



5(d). Availability of Psychologist and Student Counsellor

Annexure VI-D



Ref No.: JIMSR/2025/011-A

Dated: 02/12/2025

NOTICE

Dear Students

This is to inform all the students that the following staffs have been appointed as Psychologist/Student Counsellor/Medical Practitioner in the institute premises and shall be available for consultation and emergency relief as per the following details

S. N	Name	Position	Days	Time	Venue
1	Jaipur Golden Hospital	Medical Practitioner	Monday to Saturday	9 AM to 5 PM	BLF -008
2	Ms.Chyanika Sharma	Psychologist	Monday to Friday	9 AM to 5 PM	GLF-007
3	Ms. Keenika Arora	Student Counsellor	Monday to Saturday	9 AM to 5 PM	ALF-005D

Note: Availability of Psychiatric will be on call


Dr. Praveen Arora
Principal & Dean



Copy to :

- (1) All program coordinators for display in students notice board and on institute's website
- (2) Office file

Ref: No.JIMS/APPOINT/2025

Date: 01/12/2025

Ms.Chyanika Sharma
Flat 108, Tower 1&2
The Amaryllis Apartment
Karolbagh
Delhi-110005

Letter of Appointment

This has reference to your application and subsequent interview with the undersigned we are pleased to appoint you as **Psychologist**.

1. You shall be on probation in the first instance for a period of 1 year from the date of acceptance of this letter and the said period of probation may further be extended at the discretion of Management.

2. You shall be paid as per the Assistant Professor Grade during the probation period unless amended; in addition to this the other service benefits like EL/CL are also given as per rules. At any time during your service with us, the Institute reserves the right to break up your basic wages and allowances, into such wages and allowances as decided by the Management without reducing the emoluments.

3. During the period of probation as prescribed in Clause (1) above, your service are subject to terminate at any time by giving one month notice or payment of one month salary in lieu thereof. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, you will be required to give one-month notice or salary in lieu before leaving the service.

4. You will, in writing intimate to the Director the address to which communication to you shall be sent by post. The notice and other communication sent to you at such address shall be deemed to have been duly sent by us and received by you. Your address shall be as last intimated by you to the Institute and last acknowledged by the Institute. All communication sent to the address intimated by you by ordinary mail or registered post shall be deemed to have been delivered to you within three days of posting and those send by telegram within 24 hours of their being sent.

5. You shall ordinarily be required to work at local office of the Institute, but are liable to be transferred to any other unit of the Institute or our associate and/or subsidiary Institute situated anywhere in the Union of India, as required by the exigencies of the business at the discretion of the Institute. You will work in the department/section wherever the need arises.

Cont.page-2

6. The working hours of the Institute are from 9 A.M. to 5 P.M. from Monday to Saturday.
7. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.
8. During your employment with us you shall be subject to such rules and regulations, as are made by us from time to time at our discretion whether they are individually notified to you or not.
9. During your employment, you shall devote the whole of your time and attention to the business of the Institute as directed by us, and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/ undertaking whatsoever, so long as you are in our employment.
10. The information given by you about your date of birth entered in our records cannot be altered at your option at a future date. Your confirmation in our employment will also be subject to your producing satisfactory proof of your age.
11. If you remain absent from work without any intimation and permission for a continuous period of 10 days or more, you shall be deemed to have terminated your employment with us, with effect from the day you complete 10 days of such absence.
12. The Institute shall have the right and power to suspend you, without pay, if and when a serious misconduct is alleged against you. The order of such suspension shall take place immediately upon its communication to you.
13. You will not be entitled to any payment other than what is mentioned above and any benefits same as applicable under any law in force.
14. You will retire on the attaining age 65 years.
15. Your probation will start from 01/12/2025 or such other date as may be mutually agreed in writing.
16. You are requested to bring the following documents on the date of your joining indicated below:
 - a) Two-passport size photographs.
 - b) Original certificates in support of your educational/technical qualification date of birth & experience.
 - c) Such other paper as required under Personnel policy of the Institute.

17. You will be governed by rules and regulations made applicable from time to time by the Institute.

If you accept the above terms and conditions, you are requested to signify your acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

**For Jagan Institute
of Management Studies**



Authorized Signatory



I have understood the above said term and
Conditions and I accept the same

Consent Letter

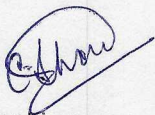
Date: 01/12/2025

The Director / Principal
Jagan Institute of Management Studies
3, Institutional Area,
Sector-5, Rohini,
Delhi

Dear Sir/Madam,

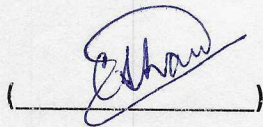
I, Ms. Chayanika Sharma do hereby give my consent for providing my services as
Psychologist in Jagan Institute of Management Studies.

I shall be abide by the rules and regulations of the Institute.



Thanking you,

Yours faithfully,



Name: Ms. CHAYANIKA SHARMA

Add: KAROL BAGH

NEW DELHI - 110005

Tel.: 8588933583

Ref: No.JIMS/APPOINT/2023

Date: 17-07-2023

Ms. Keenika Arora
D-84, 2nd Floor, Ajay Enclave
New Delhi-110018

Letter of Appointment

Dear Ms. Keenika Arora

This has reference to your application and subsequent interview with the undersigned we are pleased to appoint you as **Students Counsellor**

1. You shall be on probation in the first instance for a period of 1 year from the date of acceptance of this letter and the said period of contract may further be extended at the discretion of Management.
2. You shall be paid consolidated amount during the probation period unless amended; in addition to this the other service benefits like EL/CL are also given as per rules. At any time during your service with us, the Institute reserves the right to break up your basic wages and allowances, into such wages and allowances as decided by the Management without reducing the emoluments.
3. During the period of contract as prescribed in Clause (1) above, your service is subject to terminate at any time by giving one month notice or payment of one month salary in lieu thereof. The notice may be delivered by hand or registered post and the notice period shall commence from the date of delivery in the former case and the date of dispatch in the later case. Similarly, you will be required to give one-month notice or salary in lieu before leaving the service.
4. You will, in writing intimate to the Director the address to which communication to you shall be sent by post. The notice and other communication sent to you at such address shall be deemed to have been duly sent by us and received by you. Your address shall be as last intimated by you to the Institute and last acknowledged by the Institute. All communication sent to the address intimated by you by ordinary mail or registered post shall be deemed to have been delivered to you within three days of posting.
5. You shall ordinarily be required to work at local office of the Institute, but are liable to be transferred to any other unit of the Institute or our associate and/or subsidiary Institute situated anywhere in the Union of India, as required by the exigencies of the business at the discretion of the Institute. You will work in the department/section wherever the need arises.

6. The working hours of the Institute are from 9 A.M. to 5 P.M. from Monday to Saturday.

7. You shall not at any times disclose, divulge or make public any of the processes/accounts/transactions and dealings of the Institute, whether the same may be confided in you or become known to you in the course of your employment or otherwise.

8. During your employment with us you shall be subject to such rules and regulations, as are made by us from time to time at our discretion whether they are individually notified to you or not.

9. During your employment, you shall devote the whole of your time and attention to the business of the Institute as directed by us, and you shall not be interested in or employed at any time (either directly or indirectly) in any other business/ undertaking whatsoever, so long as you are in our employment.

10. The information given by you about your date of birth entered in our records cannot be altered at your option at a future date. Your confirmation in our employment will also be subject to your producing satisfactory proof of your age.

11. If you remain absent from work without any intimation and permission for a continuous period of 10 days or more, you shall be deemed to have terminated your employment with us, with effect from the day you complete 10 days of such absence.

12. The Institute shall have the right and power to suspend you, without pay, if and when a serious misconduct is alleged against you. The order of such suspension shall take place immediately upon its communication to you.

13. You will not be entitled to any payment other than what is mentioned above and any benefits same as applicable under any law in force.

14. You will retire on the attaining age 65 years.

15. Your probation will start from 17-07-2023 or such other date as may be mutually agreed in writing.

16. You are requested to bring the following documents on the date of your joining indicated below:

- a) Two-passport size photographs.
- b) Original certificates in support of your educational/technical qualification date of birth & experience.
- c) Such other paper as required under Personnel policy of the Institute.

17. You will be governed by rules and regulations made applicable from time to time by the Institute.

If you accept the above terms and conditions, you are requested to signify your acceptance by returning to us immediately the enclosed copy of this letter, duly signed by you.

Yours faithfully

For Jagan Institute of Management Studies

Authorized Signatory



A handwritten signature in blue ink that reads 'Senuka'. The signature is written in a cursive style with a horizontal line underneath the name.

I have understood the above said term and Conditions and I accept the same

Consent Letter

Date: 17th July 2023

The Director
Jagan Institute of Management Studies
3, Institutional Area,
Sector-5, Rohini,
Delhi

Dear Sir/Madam,

I, KEENIKA ARORA do hereby give my consent for providing my services as
STUDENT COUNSELLOR in Jagan Institute of Management Studies.

I shall abide by the rules and regulations of the Institute.

Thanking you,

Yours faithfully,

(Keenika)

Name: KEENIKA ARORA

Add: D-84, Second Floor

Ajay Enclave

Delhi - 110018

Tel.: 8800398738

Dated: 24/03/2023

To,

Jagan Institute of Management Studies
3, Institutional area, Sector-5,
Rohini, New Delhi - 110085

Subject: Proposal of Max Healthcare Services Benefits

Dear Sir/Madam,

Greetings to you!

Max Healthcare is pleased to offer your esteemed Organization - the following benefits:**Offer I - Max Standard Packages**

10% discount on Standard Preventive Health Packages (PHPs)

Offer II - OPD Services

10% Discount on Investigations, Diagnostics and 10% on Consultations

Offer III - Eye and Dental Procedures

10% Discount on procedures

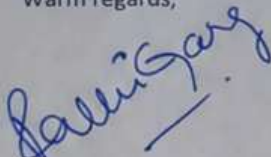
Offer IV - Hospitalization Services/Emergency Services10% Discount on Room Rent, Investigations and Diagnostics (Only Applicable for NON TPA cases)
(Applicable for Pan Max)**Offer V - The services of the psychiatrist shall be available on an on-call basis, as and when required.**

Should you require any further clarification on the above offers, please feel free to contact your relationship manager
Mr. Abhishek (8607057015, abhishek4@maxhealthcare.com).

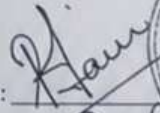
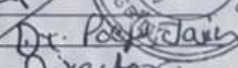
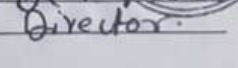
This offer is valid from the date of acceptance, till 31st March, 2026 on an auto-renewal basis. The key terms and conditions are enclosed along with this proposal for your kind consideration.

Thanking & assuring you of our best attention & services always.

Warm regards,



Rakhi Garg
Head- Client Relations and Wellness Initiatives
Max Healthcare Institute Ltd, Corporate Office
A364, 3rd Floor A Block, Pocket A, Sector 19,
Noida, Uttar Pradesh 201301
Phone: +91 120 6629999, Extn: 1322
Email: rakhi.garg@maxhealthcare.com
Website: www.maxhealthcare.in

Accepted By: Name: Designation: 

Max Healthcare Institute Limited
Corp Office- 2nd Floor, Capital Cyberscape,
Sector - 59, Golf Course Extension Road,
Gurugram - 122102, Haryana
T: +91-124-620 7777
www.maxhealthcare.in

Max Healthcare Institute Limited
Regd. Office: 401, 4th Floor, Max Excellenza, S. V. Road,
Ville Parle (West), Mumbai, Maharashtra - 400 056
T: +91-22 2610 0461/62
E: secretarial@maxhealthcare.com, investors@maxhealthcare.com
(CIN: L72200MH2001PLC322854)

Brief Profile of Max Healthcare

Max Healthcare Institute Limited ("Max Healthcare") is one of India's largest healthcare organizations. We operate 17 healthcare facilities (3400+ beds) across NCR Delhi, Haryana, Punjab, Uttarakhand and Maharashtra. Almost 85% of our bed capacity is in Metro/Tier 1 cities.

We being pioneer in the introduction of technology to provide patients with the highest standards in medical care gives customer confidence which is a testimony to our best in class infrastructure, advanced medical equipment & technology and all of this topped by our doctors & medical team untiring efforts & synergy to give best of treatments to our patients.

Our hospitals are equipped with the advanced medical equipment like state-of-the-art Cath labs, OTs with HEPA, Nuclear Medicine, Gama Camera, LINAC for Radiotherapy and MRI and CT scan machines. Since our inception, we have been touching the patient desire, which finds a strong resonance in our positioning in Healthcare Industry. With best of medical practitioners & technology we are poised to deliver.

Max Healthcare Locations:

- 1. Max Super Speciality Hospital, Vaishali**
(A unit of Crosslay Remedies Ltd.)
W-3, Sector-1, Vaishali, Ghaziabad-201012 U.P.
Phone: +91 1204188000, 4173000
- 2. Max Super Speciality Hospital (West Block), Saket**
1, Press Enclave Road, Saket, New Delhi- 110017
Phone: 91-11-6611 5050
Fax : 91-11-66115077
- 3. Max Super Speciality Hospital (East Block), Saket**
2, Press Enclave Road, Saket, New Delhi- 110017
Phone: +91-11-2651 5050 Fax : +91-11-2651 0050
- 4. Max Smart Super Specialty Hospital**
Mandir Marg , Press Enclave Road, Saket Institutional Area, Saket,
New Delhi, Delhi 110017 Phone: 011 4069 999
- 5. Max Super Speciality Hospital, Patparganj**
108 A, Indraprastha Extension, Patparganj, New Delhi- 110092
Phone : +91-11-4303 3333
Fax : + 91-11-4303 3333
Fax : +91-11-2223 5563
- 6. Max Hospital, Gurgaon**
B- Block, Sushant Lok – 1, Gurgaon – 122001
Phone: +91-124-6623 000
Fax: +91-124-6623 111

- 8 **Max Multi Specialty Hospital, Noida**
A-364, Sec 19, Noida – 201301
Phone: +91-120-2549999,2535500
Fax: +91-120-253 5557
- 9 **Max Multi Specialty Centre, Panchsheel Park**
N-110, Panchsheel Park, New Delhi- 110017
Phone: +91-11-2649 9870
Fax: +91-11-2649 9860
- 10 **Max Multi Specialty Centre, Lajpatnagar**
2nd, 26A, Ring Rd, Vikram Vihar, Lajpat Nagar IV,
Lajpat Nagar, New Delhi, Delhi 110024
Phone: 011 3075 1000
- 11 **Max Super Speciality Hospital, Shalimar Bagh**
FC-50, C&D Block, Shalimar Bagh, New Delhi- 110088
Phone: +91-11-4978 2222, 6642 2222
Fax: +91-11-4978 233
- 12 **BLK Max Hospital**
Pusa Rd, Radha Soami Satsang, Rajendra Place, New Delhi, Delhi 110005
- 13 **Nanavati Max Super Speciality Hospital**
SV Rd, near LIC, LIC Colony, Suresh Colony, Vile Parle West,
Mumbai, Maharashtra 400056
- 14 **Max Super Speciality Hospital, Mohali**
Near Civil Hospital, Phase- VI, Mohali, Punjab- 160055
Phone: +91 172 6652 000
Fax: +91 172 6652 555
- 15 **Max Super Speciality Hospital, Bathinda**
NH-64, Near District Civil Hospital, Mansa Road, Bathinda, Punjab- 151001
Phone: +91-164-6601 000
Fax: +91-164-6601 555
- 16 **Max Super Speciality, Dehradun**
Near Indian Oil Petrol Pump, Malsi, Mussorie Diversion Road, Dehradun – 248001
Phone: 01356673879

Ambulance /Emergency Helpline No- 011-40554055

For Appointments please call – 8860444888, or visit us at www.maxhealthcare.in

For Home Healthcare Services – 011-47326969

Terms & Conditions

1. Validity of the same would be till **31st March, 2026 (auto-renewal)**
2. The employee/dependent/Student availing our services should produce an Identification Proof mandatorily through – Company Id Card/Authorization Letter/ Email.
3. Discount will be applicable only if payment is made directly. Discount will not be extended if bills are routed through TPA / Insurance Company.
4. Discount on In Patient Department (IPD) is not applicable for already discounted Hospitalization Packages.
5. Discount is not applicable for outsourced investigations/diagnostics
6. **Payment mode:** To be settled by employees
7. The agreement would be governed by Force Majeure Clause.
8. This offer cannot be clubbed with any other scheme / offer.
9. Standard Max Tariff will be applicable (Subject to Revision).
10. This arrangement can be terminated by either party, with a 15 days written notice period in case if the mutual objectives are not being met.
11. Availability of certain services may vary across locations.

As a token of acceptance of this offer, you are requested to kindly sign below and revert to us with the following information:

Accepted By: _____

