policy.

### 16. WORKING TIME REGULATIONS

You are required to comply with the Working Time Regulations. This may include a requirement, if requested, to make a declaration of hours worked and breaks taken during a given period.

### 17. WHISTLE BLOWING



*G/S*  
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positive declaration to the Trust as well as make an annual declaration as part of the appraisal process. Decision making staff (defined in section 5.1.4 of the Conflicts of Interest Policy) must update their declarations of interest at least annually or make a nil return.

- Declaration of Interests (financial, non-financial personal, non-financial professional, Indirect) -staff must declare any actual or potential conflicts of interest as they arise, as well as make an annual declaration as part of the appraisal process.
- Acceptance of Hospitality/Entertainment/Travel Expenses – hospitality must not, under any circumstances, be solicited. Any hospitality received should be declared (with the exception of modest working meals and light refreshments)
- Shareholding – Staff should declare, as a minimum, any shareholdings and other ownership interests in any publicly listed, private or not-for-profit company, business, partnership or consultancy which is doing, or might be reasonably expected to do, business with the Trust.
- Patents and other Intellectual Property Rights - Staff should declare patents and other intellectual property rights they hold (either individually, or by virtue of their association with a commercial or other organisation), which are, or might be reasonably expected to be, related to items to be procured or used by the Trust. Staff should seek prior permission from the Trust before entering into any agreement with bodies regarding product development, research, etc where this impacts on the Trust's own time, or uses its equipment, resources or intellectual property.
- Loyalty Interests – should be declared by staff involved in decision making in line with the Conflict of Interest Policy.
- Clinical Private Practice – Clinical staff should declare all private practice on appointment, and/or any new private practice as it arises
- Gifts/donations – staff should not accept gifts/solicit donations that may affect, or be seen to affect their professional judgement
- Sponsorship – staff must declare any sponsorship or any commercial relationship linked to the supply of goods or services
- Outside/Secondary employment – Staff should declare any existing outside/secondary employment on appointment and any new outside employment as it arises. Further details are laid down in the Secondary Employment Policy.

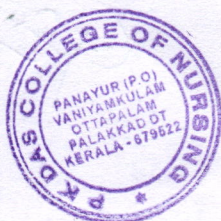
22.3 Full details in relation to the responsibilities of staff when making these declarations, as well as the necessary forms to use, can be found within the Conflicts of Interest, which is available on the Trust's Intranet site.

### 23. SECONDARY/OUTSIDE EMPLOYMENT

23.1 Secondary Employment is any paid, unpaid or voluntary work undertaken in addition to an employee's primary role with Nottingham University Hospitals NHS Trust. Staff are entitled to engage in other employment in addition to their primary role provided it does not conflict with or affect their performance and attendance under their contract of employment, or breach legislation on working times/hours, breaks between shifts and annual leave. Further details are laid down in the Secondary Employment Policy.

23.2 The policy applies to all employees of Nottingham University Hospitals NHS Trust, and prospective employees to whom a job offer has been made.

### 24. PERSONAL PROPERTY



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OTTAPALAM, PALAKKAD DT  
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28.4 Paragraphs 27.1 and 27.3 apply particularly, but not solely, to information relating to patients, clients, individual employees records and details of contract prices and terms. This includes information held on computers and computer printouts. Trust employees are required to ensure that information about patients is safeguarded to maintain confidentiality and is kept securely in accordance with the Trust's Information Security and Data Protection Policy and Procedures.

28.5 The Data Protection Act 2018, regulates the processing of all information relating to any living identifiable individual that the Trust may hold, regardless of the media in which it is held. This information may be as basic as name and address. Unauthorised disclosure of any of this information may be deemed a criminal offence. If you are found to have permitted the unauthorised disclosure of any such information, you and the Trust may face legal action.

28.6 You must not, whether during your employment with the Trust, or after the end of it, whether you resign or are dismissed by the Trust, unless expressly authorised by the Chief Executive of the Trust, make any disclosure to any unauthorised person or use any confidential information relating to the business affairs of the Trust. This includes any detail about the Trust's clients and employees, actual, potential or past and all details relating to information on any of the Trust's databases.

28.7 It is your responsibility to ensure that you are not placed in a position, which appears to risk conflict between your private interests and NHS duties and to ensure that you act in accordance with the Standards of Business Conduct.

## 29. RESEARCH GOVERNANCE AND INTELLECTUAL PROPERTY

29.1 The Trust manages all research in accordance with the requirements of the Department of Health's "Research Governance Framework for Health and Social Care Research 2nd ed" (RGF). Employees with the Trust must comply with all Standard Operating Procedures (SOPs) in place by the Trust to deliver research governance.

29.2 From 1 May 2004 all clinical trials using medicinal products for human use (CTIMPs) have a legal obligation to comply fully with the requirements of the Medicines for Human Use (Clinical Trials) Regulations 2004[5] and the Statutory Instruments 2004 No.1031, 2005 No.2754, 2005 No.2759, 2006 No.1928, 2006 No.2984, 2008 No.941 and 2009 No.1164.

29.3 You are required to comply with the Data Protection Act, the Human Tissue Act 2004 and the Mental Capacity Act 2005.

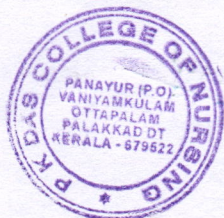
29.4 For further information on Research Governance requirements, employees should refer to the R&D website ([www.nuhrise.org](http://www.nuhrise.org)) or the Research & Development Department.

29.5 Any invention, idea or innovation, generated during the course of your employment is owned by the Trust. You have an obligation to inform the Trust of such via the R&D Contracts Manager, and must not, under any circumstance, sell, assign, licence, give or otherwise trade Intellectual Property without the Trust's agreement.

## 30. MANAGING DIVERSITY

The Trust is committed to diversity in employment and strives to promote a culture based on equality of opportunity. Under the Equality Act 2010 the trust supports Positive Action to address employment inequalities. The Trust has a zero tolerance approach to discrimination (including harassment in any form) and has established procedures for dealing with any cases that may arise. Employees with any concerns should talk to their manager in the first instance. If this is not appropriate then employees should contact the Department of Human Resources for further guidance and support.

## 31. WORKING IN PARTNERSHIP WITH EMPLOYEES-SIDE ORGANISATIONS



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37.4 Summary dismissal for gross misconduct will be without notice.

### 38. CONTINUOUS EMPLOYMENT

38.1 For statutory employment purposes, your continuous employment with Nottingham University Hospitals NHS Trust or its predecessors will date from the 27 March 2023.

38.2 Nottingham University Hospitals NHS Trust recognises service with other NHS Trusts and Health Authorities which may count for some contractual employment conditions such as pension, sick pay and maternity leave. For this purpose your date of continuous service within the NHS will be confirmed by Pay Services upon verification of your previous service.

### 39. REPAYMENT OF TRAINING COSTS

39.1 From time to time the Trust may pay for you to attend education or training courses. In consideration of this, you agree that if your employment terminates after the Trust has incurred liability for the cost of you doing so you may be liable to repay some or all of the fees, expenses and other costs (the Costs) associated with such training courses in accordance with Clause 39.2.

39.2 Except in the circumstances set out in Clause 39.3, you shall repay the Trust as follows:

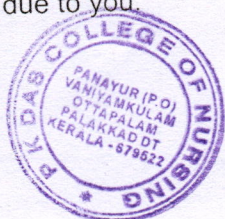
- (a) if you cease employment before you attend the training course but the Trust has already incurred liability for the Costs, [100]% of the Costs or such proportion of the Costs that the Trust cannot recover from the course provider shall be repaid;
- (b) if you cease employment during the training course or within 12 months of completing the training course, [100]% of the Costs shall be repaid;
- (c) if you cease employment more than 12 months but no more than 18 months after completion of the training course, [50]% of the Costs shall be repaid;
- (d) if you cease employment more than 18 months but no more than 24 months after completion of the training course, [25]% of the Costs shall be repaid.
- (e) if you are on an apprenticeship and you cease employment or cancel the course part way through or you leave the organisation within a term equal to the apprenticeship length then all wages in respect to 20% education time during the apprenticeship incurred will be repaid

Thereafter, no repayment shall be required.

39.3 You shall not be required to repay any of the Costs under this Clause 1. in either of the following circumstances:

- (a) the Trust terminates your employment, except where:
  - (i) it was entitled to and did terminate your employment summarily; or
  - (ii) it terminated your employment pursuant to an application by you for voluntary redundancy;
- (b) you terminate your employment in response to a fundamental breach by the Trust.
- (C) for course fees paid for through the apprenticeship levy

39.4 You agree to the Trust deducting the sums under this clause from your final salary or any outstanding payments due to you.



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Ref. HR/ET-01/NUR/9308

1st November 2021

To,

Ms. Fathima T A

Subject: - Offer

This has reference to the personal interview and the subsequent discussions we had regarding your employment at Jupiter Hospital, Thane.

We are pleased to offer you the role of Jr. Staff Nurse in Nursing department on a consolidated remuneration Rs. 22000/- Per month.

The detail of break-up of your salary structure shall be conveyed to you along with your appointment letter.

If you are availing transport facility you will be charge @ Rs. 350/- pm.

Please provide the original documents & a valid registration Certificate at the time of joining for verification. You are required to maintain confidentiality & secrecy of this offer failing which this offer stands withdrawn.

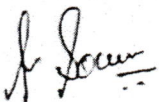
You need to undergo a pre-employment Medical Check before the date of joining for which you need to pay Rs. 1000/- and the same will be reimbursed in your 1st month salary.

You are required to join on 01/11/2021 and report for duty at 9.00 am and this offer letter is effective until the committed date of joining.

Wishing you a long and rewarding association with Jupiter Hospital.

Thanking you.

FOR JUPITER LIFELINE HOSPITALS LTD.



Manisha Shah  
Chief Human Resource Officer



*G. S. M.*  
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15th September 2023

Ref.: JLHL/EXP/SN/8348

## TO WHOM SO EVER IT MAY CONCERN

Jupiter Hospital Limited is a 350 bedded NABH accredited hospital and an NABH accredited center for Nursing Excellence. It is a Tertiary Care set up with state of the art technology supported by highly qualified professionals in the delivery of high quality patient care. The hospital has renowned full time professionals in all specialties. The hospital has state of the art Operation Theater Complex, Cath Lab, Critical Care Units, Neonatal intensive Care Unit, Pediatric Intensive Care Unit, Organ Transplant Unit, Dialysis Unit, Endoscopy, Ophthalmology and Oncology Departments. The hospital also has in house imaging, pathology and Blood bank Services.

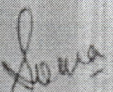
This is to certify that Ms. Ardra M was employed in our organization from 01st November 2021 to 13th September 2023 in Birthing Unit on full time basis. Her designation at the time of leaving the organization was Staff Nurse.

She has attended to all maternity cases and has experience in Labour room and Gynac Operation Theater.

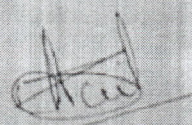
She is found to be sincere, eager to learn and bears a good moral character to the best of our knowledge.

We wish her best luck in her future ventures.

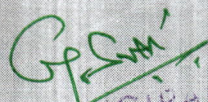
For Jupiter Lifeline Hospitals Ltd.

  
Soma Midha  
Unit Head - HR



  
Dr. Shine Anil  
Chief Nursing Officer



  
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Highway, Thane (W) 400 601  
5555 - Fax 2545 3320  
Web: www.jupiterhospital.com

## Private and Confidential

Dear Mr Arjun Panantavida,

Further to your recent interview, I have pleasure in confirming our conditional offer of appointment to the position of Staff Nurse. This offer is subject to satisfactory clearance of the following pre-employment checks:

- Satisfactory employment references
- Occupational health clearance
- Verification of your educational qualifications certificates – originals of all relevant
- Qualifications such as professional registration certificates
- Overseas Police Clearance

### Salary details

The full-time salary range for this position is starting at Band 3. On receipt of your NMC Registration you will be promoted to Band 5 Staff Nurse. Salary details:

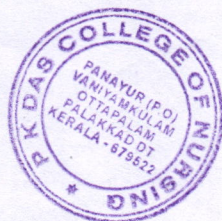
<b>Pay Band</b>	AFC Band 3 – Top of Scale
<b>Salary per annum</b>	Total: £25,675 (£21,777 basic plus £3,898 HCAS)
<b>Pay Band (on successful completion of OSCE)</b>	AFC Band 5 – Bottom of scale
<b>Salary per annum</b>	Total: £29,553 (£25,655 basic plus £3,898 HCAS)
<b>Contracted hours per week</b>	37.5
<b>Contract type:</b>	Permanent
<b>Work-place site</b>	North Middlesex University Hospital NHS Trust

Please note that salaries for part time staffing will be paid pro-rata on the above amounts.

All terms and conditions can be found in the new national NHS Terms and Conditions of Service Handbook.

### Annual Leave

The annual leave entitlement for this post will 27 days per annum (pro-rata if part-time), rising to 29 days after 5 years NHS service and then rising to 33 days after 10 years NHS service, plus the Bank Holidays which fall during the annual leave year (there are usually 8 bank holidays per annum). If only a portion of the leave is worked the leave entitlement and bank holiday entitlement is pro-rata and calculated according to the completed months of service.



*G. S. K. S.*  
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KERALA - 679-22

## Acceptance

Please read this offer letter carefully. I would be grateful if you could sign a copy of this letter to signify your acceptance of this offer and return via email.

On appointment your manager will ensure that you are aware of the standards of behaviour expected of you. We are committed to supporting our staff to perform well in their roles, and during your local induction you should discuss any training or development needs you have with your line manager to ensure you can perform your role to the required standard.

When you start with the Trust, you will be automatically signed up to the Staff Bank so that you can undertake additional shifts if you wish to. If you **DO NOT** wish to have a Staff Bank contract, please indicate this in the appropriate section of the "New Starters" form that you will complete as part of the joining process.

Finally, I would like to take this opportunity to congratulate you on your appointment and hope you will be very happy working with North Middlesex University Hospital NHS Trust.


Should you require further information please do not hesitate to contact me.

Yours sincerely,

Miss Dayna Barnes  
Recruitment Officer - Corporate Nursing, Patient Experience, Research & Development, Estates & Facilities, and Clinical Engineering  
Tel: 0208 887 3514

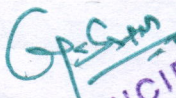
Please sign here:

Full name **ARJUN BABU PANANTAVIDA**

Signature 

Date **13<sup>th</sup> DECEMBER 2021**



  
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## Pensions

All employees are automatically enrolled into the NHS pension scheme. For further information please visit [www.nhsbsa.nhs.uk/pensions](http://www.nhsbsa.nhs.uk/pensions) where you will find all the latest links to the booklets and guides within the scheme.

## Occupational Sick Pay

Occupational Sick pay will be payable in accordance with the new national NHS Terms and Conditions of Service

## Terms and Conditions

The terms and conditions of employment will be laid down by the Agenda for Change NHS Terms and Conditions of Service. Full details of NHS Terms and Conditions can be seen at [www.nhsemployers.org](http://www.nhsemployers.org).

## Induction

A comprehensive induction programme will be arranged to enable you to transition to the role of Registered Nurse in the UK. The programme will be a combination of taught and computer-based learning sessions and clinical time in the ward.

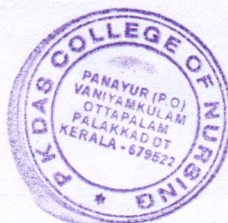
## Offer Details

The following charges are provided by the trust:

- Certificate of Sponsorship
- Immigration Skills Charge
- Visa cost - max. £232 (please note the Trust reserves the right to reclaim this cost in part or full, should you leave before the end of the initial 12 month contract period).
- IELTS
- CBT
- NMC Application Fee
- Flights - the Trust will pay for a one-way flight up to a maximum of £800 and not reclaimed. The Trust is unable to pay in advance. The Trust will refund up to £800 upon receipt of flight ticket into first salary payment (please note the Trust reserves the right to reclaim this cost in part or full should you leave before the end of the initial 12 month contract period).
- Airport transfer - travel to the UK and your transport from the Airport to the North Middlesex University Hospital NHS Trust or Trust organisation accommodation, will be booked by the recruiting agency and paid for by the Trust, please do not make your own travel arrangements. Accommodation will be provided by the Trust for the first month of employment, with any additional costs being funded by you.

The following charges will be paid for by the trust and will be reclaimed from your salary over a period of 12 months

- Salary Advance- £500 cash advance to be provided on arrival
- OSCE costs:
  - £794 OSCE first take
  - Resit Charges (if required) - £397-£794



*G.P.S.M.*  
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# CFLTC KARIMBA

Break  
chain

Covid First Line Treatment Centre(DCCC)

KARIMBA P.O, PALAKKAD Dist., Kerala, INDIA 678597

9400507042, M cfltckarimba@gmail.com

Ref : CFLTC/KBA/SN002

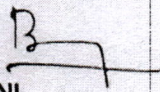
Date : 30/12/2020

### TO WHOMSOEVER IT MAY CONCERN

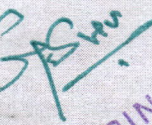
This is to certify that Ms. Vrinjisha V C D/o Vijayan, Chullikkal House, Vadakkumpuram, Peringottukurissi P O, Palakkad.Employee No. SN002, India has worked in this Covid First Line Treatment Centre (Domiciliary Covid Care Centre) as Staff Nurse from 16/10/2020 to 30/12/2020.

She is relieved on 30/12/2020 AN as per the order no DDPKD/1858/2020-J5 dated 15/12/2020 of District Collector & Chairman of District Disaster Management Authority and HR CELL/9936/2020/(4)DMO(H), Palakkad dated 28/12/2020 of Palakkad District Medical Officer(H).



  
Dr. BOBY MANI  
Medical Officer/Nodal Officer  
FHC, KALLADIKODE  
കല്ലാദികോട് - 678 596



  
PRINCIPAL  
PK DAS COLLEGE OF NURSING,  
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OTTAPALAM, PALAKKAD DT  
KERALA - 679322



NURSING DEPARTMENT

# STILL WORKING CERTIFICATE

This is to certify that Ms. Amkitha Mannadhan, an Indian nurse is currently employed in Prince Mishari Bin Saud Hospital in Baljurashi, CRAHI (Saudi Central Board for Accreditation of Healthcare Institutions) Accredited, a 350 bedded capacity Institution under Ministry of Health, Al-Baha Region, and Kingdom of Saudi Arabia.

She has been contracted with the Ministry of Health (MOH) - under SOP (Subjective Operating Program) since 27/06/1441H (21/02/2020G) and currently assigned as Staff Nurse in Emergency Room - Pediatrics & Neonatology. She worked as a full time staff 6 days a week, 8 hours a day on shifting schedule equivalent to 48 hours per week. Her Saudi Council Registration License Number is 19159591. Her Job Number is: 51526403.

This certificate is issued upon her request this 21<sup>st</sup> day of May 2023 in Prince Mishari Bin Saud Hospital (formerly known as Baljurashi General Hospital), Kingdom of Saudi Arabia to be used for whatever legal purposes it may serve.

MS. HAIFA SAAD MISFER AL GHAMDI

Director for Nursing

Office: 00966-017-7226448 ext: 1082

Email Add: [abt-pmh-rn@moh.gov.sa](mailto:abt-pmh-rn@moh.gov.sa)



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