

Date: 18-July-2022

Dear Ms. Bommala Sai Dhana Lakshmi,

Greetings from Aakash Educational Services Limited.

It gives us immense pleasure to welcome you to Aakash family. We are pleased that you have chosen to be a member of the winning team of Aakash. Welcome aboard!

You would be glad to know that the exponential growth of Aakash has only been possible due to collective efforts of the team. We have set a benchmark of reliability for quality coaching and guidance.

There are several distinctive traits which makes us unique. We truly believe in focusing on people; providing ample learning opportunities, strengthening the value systems and providing dynamic personal and professional growth.

We are looking forward to seeing you grow and develop into an outstanding employee who exhibits a high level of care, concern and compassion for others. We hope that you will find your work to be rewarding, challenging and meaningful. Looking forward to years of fruitful association.

Wishing you best of luck!



Sachin Saxena
CHRO

Date: 18-July-2022

Subject: - Appointment Letter

Dear Ms. Bommala Sai Dhana Lakshmi,
Employee Code: F11617

We are pleased to appoint you in our organization on the following terms and conditions:

1. Appointment/ Designation

You are being appointed as an Assistant Lecturer at Grade - M8 in Aakash Educational Services Limited ("Company") with effect from 18-July-2022.

Your period of training starts with effect from 18-July-2022 or your actual date of joining whichever is later, for three months. On successful completion of your training, you will be brought on Probation for a period of six months. The cost of your training amounts to Rupees Three Lacs only.

Your confirmation will be done on completion of probation or extended period of probation, when you have developed keen understanding of the culture and system of the company, which is a must for all to work cohesively as a strong team.

2. Cost to the Company (CTC)

Your Cost to the Company would be Rs. 725,000/- (Rupees Seven Lakh Twenty-Five Thousand Only) per annum. Please refer to **Annexure -2** for detailed CTC break up.

3. Terms and Conditions of Service

You undertake to abide by the Employment Terms & Conditions of Service of the Company, Policy synopsis as mentioned in "Annexure - B", Code of Conduct for Employees as mentioned in "Annexure - B" and all other policies of the Company. The Company reserves the right to amend or modify any of these terms and conditions of service.

4. Training Period:

Your training will be conducted in the initial 3 months of your service, during which you will be offered salary package as per the sheet enclosed.

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 – Employment Terms & Conditions of Service. AESL reserves the right to modify or amend the training policy.

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 AESL will bring you on probation.

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

5. Probation

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.

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 - Employment Terms & Condition. AESL reserves the right to modify or amend the probation policy.

6. Medical Fitness

You should be medically and physically fit in order to discharge your official duties and obligations effectively and efficiently.

7. Transferability

Your initial place of posting shall be Bengaluru (Training Centre). However, your services can be transferred from one place and/ or department to any other place and/ or department at the sole discretion of Company.

8. Leaves

All leaves shall be applied/ granted in accordance with the Leave Policy of the Company.

9. Relinquishing Services

In case of your absence from office without any intimation to the concerned authority, for a continuous period of 3 or more days, you shall be deemed to have let and relinquished the service on your own accord and such relinquishment of service shall be deemed as repudiation of the present contract or employment by you and not a termination of service by the Company.

10. Terminating/ Relieving

After confirmation in the services of the Company, the contract of employment is liable to be terminated by either party without assigning any reason but by giving notice or salary of one month in lieu of notice by either party.

Notwithstanding anything contained hereinabove, the Employee shall be liable for termination without any notice if the employee is in violation of any of the Employment Terms & Conditions of Service and the Company shall be entitled for withholding all the dues of the Employee, without prejudice to its other rights.

You are requested to sign and return the duplicate copy of this letter, as a token of your acceptance of the terms of appointment, including the Employment Terms & Conditions of Service, the Code of Conduct for Employees and other policies of the Company. In case of any conflict in the terms of Employment Terms & Conditions of Service, Code of Conduct for Employees and the present Appointment Letter, the terms of the Employment Terms & Conditions of Service shall prevail.

We welcome you to the Aakash family and looking forward for a great and long association with us.

For Aakash Educational Services Limited



Sachin Saxena
CHRO

Declaration

I, Bommala Sai Dhana Lakshmi have carefully read and understood the terms and conditions of my appointment as mentioned hereinabove as well as other document / Policies and I agree and undertake to abide by them.

Signature :

Name :

Date :

Place :