



# Aakash

Medical | IIT-JEE | Foundations

(Divisions of Aakash Educational Services Pvt. Ltd.)

## Offer: Faculty (Zoology)

RefId:AESPL/Campus2017-18/CORPORATEOFFICE/Aurangabad  
University

Date: 16<sup>th</sup> May, 2017

**Mr Ambadas Eknathrao Sakunde**

**At post - Narayangaon, TQ - Ambad District - Jalna - 431204**

### Ref: Letter of offer & Terms of Employment

**Dear Mr Ambadas Eknathrao Sakunde,**

Thank you for exploring career opportunities with AESPL. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant Lecturer in Zoology Department**. Your gross salary including all the benefits will be **561600/-** per annum. Annexure 2 provides break-up of the compensation package.

Your date of joining will be 17<sup>th</sup> July, 2017. Kindly confirm your acceptance of this offer by signing Annexure 1. If you don't send the acceptance of this offer within 10 days of receipt, this offer is liable to lapse at the discretion of AESPL. You should send your signed acceptance letter to HR Department at Corporate Office by post, detailed address of HO is mentioned at the end of this letter.

After you accept this offer letter, you will be sent a letter in the first week of June, 2017, indicating the details of your joining date & training venue at Delhi. You will be also issued a letter of appointment at the time of your joining after completing joining formalities as per company policy.

### Terms of Employment

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

Your initial 3 months of service will be training, during which you will be offered salary package as per the sheet enclosed. During this period you will be paid Rs.6000/- over and above your monthly training salary for lodging expenses incurred by you. The lodging allowance of Rs. 6000/-pm (prorated basis) shall only be given to the trainees who are non residents of their hometown.

Also, you will be offered complimentary lunch facility on all working days of the training period. At the end of training period, you will be appraised for satisfactory performance for which AESPL will bring you on probation.

Aakash Educational Services Pvt. Ltd.

CIN No.: U80300DL2007PTC169398

Registered Office

Aakash Tower, 8, Pusa Road, New Delhi-110005.

Telephone: (011) 47623456

Fax: (011) 47623472.

E-mail us at: corporate@aesl.in  
Visit us at: www.aakash.ac.in

This confirmation will be communicated to you in writing. Annexure-2 provides breakup of the salary package.

If your performance during training is not found up to the mark, you will be duly guided and counseled by your seniors. However, if the performance still does not improve a warning/ improvement letter shall be issued by the company or training may be extended. If in case, in 10 days of time of extended training or warning/ improvement, your performance does not improve, AESPL may terminate your services forthwith without any notice whatsoever.

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

## **2. Probation Period:**

After you complete your initial training for three months satisfactory, your probation period of 6 months will begin. During this period you will be offered salary as per the sheet enclosed and Rs. 6000/- towards the lodging expenses incurred by you. The lodging allowance of Rs. 6000/-pm (prorated basis) shall only be given to the trainees who are non residents of their hometown.

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

If your performance during probation is not found up to the mark, you will be duly guided and counseled by your seniors. However, if the performance still does not improve a warning/ improvement letter shall be issued by the company or probation may be extended. If in case, in 10 days of time of extended probation or warning/ improvement, your performance does not improve, AESPL may terminate your services forthwith without any notice whatsoever.

The terms and conditions of the probation will be governed by AESPL's terms & condition as written in service manual. AESPL 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:**

AESPL 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 AESPL's terms & condition as written in service manual.

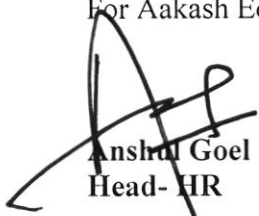
### **6. Alternative Employment:**

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

### **7. Service Agreement:**

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

Yours Sincerely  
For Aakash Educational Services Private Limited



Anshul Goel  
Head- HR

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-First Floor  
Aakash Educational Services Private Ltd,  
Aakash Tower  
Plot No-8, Pusa Road  
New Delhi-110005  
Phone-011-47623148/150, 9205472984

Dear Sir,

I hereby accept to join AESPL 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**

**Regd. Office: Aakash Tower, Plot No.-8, Pusa Road, New Delhi-110005**

**Calculation of Salary (Assistant Lecturer)**

**For Mr. Ambadas Eknathrao Sakunde,**

*On Training.....Rs. 28,080/- p.m*

*On Probation:.....Rs. 35,100/- p.m*

***On Confirmation: Assistant Lecturer***

<b>A.</b>	Basic .....	Rs.	25,500	p.m.
	H.R.A. ....	Rs.	12,750	p.m.
	Conveyance Reimbursement .....	Rs.	1,600	p.m.
	Medical Allowance .....	Rs.	1,250	p.m.
	Special Allowance .....	Rs.	5,700	p.m.
	<i>Total.....</i>	<i>Rs.</i>	<i>46,800</i>	<i>p.m (A)</i>
	<i>Total (A × 12).....</i>	<i>Rs.</i>	<i>5,61,600</i>	<i>p.a</i>