

**Gan Regional Hospital,  
Laamu, Gan Republic of Maldives.**

**General rules for recruiting paramedical employee**

Respected .....

These are the general rules of recruiting paramedical staff at Gan Regional Hospital. For your information, Maldives is a country of islands. An island with a population of more than 600 has a health centre. A collection of islands is called an atoll. Two or more atolls are a region. The health centers of an atoll refer all their cases to an Atoll Hospital and Atoll hospitals in turn refer their patients to the Regional Hospital.

The employee shall be stationed to work in any Health facility (Health post, Health Centre, Atoll Hospital, Regional Hospital) of the designated island of South Central Province. As employee is a professional, having the responsibility to make accurate decisions and judgments to achieve the best for patient care, employee is requested to be aware the following.

Herewith for all practical purposes Gan Regional Hospital is referred to as the Employer and the recruited staff will be referred to as the Employee.

**1.0 RECRUITING THE EMPLOYEE**

The employee will be recruited by Employer only for the request of the atoll hospital in that atoll of South Central Province. It is a condition to register the employee as the medical/paramedical practitioner at Maldives Medical/Nursing Council. The employer will make a contract agreement with the employee. The employee cannot carry out any private practice (pertaining to the qualification) as a source of income.

**2.0 THE JOB STATION**

The employee has to work one of the health facilities of South Central Province islands. The working site of employee will be selected by the Employer. The employee may be required to provide health care services in other islands OR may be transferred to another job station when a vacancy arises in another facility of South Central Region.

**3.0 PROBATION PERIOD**

First three months of the services will be considered as a probationary period. During which performance will be assessed and on which the employer decides service to be continued or terminated.

**4.0 HOURS OF SERVICE**

The employee shall work for 48 hours per week excluding on call duties. The employee shall also perform on-call duties as per duty schedule provided by the place of work.

**5.0 PAY**

- ✓ Refer the remuneration and benefits of attached sheet in this website of recruiting page.
- ✓ Work permit fee and visa fees will be paid by the employer for the employee only and not dependants.

**6.0 DEDUCTION FROM PAY**

The monthly remuneration will be deducted from following: -

- ✓ Non attendance and late attendance for service.

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✓ Intentionally or deliberately commits or omits an action to harm the property of the employer as well as accommodation.

**7.0 DISCIPLINARY MATTERS**

Issues relating to conduct, competence and behavior should be identified and, the employer shall resolve such a matter through the employee's disciplinary action procedures wherever practicable.

**8.0 LEAVES AND HOLIDAYS**

Following leaves will be issued: -

- ✓ Annual leave
- ✓ Sick leave and Family Responsibility Leave
- ✓ Maternity leave for Female Employees only and Paternity Leave for Male Employees only

**9.0 TRANSPORTATION**

The employer provides the following after completion of the contract agreement only:-

- ✓ Least expensive economy one way airfare to either Trivandrum or Colombo (whichever is closer by air to the employee's place of residence) to join and similarly on annual leave.
- ✓ Travelling by air or sea from place to place (only for employer's needs) in Maldives.
- ✓ Any transportation involved in seeking medical care, other than those incurred as a result of performance of services, shall be borne by the employee

**10.0 RENEWAL OF SERVICE**

Employee wishes to renew or not renewed the service for the coming year, the written document address to the Employee must be submitted 3 calendar months in advance of the expiry of the contract through the management of the respected job station.

**11.0 TERMINATION OF SERVICES AGREEMENT BY NOTICE OR MONEY IN LIEU WITH NOTICE**

- ✓ The employer terminates the agreement by giving the employee due notice or money in lieu of notice.
- ✓ During probationary period without any notice or money in lieu of notice.
- ✓ The employee may terminate the agreement before the completion of term as well as other acceptable reasons but remuneration has to be settled by employee.

**12.0 ACCOMMODATION**

The employer shall assist the employee in obtaining an accommodation facility. Accommodation allowance of MRF 1500/- shall be paid on a monthly basis. All costs related to accommodation shall be borne by the employee. Repair of natural damages within the accommodation is the responsibility of owner of the house.

**13.0 MEDICAL CARE**

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The employee will be enrolled in the national social health insurance scheme, if not will provide free medical service by the respected health facility.

**14.0 DEPENDANTS**

The employer shall assist the employee towards renewal of visa for the employees dependants. All costs related to dependants shall be borne by the employee.

Ahmed Shakir  
Director  
Gan Regional Hospital