

**Abhishek Burman**  
**CEO & Founder Director**  
[abhishek.burman@generalaeronautics.com](mailto:abhishek.burman@generalaeronautics.com)

June 20, 2022

**Mr. Triveni Maurya**  
**trivenimaurya@gmail.com**

### **OFFER OF EMPLOYMENT**

Further to your interview with us, General Aeronautics is pleased to offer you the position of

#### **Field Support Manager**

1. The General Aeronautics Pvt. Ltd. (the “company”), which is a company incorporated under Indian Companies Act 2013. You shall be based at the Company’s office at Delhi.
2. Your job must be accomplished within the framework of the organization’s overall corporate policies, plans and programs that may be assigned to you from time to time.
3. Your CTC is fixed at 8,00,000 (Eight lakh Rupees only) per annum. Salary breakdown is provided in Annexure-1
4. You would be on probation with the company for first six (06) months and on successful completion of your probation you will be offered to be regular employee of this company
5. The offer is valid for acceptance till June 25<sup>th</sup>, 2022. May we request you to kindly sign copy of this letter as a token of your acceptance and return the same through email. Please note that the offer is subject to the following:

**General Aeronautics Pvt Ltd**

F-86, First Floor, Vinyas Building, ITI Campus

Doorvaninagar, KR Puram, Bangalore – 560016

[www.generalaeronautics.com](http://www.generalaeronautics.com), [info@generalaeronautics.com](mailto:info@generalaeronautics.com)

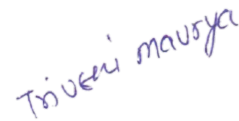
- i. Receipt of references given by you, which are satisfactory to the company (if applicable).
  - ii. Copy of acceptance of resignation.
  - iii. Background check which are satisfactory to the company.
  - iv. Such other information provided by you in Personal Data Sheet at the time of joining. Company reserves the right to withdraw offer of appointment in case any of the above- mentioned clauses are not befitting the company.
6. Medical and accidental coverage with effect from date of joining is over and above your CTC.
  7. At the time of joining, you will be required to sign a comprehensive employment agreement and such other document as may be required by the company. Refer annexure 2.
  8. We take this opportunity to welcome you to General Aeronautics and wish you the very best in your new assignment and hope that you will display a high degree of dedication and commitment to the company objectives, thereby contributing significantly to the growth of the company. We also wish you a long-term association with us.

With best wishes,

Agreed and Accepted:



**Abhishek Burman**  
**CEO & Founder Director**



Name: **Triveni Maurya**  
Date: 21/06/2022

ANNEXURE 1				
TOTAL COMPENSATION AND REWARDS				
CONFIDENTIAL				
Name: Triveni Maurya				
Field Support Manager				
Sl. No.	Compensation Break-up	@	Monthly (INR)	Annual (INR)
1	Base Salary			
1.1	Basic	35% of CTC	23,333	2,80,000
1.2	HRA	40% of Basic	9,333	1,12,000
A	Total Base Salary		32,667	3,92,000
2	Flexible Compensation Plan (FCP) (as per Income Tax laws) - Allowances			
2.1	Leave Travel Allowance	10% of Basic	2,333	28,000
2.2	Professional development		1,000	12,000
2.3	Conveyance Allowance		4,167	50,000
2.4	Special Allowance		22,579	2,70,944
B	Total Allowances		30,079	3,60,944
3	Retirement Benefits			
3.1	Employer's PF Contribution		2,799	33,588
3.2	Gratuity (As per Gratuity Act)	4.81% of Basic	1,122	13,468
C	Total Retirement Benefits		3,921	47,056
Sub Total (A +B +C)			66,667	8,00,000
4	Annual Variable Performance Pay			
	Variable Pay			
D	Total Annual Variable Pay			
GROSS TOTAL (A +B +C)				8,00,000

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### **ANNEXURE-2**

As part of our joining formalities, you are requested to submit the following documents through mail (scanned copies) or on the day of joining:

1. Signed copy of your letter of offer.
2. Copies of all qualification certificates and mark sheets (semester wise/Consolidated) from S.S.C onwards.
3. Highest Qualification Provisional Certificate and Degree Certificate front side and back side.
4. Copies of experience letters/ Service Certificates from current and previous Employers.
5. For Photo Identity, kindly furnish any one of the following documents:-
  - i. Copy of your passport.
  - ii. Copy of valid Indian Driving License.
  - iii. Copy of voter ID Card.
  - iv. Copy of Ration Card
  - v. Copy of Aadhar Card.
6. PAN Card and Aadhar Card
7. Copy of Relieving letter from your last employer.
8. 06 Passport size photographs.

**\*\*Candidates to bring hard copy of all the applicable documents and mail the HR ([hr@generalaeronautics.com](mailto:hr@generalaeronautics.com)) the scanned copy of the documents on the day of joining.**