

Levels, Engagement models and Basket of titles

Scope & Purpose

CodeCraft may engage with people in different forms such as employees, interns, contractors or consultants. The purpose of this document is to clearly define the scope & applicability of processes & policies depending on the mode of engagement and also lay the guiding document to the members of the HR team as well as leadership about organizational level and the synchronous designation to the level in the organization. For employees aspiring to move to the next level or for leaders who are considering moving their reportee/s to the next level via a promotion, the general expected competency at different levels is also defined here-with.

Mode of Engagement:

We at CodeCraft engage with people in the below listed modes:

1. Employee: An individual who is appointed to carry out certain role & responsibilities to meet

the organizational needs not bound by tenure. (Employee Offer Letter & Employee NDA)

2. Intern: An individual who is appointed for a specific tenure for on-the-job training assignments.

They may or may not be converted into employees. (Intern offer letter & Intern NDA)

3. Consultant: An individual who is appointed to carry out certain role & responsibilities to meet

the organizational needs for a specific period of time. Their engagement is subject to renewals.

(Consultant offer letter & Consultant NDA)

4. Contractor: An individual who is deployed by a vendor/third party agency to carry out certain

role & its associated responsibilities in CodeCraft. (3rd party contract NDA(either our or their

format), Contractor deployment letter under the 3rd party letter head)

Policy

Category

Employee

Consultant

Contractor

Intern

General

Administrative –

POSH, ISO,

Code of conduct
Yes
Yes
Yes
Yes
Holiday & Leave
Yes
Limited – CC/Client holiday calendar,
Leaves - only 1 leave per month
Limited – CC/Client holiday calendar,
Leaves - NA
Limited – CC holiday calendar,
Leaves - only 1 day of sick leave per month allowed
Performance & promotions
Yes
NA
NA
NA
Learning & Development
Subject to defined limits & conditions
Subject to defined limits & conditions
NA
Subject to defined limits & conditions

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Document No: CCTPL/HR/LDBOT

Doc Classification: Internal

Version: 2 Revision No: 0

Effective Date: 20 August 2025

Levels & Designations:

Levels

Indicative

YOE

Bucket of designations

L1

0-4yrs

Jr. Engineer/Jr. Analyst/Jr. Designer/Jr. Executive

L2

2-6yrs

Engineer/Analyst/Designer/Executive

L3

4-8yrs

Sr. Engineer/Sr. Analyst/Sr. Designer/Sr. Executive

L4

6-10yrs

Lead/Tech Lead/Associate Manager

L5

8-12yrs

Sr. Lead/Sr. Tech Lead/ Manager

L6

10-14yrs

Principal Designer/Principal Architect/ Principal Technology Mentor/ Sr.

Manager

L7

12-16yrs

Practice Lead/ Associate Director/ Associate VP

L8

16+yrs

Director

L9

18+yrs

Sr. Director/VP

L10

18+yrs

CXO

- Each of the titles can be suffixed with the respective dept. names
- Any titles outside the bucket list can be added subject to approval from CEO/CTO
- Years of experience is merely a proxy, the levels at the time of hiring & promotions to next levels

will purely be based on the competency of the individual.

- Any intern joining shall be given the designation of “Intern”

. Upon completion of internship if

the decision to offer permanent employment is taken, they will be given the applicable L1

designations as per the department for which they have been hired.

- Any consultant appointed shall be given the title of consultant – dept.name. These levels or promotions shall not be applicable to them.

Competency expectations:

Level

Expectations in the current level

Expectations to move to the next level

L1→L2

- Delivers assigned tasks on time with quality
- Learns quickly & adapts to tools/processes
- Seeks feedback & improves
- Works well in a team
- Begins showing ownership of modules
- Communicates effectively with peers
- Suggests small improvements in work
- Can guide an intern/new joiner

L2→L3

- Handles moderately complex tasks independently
- Reliable & consistent in output
- Demonstrates accountability for outcomes
- Good peer relationships
- Can independently own a module/feature
- Mentor juniors & interns
- Shows initiative in cross-team collaboration
- Handles basic client/manager interactions confidently

L3→L4

- Trusted go-to person in the team
- Leads small teams/project modules

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