**Date: November 1st, 2017**

**Place: Aurangabad.**

**Dear Khan Kamran Ahmed,**

We are pleased to appoint you as **Software Developer** in our organization with effect from **1st November 2017**. Your gross salary will be **Rs.20, 000** (Breakup given in annexure-1)

Your assignment is a full time assignment and you will not, at any time, engage in any other paid occupation or business without obtaining prior written consent from Clouding Systems. Further, this appointment is subject to you undertaking that you will not disclose to any person, firm or company any information concerning the affairs of Clouding Systems or any information related to **Clouding Systems’** clients and projects during your employment with Clouding Systems.

You are liable to be transferred temporarily or permanently anywhere in India or aboard depending on the exigencies of the work for Clouding System or its affiliates.

Income tax and other taxes if any will be to your account and is subjected to the deduction at source whenever applicable

**Let me warmly welcome you to the Clouding Systems family and wish you a rewarding career with us.**

**Encl:** Annexure 1

Annexure 2

**Annexure 1**

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| --- | --- | --- | --- |
| **Name: Khan Kamran Ahmed** |  |  |  |
| **Designated as: “Software Developer”** |  |  |  |
| **Total Benefits** | **Amount in Rs.** | | |
| Basic Salary + DA | 9000 | | |
| House Rent Allowance (HRA) | 4000 | | |
| Special Allowance | 4150 | | |
| Conveyance Allowance | 1600 | | |
| Medical Allowance | 1,250 | | |
| **Total Monthly Gross** | **20,000** | | |
| **Annual Gross** | **2,40,000** | | |

**Annexure 2**

**Probation Period**

Your probation period will be for 3 months from your date of joining the company. After completion of you probation period you will be entitled to company leave policy and other employee benefits.

**Termination of Service**

During the probation period, a notice of 15 days is required to terminate employment from either side. After confirmation, however, this employment is subjected to below rules

* 1. The Employee may at any time terminate this agreement and his employment by giving not less than **2 months** written notice to the Employer.
  2. The Employer may terminate this Agreement and the Employee’s employment at any time, by giving notice of **1 month**, for sufficient cause.
  3. In case of violation of any company norms the Employer may terminate this employment at any time without the requirement to show sufficient cause pursuant to (b) above.
  4. The employee agrees to return any property of at the time of termination.

**Increments and Promotions**

Your growth in the organization through promotions and salary increments will depend solely on your performance and contributions to the company, as determined by the management through periodic performance appraisals.

**Compliance to Quality Standards**

You will be required to understand and implement Standard procedures evolved with **Clouding Systems**. Your attitude towards adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

**Verification**

You have been engaged on the presumption that the particulars furnished by you are correct. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld some relevant facts, your appointment with the company shall stand terminated/canceled without any notice.

**Duties and Responsibilities**

The company will expect you to display a high standard of initiative, efficiency and economy.

1. You are required not to engage in any other gainful or commercial employment or business; either part-time or full time, in an honorary manner or in a way that provides remuneration, directly or indirectly simultaneously as long as you are employed with **Clouding Systems** You are also required not to engage yourself indirectly in any other profitable business connected with the dealings or activities of the company in any way.
2. You are required to strictly maintain secrecy and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the company expect your immediate superior. Any such disclosure would be considered a serious case of indiscipline and would render the company to take disciplinary action as deemed fit.

**Other rules and regulations**

During the employment, you will be governed by service rules and regulations of the company in force or as introduced or amended from time to time. You will also be governed by the company’s policies.

You will keep us informed of any change in your residential address, civil or marital status and other such matters.

Employees are not supposed to avail leave facility during the period of probation.

**Leave Policy**

The Employee shall be entitled to 20 days casual of leaves in a calendar year running from January to December. Leaves will be earned week by week at the rate of 0.38 leaves per week. Other than casual leaves only 10 government holidays are applicable.

This agreement contains the entire agreement between the parties, superseding in all respects any and all prior oral or written agreements or understandings pertaining to the employment of the Employee by the Employer and shall be amended or modified only by written instrument signed by both of the parties hereto.

**Yours sincerely,**

**For Clouding System, Aurangabad**

**Head Office:** 7114, Hamza Ibn Abdulmutalib-Alhazm, Unit No: 5, Riyadh 14964-3424 KSA.

**Website:**www.cloudingsystem.com

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| --- | --- |
| **HR Manager**  Ali Amer Chaus | **Khan Kamran Ahmed** |