

(MINISTRY OF HEALTH)
NANDOM HOSPITAL

P.O.BOX 15
Nandom
U.W.R.

Our Ref No.....

Your Ref No.

01/10/.....2007..

LETTER OF APPOINTMENT

I have the honour to offer you permanent appointment in the Civil Service as a ~~STAFF NURSE (DIP)~~..... I with effect from ..1ST ~~DECEMBER~~ 2006.....

The salary scale attached to the post is ~~HSS BAND 4 POINT 10~~. You will enter this scale at the point of point 1 i.e ~~£3,590,543.00~~.... to a maximum of ~~£4,562,610.00~~..... per annum and subject to satisfactory work and conduct you will be eligible to receive your increment in the scale on..1ST ~~DECEMBER~~.....
The 1st ~~DECEMBER~~..... therefore becomes your incremental date.

You will be on probation forSIX..... months after which you will be eligible for confirmation in your appointment.

You will be subject to the Civil Service act and (interim) regulations 1960 and to the other departmental and administrative directives for the time being in force.

You will be required under the social security degree (NRCD 127) of 1972 to contribute five percent (5%) of your salary towards your retiring benefits.

You should understand that you are liable to be called upon at anytime to serve any station where you may be instructed to proceed for duty and to undergo a course of training and service in other instructions to which you may at any time be posted.

The provisional appointment constitutes authority for you to be paid salary at the rate laid down in paragraph two above pending receipt of your establishment warrant. Entitlement to salary will be from the date of your appointment referred to in paragraph one above. This letter should therefore be produced to the officer responsible for payment of your salary.

Please, complete the attached personal details form and particulars regarding you and return them to this office together with your acceptance letter.

Unless I receive from you a letter of acceptance by 5TH OCTOBER 2007..... shall assume that you are no longer interested and the offer will be withdrawn.

For : (EXECUTIVE SECRETARY)
DIOCESAN HEALTH COMMITTEE

MEDICAL SUPERVISOR
NANDOM HOSPITAL