

MAEER PUNE'S

MAHARASHTRA INSTITUTE OF DENTAL SCIENCE AND RESEARCH LATUR INDIA



(DENTAL COLLEGE & HOSPITAL)

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No. MAEER/MIDSR/EST/388-A/2020.

Date: 17/08/2020

APPOINTMENT ORDER

To,

Dr. Snehal Vasant Rao Dhore,
Musabhai Nagar Naghid,
Chandrapur-441205
Maharashtra.

Sub: Appointment order as a Lecturer in dept. of Pedodontics and Preventive Dentistry in MAEER's MIDSR Dental College, Latur.

In response to your application, you are appointed as Lecturer in dept. of **Pedodontics and Preventive Dentistry** at our institute on the Consolidated Pay of Rs. 35,000/- P. M. on the following terms and conditions under the management of M.A.E.E.R. Pune.

- 1 **Salary and Allowances** : You will be paid Consolidated of Rs. 35,000/- Per month. The statutory deductions, as per rules applicable from time to time, shall be made from your salary. Your service will be on probation for one year and on successfully.
- 2 **Approval by MUHS, Nashik** : You will have to appear before the selection committee, if required, in due course for approval as teacher as per the procedure laid down by the MAEER, MIDSR, Latur / Maharashtra University of Health Sciences, Nasik. You will have to produce necessary documents to the committee & get approval from M.U.H.S. Nashik within a year from the Date of Appointment.
- 3 **Reporting Authority** : You will be reporting to the Principal / Executive Director as directed by the Management from time to time and completion is liable for further continuation.
- 4 **Duties and Responsibilities** : You shall be responsible for the teaching, non-teaching (administrative works) and all the hospital works like attending to OPD/IPD/Casualty Patients, operations and aftercare in all respects with high degree of efficiency and integrity. You will have to do any additional work assigned by the superiors. You have to effectively arrange for the inspections by the statutory authorities of government.

- 5 **Rules and Regulations** : Your services shall be governed by the rules and regulations and standing order of the MAEER's MIDSAR, Latur as applicable from time to time.
- a) You will not engage yourself in any other job, consultancy or activity, full-time, part-time or otherwise, during the continuance of your service, without the prior permission of the competent authority.
 - b) You shall not conduct or engage yourself in any private tuition or any private coaching classes.
 - c) You shall wear uniform on the scheduled days and also as and when informed by the authority.
 - d) The breach in discipline or violation of terms and conditions will invite the disciplinary actions against you. The Management's decision in this regard shall be final and binding on you and you will not challenge it in court of law.
- 6 **Change of Address** : You shall intimate to the Management in writing regarding any change in your present residential address & telephone number immediately on the occurrence of such change.
- 7 **Leave Benefits** : You will be entitled for leave benefits as per the leave rules as applicable from time to time.
- 8 **Medical Fitness** : The continuation of your service will be subject to your being found and remaining physically and mentally fit. During the tenure of your service you may be required to undergo medical checkup at any time at the instance of the Management and the decision of the Management in this regard shall be final and binding on you.
- 9 **Annual Increment** : Your annual increment shall be based on the performance of your duties and responsibilities, as above in terms of efficiency, regularity, punctuality and observance of discipline, which shall be assessed independently by the Management. The Management reserves the right of taking any decision in respect of increment in the salary and your placement in the service / grade and may withhold your annual increment if in its opinion, your performance is found not up to the mark or if you are found guilty of misconduct.
- 10 **Retirement** : You will automatically stand retired without any notice on your attaining the age of 60 years. You may be relieved earlier if found medically unfit. However, the management at its sole discretion may grant extension of service up to 65 years if found medically fit, after your attaining the age of super annotation.
- 11 **Termination of Service** : The Management reserves the right to terminate your services on administrative grounds, at any time, by giving one month's notice or payment of one month's last drawn salary in lieu thereof. You shall also be at liberty to resign from the service of the MAEER' MIDSAR, Latur after giving three month's notice in writing or payment of a sum equal to three

month's last drawn salary in lieu thereof.

If you are found absent continuously for more than thirty days without prior permission, your services will stand terminated automatically. If you are found guilty of violation of any terms and condition mentioned above, you will be liable for disciplinary action and punishment as decided by the Management.

- 12 Non-Competition and Non Solicitation** :
- (i) You will not engage yourself in outside organization either directly or indirectly during your employment with the MAEER's MIDSr, Latur and / or till the acceptance of your resignation by the Management.
 - ii) You will not own, manage, operate or involve in any activity whatsoever in general and / or participate in the Management in particular, or involve in providing consultancy, or serve as a director to or supply products to and such business that competes directly or indirectly with the business of the MAEER's MIDSr, Latur.
 - (iii) You will not solicit, divert or take away, or attempt to solicit, divert or take away, the business or patronage of any of the present/prospective clients, customers or suppliers of the MAEER's MIDSr, Latur.
 - iv) You will not influence or attempt to influence present / prospective customers of the MAEER either direct or indirectly to divert the business to any person, firm, partnership, corporation or any other entity which is directly / indirectly in competition with the business of the MAEER's MIDSr, Latur.
 - v) You will not lend or allow your name or reputation to be used by or otherwise allow your skill, knowledge or experience to be used in any manner whatsoever by any business that competes with the business of the MAEER's MIDSr, Latur.
- 13 Confidentiality** : You will maintain strict confidentiality of all financial data, trade secrets, and other information to which you have access during your employment and you shall not disclose the same to any person or authority unless specifically authorized to do so in writing or compelled to do so by the process of law or order of Court.
- 14 Legal Jurisdiction** : In the event of any dispute arising out of your employment the judicial jurisdiction for settlement of such disputes will be the Competent Courts located at Latur only.
- 15 Verification of Supporting Documents** : You shall produce the following documents in original along with one certified true copy of each document:
- a) UG, PG Degree Certificate
 - b) Experience certificate


- c) Relieving certificate from previous employer
- d) Date of Birth / School leaving Certificate
- e) Four recent passport size photographs
- f) Address Proof (Electricity Bill/Driving License/Telephone Bill/Passport etc.)
- g) Photo ID (Driving License/ Passport/ Pan card etc.)
- h) PG Teacher approval
- i) PAN Card.

16 Prospects

: The Management expects you to consider this as a good opportunity as well as responsibility for utilizing your expertise with greater zeal, enthusiasm, vigour and energy. The Management of MAEER, Pune feels confident that you will take complete initiative in improving the administrative system and get full control over the responsibilities and maintain proper record by involving yourself fully in all the matters & portfolios entrusted to you and look after their legal aspects. To materialize all this, the management expects you to exert as a dutiful member of MAEER's MIDSr family with full dedication and devotion.

Please sign and return the declaration enclosed herewith in confirmation of the acceptance of above-mentioned terms and conditions.




Executive Director,
MIDSr Dental College,
Latur.

Copy for information and necessary action to :

*Copy to Personal / Guard File,
MIDSr Dental College, Latur.*