

B. K. L. WALAWALKAR RURAL MEDICAL COLLEGE



Kasarwadi, At-Post Sawarda, Taluka Chiplun,
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Staff selection and employment policy for B.K.L.Walawalkar Rural Medical College.

➤ **EMPLOYMENT:**

- (1) No person shall be deemed to be deemed to be in the regular employment of the College & Hospital unless he has received a letter of appointment from the Management or any person so authorized by the Management.
- (2) All appointees shall be on probation (unless Probation period has been expressly waived) for a period of six months except where otherwise specified. This period may be extended by a further period of one year, at the discretion of the management. The appointment of a probationer is liable to be terminated at any time during the period of probation or extended period of probation or at the end of the period of probation before confirmation is communicated in writing without assigning any reason whatsoever. No employee is entitled to be confirmed or to be treated as a permanent employee by reason alone of his having completed the probationary period until confirmation order is given in writing by the Management.
- (3) A permanent employee appointed in a different post or promoted to a higher post shall be on probation for a period of six months and is liable at any time during this probationary period to be reverted to the original post at the discretion of the management unless such probation period is specifically waived.
- (4) Age Group specification of employees will be at the sole discretion of the Management. However, no person shall be


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appointed in any of the cadres unless he has completed the age of 18 years.

- (5) The Managing Trustee/Board of Trustees/ Committee appointed by and on behalf of the Board of Trustees is authorized to appoint, promote, transfer, revert, remove and relieve employees in category I, II, III and IV and temporary employees including Trainees and those on Contract basis.
- (6) Medical examination and physical fitness certificate from the Director/Consultant/ authorized doctor of the Hospital/College shall be the pre-requisites for appointment of all employees.
- (7) Employees employed for a specific project undertaken by and on behalf of the College/ Hospital which has a limited duration (even if that duration may be of several years), will not at any time be considered permanent or have any claim for absorption in the services of the College/ Hospital or its allied activities.
- (8) Employees employed or re-employed after retirement age (as prescribed in rule No.31) and temporary employees will have no claim for permanency or other connected benefits.
- (9) For teaching staff from medical college, staff selection policy of the affiliating university (Maharashtra University of health sciences) are strictly followed. All the norms and requirements of MUHS are followed while appointing the teaching staff.

➤ **FURNISHING OF BIO-DATA:**

It shall be incumbent upon every employee to furnish in writing his correct and complete bio-data including his temporary and permanent residential address as required by the management for the purpose of record. It shall be the duty of the respective employee to promptly advise in writing any subsequent changes in the particulars of his bio-data immediately upon such a change.


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➤ **RECORD OF AGE:**

All employees at the time of joining for duty shall submit proof of age for record. Any of the following documents shall be deemed to be satisfactory proof of the age of an employee.

- (a) School leaving certificate.
- (b) Birth Certificate from Corporation, Municipality or Registrar of Births and Deaths.
- (c) Certificate of age from Life Insurance Corporation of India etc.

Age of the employee entered in the Service record based on the above or in any other manner deemed fit by the management shall be the sole evidence of age of the employee for all purposes concerning his employment including retirement.

➤ **IDENTIFICATION CARD:**

Every employee will be provided with an identity card and he shall show it on demand to any person authorized by the management for inspection. When an employee ceases to be in the employment of the College / Hospital, he/she shall surrender his identification card to the management before his accounts are settled. If an employee loses or damages his identification card during his service he shall pay a fee as prescribed by the management to meet the cost of replacement.

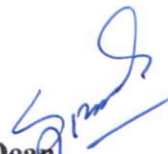
➤ **ENTRY AND EXIT:**

No employee shall enter or leave the premises of the hospital or any department except by the gates, door or doors provided for the purpose.


Director,
B.K.L.Walawalkar Rural Medical College.

Director
B.K.L.Walawalkar Rural Medical College,
Sawarde, Kasarwadi, Pin - 415606


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