

OFFER LETTER

Tuesday, 10th, September 2024

Ms. Neeharika Verma
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Congratulations on choosing Aviotron Aerospace as your workplace. We are pleased to offer you the position of 'K-12 STEM Trainer', provided you accept the following terms and conditions.

Position Details:

Designation: STEM Trainer
Department: Training and Development
Employment Type: Full-Time at an Educational Institution/WFO
Location: TBD
Date of Joining: Monday, 23rd September 2024

Compensation Details:

Stipend during Training: INR 9,000 + 3,000 (Food + Stay Allowance) /Month
Full-Time Employment CTC: INR 3.8 LPA

Post On-Boarding you shall be employed in a training position for 2 month training period and after successful completion of the training period you shall be shifted to the full-time position either placed at a school or for the position of In-house STEM Trainer offered at the CTC mentioned above.

The company shall be entitled to deduct, from the above remuneration (CTC) payable to you, the following contractual, statutory, and compulsory deductions, if and when applicable:

1. Provident Fund
2. Income tax is deducted at source as per government norms.
3. Employment/Professional taxes
4. Due to the company including loans and advances
5. Any other applicable statutory deductions

You will be governed by and agree to abide by the General Terms and Conditions of service of the company, as mentioned in Annexure A. You are also requested to join your position no later than Monday, 23rd September 2024, failing which you may consider the offer to be withdrawn unless you ask for an extension of that date which has to be mutually agreed in writing.

We again take this opportunity to congratulate you and welcome you to our organization and look forward to reaching many more milestones together.

Thanks and Regards, Accept the offer by signing below:

For AVIOTRON AEROSPACE PRIVATE LIMITED

Director

Vaishnav Chintalpudi
Founder
Aviotron Aerospace Pvt Ltd

Signature:

Annexure A

All confidential information, training, and teaching material, developed material, and documentation of the company including any information concerning the organization, business, or finances of the company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, student lists, records, reports, memoranda which is confidential to the company or which the company is under obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The employee acknowledges that the unauthorized use or disclosure of the confidential information will be prejudicial to the interest of the company or the entities with which the company has a business relationship and may amount to invasion of privacy or misappropriation or improper disclosure of trade secrets.

Probation period: On joining the company, you shall be on a probation period of three months. During this period, your employment may be terminated upon giving 48 hours notice. Furthermore, your services shall stand confirmed at the end of the probation/ training period, unless otherwise communicated to you in writing.

Lock-in Period: There will be a lock-in period of one year which will start from the day of probation (The lock-in period will include 3 months of probation). If the employee fails to serve one year, he/she will be penalized by 50% of their one-year CTC. In case an employee fails to follow above terms and conditions, legal action will be taken from the employer and restricts the employee for 3 months from joining another organization.

Code of Conduct: Aviotron Aerospace Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our ethical standards practice applicable to our employees relating to their dealings with you in various business transactions.

Business conduct: Our basic premise in the conduct of business: employees should do nothing that might discredit or embarrass the Company, its clients, or themselves as an employee of the Company. All Aviotron Aerospace Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Termination/Exit: In case of voluntary exit from the company after 12 months of joining, the company shall have full rights to withhold the pending salary and shall only clear the same if the company deems it so. To exit the company rightfully, you must serve a notice period of 30 days and should inform the company well in advance.

No-dispute Condition: The employee acknowledges that, if and when he/she is asked to move to a school for a full-time tutor position there should not be any hesitation and second thoughts as this is the base premise of providing an employment opportunity to the said candidate. Failure to do so might incur a penalty and withholding of pending compensation/salary.

Annexure B

You are required to submit the following documents, either in original or upload original scanned copies of the same.

1. 10th Certificate and Mark sheet.
2. 12th Certificate and Mark sheet.
3. Graduation/Post Graduation Mark sheet for all semesters.
4. Graduation/Post Graduation Certificate.
5. Resume
6. Signed Offer letter.
7. PAN Card.
8. Aadhaar Card.
9. Voter ID/Passport/Driving License.
10. Canceled Cheque/Bank Statement/Bank Passbook.
11. Passport Size photograph.
12. All current and previous companies' relieving/experience letters.
13. Current/Last company's last three months' payslips.

Annexure B

EARNINGS	MONTHLY	ANNUALLY
Basic	INR 14,933.00	INR 1,79,200.00
HRA	INR 5,973.00	INR 71,680
Special Allowance	INR 8,960.00	INR 1,07,520
SUBTOTAL	INR 29,866.67	INR 3,58,400.00
PR- Employer	INR 1,800.00	INR 21,600.00
Total Earnings	INR 31,666.67	INR 3,80,000.00
DEDUCTIONS	MONTHLY	ANNUALLY
PF Employee	INR 1,800.00	INR 21,600.00
Total Deductions	INR 1,800.00	INR 21,600.00
NET PAY	INR 28,066.67	INR 3,36,800.00