

**Offer: Faculty (Botany)**

RefId: AESL/Campus2023/Goa University

**Date: 21<sup>st</sup> February 2023**

**Mr. Kachare Mahesh Dattatrya**

**Address : Siddhivinayak Furniture, At P.O Rajegaon,**

**Tq: Majalgaon, Dist. Beed-431129**

**Ref: Letter of Offer & Terms of Employment**

**Dear Mr. Kachare Mahesh Dattatrya,**

Thank you for exploring career opportunities with Aakash Educational Services Limited (hereinafter referred to as 'AESL' or 'Company'). You have successfully completed our selection process and we are pleased to extend offer of employment.

By joining AESL you would become part of India's leading Educational Institute.

With robust training, mentoring system and support from the management, campus recruited faculty have made substantial achievements at Aakash Institute in last one decade. Depending on your performance & AESL's requirement one can also accelerate career in management role if you have flair and desired skills for leading a team, branch or entire region.

AESL takes pride in not only producing good students but also good faculty.

Once again, we welcome you to Aakash Family, where we offer a plethora of opportunities for professional development and growth in academics.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant Lecturer**, Grade – M8. Annexure-2 provides details of benefits and compensation package.

Your date of joining will be 10<sup>th</sup> July 2023. Kindly confirm your acceptance of this offer by signing Annexure-1 and send your signed copy of the acceptance letter to [campus@aesl.in](mailto:campus@aesl.in) within 5 days of receipt. In case we do not receive your acceptance of this offer within 5 days, this offer would be liable to lapse at the discretion of AESL.

After we receive acceptance of this offer letter, we would send an email indicating the details of your joining & training. You will also be issued a letter of appointment at the time of joining after completing joining formalities as per Company policy.

## **Terms of Employment**

### **1. Training Period:**

Your training will be conducted offline in the initial 3 months of your service, during which you will be offered salary package as per the sheet enclosed. During training, you will be paid Rs. 7500/- p.m. over and above your monthly salary for lodging expenses. Lodging allowance of Rs.7500/- p.m. (prorated basis) shall only be given to the candidates who are non-residents of the city where training will be conducted. Training location will be shared with you after receiving your acceptance for this job offer. During offline training you will be offered complimentary lunch facility on all working days of the training period. Lodging allowance & Lunch facility will not be applicable incase training is conducted online.

During training, we will work on your academic as well as professional development required for working at AESL. At each step during training, you will be duly guided and counseled by your seniors. However, in case your performance during training is not found up to the mark, AESL's management may extend training period or may relieve you from services.

The terms and conditions of the training will be governed by AESL's terms & condition as written in service manual. AESL reserves the right to modify or amend the training policy.

### **2. Probation Period:**

After satisfactory completion of your initial training for three months, your probation period of 6 months will begin. Annexure-2 provides details of the salary package during probation. During this period, you will be offered salary as per the sheet enclosed and Rs. 7500/- p.m. towards the lodging expenses incurred by you. The lodging allowance of Rs. 7500/- p.m. (prorated basis) shall only be given to the candidates who are non-residents of the town in which they are posted.

During probation period you will be appraised for satisfactory performance for which AESL would normally confirm you. This confirmation will be communicated to you in writing. Annexure-2 contains details of your salary package after probation.

During probation, your performance will be duly guided, counseled and monitored by your seniors. However, in case your performance during probation is not found up to the mark, AESL's management may extend probation period or may relieve you from services.

The terms and conditions of the probation will be governed by AESL's Employment terms & condition. AESL reserves the right to modify or amend the probation policy.

### 3. Working Hours:

You may be required to work in shifts and/or extended working hours as permitted by Company policy.

### 4. Mobility:

AESL reserves the right to transfer your services at any of its branches, centers or associates on the terms & conditions as applicable to you at the time of transfer.

### 5. Increments and Promotions:

Your performance and contribution to the Company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on AESL's Employment terms & condition.

### 6. Alternative Employment:

As a whole time, associate of AESL, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of AESL.

### 7. Service Agreement:

You will execute an agreement contract of two years with AESL, Employment terms and conditions will be handed over to you on the day of your joining.

For **Aakash Educational Services Limited**



**Sachin Saxena**  
**CHRO**

Enclosed: Annexure -1: Acceptance of Joining  
Annexure -2: Salary Break up

**Annexure - 1**

**Acceptance of Joining**

Date \_\_\_\_\_

From Mr./Ms. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email ID \_\_\_\_\_

To,

HR Department-Second Floor  
Aakash Educational Services Limited,  
Aakash Tower  
Plot No-8, Pusa Road  
New Delhi-110005  
Phone-011-47623148/285

Dear Sir,

I hereby accept to join AESL on \_\_\_\_\_.

I have read and understood all the clauses mentioned in the joining letter.

I understand and accept that my continued services with the Company will depend on my performance, during training, probation & confirmed services thereafter.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_



## Annexure – 2

(Salary Structure)		
<b>Name</b>	<b>Mr. Kachare Mahesh Dattatrya</b>	
<b>Designation</b>	<b>Assistant Lecturer</b>	
<b>Grade</b>	<b>M8</b>	
<b>Details</b>	<b>Monthly (In Rs./-)</b>	<b>Annually (In Rs./-)</b>
<b>During Training</b>	<b>35,378</b>	
Basic	25,500	
Special Allowance	9878	
<b>Gross Salary during Training</b>	<b>35,378</b>	
<b>Details</b>	<b>Monthly (In Rs./-)</b>	<b>Annually (In Rs./-)</b>
<b>During Probation</b>	<b>44,223</b>	
Basic	25,500	
Special Allowance	18,723	
<b>Gross Salary during Probation</b>	<b>44,223</b>	
<b>During Confirmation</b>		
<b>Components</b>	<b>Monthly (In Rs./-)</b>	<b>Annually (In Rs./-)</b>
Basic	30209	362508
HRA	15105	181260
Special Allowance	13650	163800
<b>Gross Salary during Confirmation (A)</b>	<b>58,964</b>	<b>707,568</b>
Retiral Benefits		
Gratuity*	1453	17,436
<b>Total retiral (B)</b>	<b>1453</b>	<b>17,436</b>
<b>CTC (A+B)</b>	<b>60,417</b>	<b>725,004</b>

\*You will be entitled for Gratuity after completion of 5 yrs. continuous service with Aakash Educational Services Limited as per Gratuity Act, 1972

- You will be entitled for Retention Bonus of Rs.3 lakh which will be paid to you in 3 equal installments: -
  - First, INR 1 lakh on completion of 1 year with the Company & it will be paid along with succeeding months' salary.
  - Second, INR 1 lakh will be paid along with the Performance Appraisal of FY'2024-25.
  - Third, INR 1 lakh will be paid along with the Performance Appraisal of FY'2025-26.

Further, INR 1 lakh will be merged with your annual CTC effective FY'2026-27 Appraisal cycle.

All of these payouts are subject to your continued employment with the Company.