PHOTO

Name of Employee:

Father's / Husband Name:

DOB: Qualification:

Additional Qualification: Contact Number:

Address:

Reference 1 Name: Address:

Reference 2 Name: Address:

**Rules and Regulations for Brother / Sister/ Attendant / Paramedic Staff (Male & Female)**

1. The Employee will reach on duty before five minutes of scheduled duty time.
2. The Employee will not leave the patient till the handing and taking not done between him/her and the next subordinate who is joins duty, wherein round the clock services are being provided and the working hours are divided into 8 or12 hrs.
3. The Employee will give updates to the patient‘s representative before leaving, where the round the clock services are not being provided (8 or 12 Hrs. services).
4. The Employee I will give updates of the patient's condition to the responsible person of relative from time to time.
5. The Employee will not ask about the payment to the relatives or any other family member of the patient.
6. The Employee will talk politely with patient and his relatives.
7. The Employee will keep the patient's room neat and clean.
8. The utensils of patient need to be clean neatly before and after and before every meal.
9. The Employee will help the patient to turn up from time to time and also provide support to him in case of patient wants to get up or ley down.
10. The cloths of patient will be cleaned by the Employee as and when required.
11. The bad pan and other urinal materials need to be clean after every use.
12. The Employee will assist the patient for walking, getting up or taking him/her to the toilet (in case of patient is not bad ridden).
13. In case of any assistance / support needed, the Employee has to communicate with the YNSS officials and to act as per instructions.
14. The Employee is abided to follow the instructions given to him/her from time to time by the YNSS officials.
15. The Employee has to give three days verbal or written notice to YNSS officials in case he/she wants leave, no immediate information of leave will be taken into consideration and if the concern Employee goes on leave without three days prior information than two to three days payment will be deducted (after discussion between the officials /Mgt.).
16. The Employee (hereinafter called as “Employee”), will not join or work for patient/ his relative / representative for any direct or indirect services of any nature after the contract comes to end between the parties (Mutually or in writing). If it is come to the notice of the company that the employee has breach this rule of YNSS and is providing services to the client or his representative without written consent of the company than legal action will be initiated on the concern employee.
17. Further, If it is come to the notice of the company that the employee has breach the rule of YNSS (mentioned above in Sr. No. 16) and is providing services to the client or his representative without written consent of the company than the concern employee will be liable to pay the two-months payment amount to the company as compensation amount.
18. The Employee is not allowed make any personal use of powder, perfume or any other belongings of patient.
19. The Employee will submit the copy of Aadhaar card, PP Size Photograph and residential proof at YNSS office.

Name: Date:

Signature: