Ref: FHPV/DIPS Date: 20-Dec-2016

Mr. D.S.Rawat

(Disha Institute of

Professional Studies)

D-37/5,Acharya Niketan,

Mayur Vihar, Phase-1

Delhi-91.

Sub: - Campus Placement.

Dear Mr.Rawat,

This Has reference to the discussion with the Director Mr.Rawat & placement officer Mr.Negi , of Disha Institute of Professional Studies, Delhi for on the job training in Felix Hospital for a period of Six month , so that the incumbent passed out from the DIPS could sharpen their skills and get exposure to the real life situation.

Based on the recommendation of the placement cell of DIPS Mr..Negi ,A passed candidate in the

DMLT, DRT & DOTT has been join the hospital and agree to take him as a trainee for a period of Six month from 24th Dec 2016 on the following terms & condition.

1. He will submit copy of his academic qualification with address proof at the time of joining as trainee.
2. He will attend his training programmed as per the rooster made by the ANS or Incharge of Felix hospital from time to time. His timing will be of 8 hrs. Per day and he will mark his/her timing in the register kept in Nursing Department.
3. His learning on the job will be assessed by the ANS thru observation/ writing test/critical incident- positive or negative or –combination of all.
4. He will take week off only during training period, in case of Causal leave he should apply in writing for approval to ANS as well as HR department.
5. He will observe all the discipline rules of the hospital and will not indulge in any activity which has potential to cause damage to hospital or its member/Personal-Material, psychological reputation or in any manner.
6. He will be issued a certificate of training only if he was attend the training with full rule and regulation and has been assessed as a good leaner, if he fails in learning or found lacking in interest or aptitude his training is likely to be terminated before its term.
7. If the damage any item of the hospital the same will be recoverable from him
8. He has to follow all rules with instruction issued by the HR department of the hospital during the tenure of the training.
9. The above training will be subject to above condition and any other condition which may be issued from time to time in the interest of training of the incumbent and hospital department.

You are advise to go through the above terms and condition carefully, if the above is acceptable to you please conformed the same on the copy of this letter and report to the HR department for commence your training.

For the hospital

Hr-Department.