



info@aakasaairways.com



IOC Colony, Sector 10A, Gurugram,  
122001, India

### COMMITMENT LETTER

AAKASHA AIRWAYS is pleased to extend you an offer for the position of Customer Service Associate as a ticket executive. We believe that you will be excellent addition to our team and we are looking forward to having you on board. Your salary will be 28,500/- INR per month + Incentive, P.F and Annual bonus. Your salary will be credited to your bank account on the 1st date of every month. The job requires 5 days working in a week.

If you choose to accept this job offer, kindly sign this letter and return it to us via mail at hr@aakasaairways.com As soon as possible and please attach all the below mentioned mandatory documents.

**10th Class Mark sheet****12th Class Mark sheet**

- ♦ Any Graduation Mark sheet (if applicable) ♦
- Aadhar Card
- Passport size photo
- Pan Card
- Any Aviation Certificate

\*\*Kindly submit your required documents as soon as possible.

### LETTER OF EMPLOYMENT

We would like to congratulate you, post your application for employment with us, and the subsequent selection process, we are delighted to share with you offer of employment on the following TERMS and CONDITIONS. Your compensation and benefits present in the attached annexure.

Designation:	Status Awaiting
Department:	Customer Service Associate
Sub-Department:	Customer Support Executive
Location of Posting /Job:	Pending
Date of Joining:	Pending

On your joining, you are expected to enter in to an agreement, which details the scope, terms and conditions of your employee, the necessary training and the contractual obligation to be

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with **AAKASHA AIRWAYS**. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and condition as per Company Policies.

Company will reserve the right to make any further changes to the date of joining. Your employment will be governed by rules & policies of the company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

**The Terms and conditions of services will be as follows:**

#### Probation Period and Confirmation as a Permanent Employee

For the period of first six month, you will be on probation from the date of your joining, where after the probation period, it may be either extended at the discretion of the management or may be dispensed. Your Services are liable to be terminated without any notice or wages in there of during the initial or extended period of probation.

**Training:** The training program would consist of classroom training and on-the-job training. The duration of the classroom training would be purely based on business requirements. Your Confirmation will be based on your positive contribution to the company's objectives. Based on business requirement, period of training can be extended further as decided by the management or part thereof. Your continued employment with the Company is subjected to your skills and performance, as per he/she qualifying criteria during and at the end of the training.

In case you discontinue your services during the training period the expenses incurred upon your training by the organization will be recovered from you which in clued recovery from your salary.

**Full Time Employment:** Your willing age, your self-efficiency to the best of your ability, will devote your whole time to the work of the company and will not engage yourself directly or indirectly either honorary or on remuneration any service, trade, business, or occupation (including agency of an insurance company or in advisory capacity).

#### Shift Timings and Punctuality:

The company works 7 days a week and 24 hours a day. You will be required to work up to 48 hours a week and other such extended hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be on a Saturday or Sunday. Your assignment requires you to work in shift including night and the shift timings will be decided by the management as per the business requirements.

#### Background Verification:

As required by company policy, this offer of employment is contingent upon successful completion of a back ground investigation, including a criminal background check demonstrating your eligibility for employment with the organization.

**Notice Period:** Your services shall be terminable by either party giving the one-month notice or salary in lieu thereof. However, no such notice or notice pay shall be payable in case your services are terminated on account of any misconduct by you.

**Increment and Promotion:** That your increments / promotions and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behaviour and also subject to the prosperity of the organization.

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**Retirement:** You will automatically retire without any notice on your reaching age of 60 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you one month's notice or salary in layout thereof.

After submission of documents, it will be mandatory to pass the test and interview. Company will not be responsible for that. We are providing only career opportunity.

This Employment / personal data form and otherwise, and shall be considered as void if any material error / suppression in the company's opinions discovered there at any time.

#### **LETTER OF COMMITMENT**

**Name:**

**Contact No.:**

**E-mail:**

**Date of Birth:**

**Age:**

**Married: (Y / N) Gender:**

**Address:**

**Parents Name:**

**Parents Contact No.: Address:**

**CANDIDATE NAME:**

**SIGNATURE:**

**DATE:**

AUTHORIZED SIGNATORY:-

DESIGNATION:- HR MANAGER