



Offer Letter

Date: 7th October 2019

Ref. No. 07102019B

Mr. Abhishek Gupta

S/O, Ashok Gupta, Ward No. 20, Anand Nagar Colony, Khairtal, Alwar, Rajasthan, 301404.

Offer of Employment for the post of Data Engineer

Dear Abhishek,

Welcome to **CloudCover Consultancy Pvt. Ltd.**

1. We have pleasure to Offer you a position of "**Data Engineer**" in our Company- **CloudCover Consultancy Pvt. Ltd.**
2. Your career path within the Company will be dynamic and transparent. Your hard work and achievements will be well rewarded and incentivized, as you grow with us.
3. Once you are part of the team, the management will initially provide a period of indoctrination training to familiarize you with the company's procedures and processes. We pride ourselves in adopting state-of-the-art technology and creating an atmosphere conducive to constant learning.
4. We offer you this position on the following terms and conditions:
 - a) **Date of Joining:** 3rd December 2019 or earlier, except if otherwise extended by the Company and communicated to you in writing. Please submit the documents specified in Annexure B to the HR department before or at the time of your joining.
 - b) **Reporting Officer:** Chaitanya Pande
 - c) **Location:** Your base work location would be Pune (501, 5th Floor, Zero-One, Mundhwa Rd, Pingale Wasti, Koregaon Park Annexe, Mundhwa, Pune, Maharashtra 411036). However, depending upon the company's requirements, you may be required to travel and/ or be posted temporarily or permanently at other offices/ locations.
 - d) **Compensation:** Your total annual cost to the company (CTC) inclusive of all benefits (statutory or otherwise) will be INR 13,30,000/- (Rupees Thirteen Lacs and Thirty Thousand only), subject to applicable statutory deductions. Your CTC shall be due for revision as per the Company policy. Your compensation and benefits may be amended at the sole discretion of the company. A detailed break up of your salary structure is provided in Annexure A below. Your salary is personal and confidential information. You should discuss it only with your Reporting Manager or with your Human Resources Manager.
 - e) **Working hours and Leave:** The general work timing at the Company is from 9:30 AM to 6:30 PM from Monday through Friday. We presently have a five-day work week; however, for the convenience of our employees the office is open on Saturdays too. Depending on organizational requirement or project exigencies your working hours / work days may be modified/altered from time to time. Depending on organizational requirement or project exigencies your working hours / work days may be modified/altered from time to time.
 - f) **Transfer:** As part of your duties you may be required to travel outside of the Company's premises. Pursuant to any business requirement, Company may also transfer or depute you to any other office or location of the Company or any of its subsidiaries or affiliates or group companies or to the work site or office of the Company's customer within or outside of India or as part of a business arrangement or, sale of assets, merger, takeover, acquisition, or hive-off, the transfer you onto the rolls of another entity and you shall accept such transfer or deputation without demur.

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- g) **Probation:** Your probation period will start from the date of joining and will continue up to three (3) months. The same can be extended at the discretion of management based on performance. During such period of probation, your services may be terminated upon two (2) weeks' notice or pay in lieu thereof, by the Company, at its sole discretion, without assigning any reason. However, in case of misconduct or non-compliance of any company policies on your part, your services may be terminated forthwith without any notice period by the Company.
- h) **Performance Linked Incentive:** As a part of your CTC, you will be eligible for a performance linked incentive annually up to an amount of INR 1,33,000/- (Rupees One Lac Thirty Three Thousand only) payable as per your performance against the set KPIs for your role by the company. The PLI will be paid out quarterly to you and is completely dependent on your performance in the role.
- i) **Payment of PLI:** All employees who are in employment with the organization on the date of pay-out of the Performance Linked Incentive are eligible to receive the PLI. Employees who have resigned and serving the notice period will not be eligible to receive the PLI.
5. **Background check:** All documents submitted by you to the Company with reference to the above are subject to verification by the Company at any time during your employment with the Company. You hereby specifically authorize the Company or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. This Appointment is subject to you clearing the Background Check as conducted by the Company. In the event you fail to cooperate or clear the background check, your employment may be terminated by the Company forthwith and without any liability to the Company.
6. This Offer Letter is conditional upon you executing the Appointment Letter/Employment Agreement and/or any other agreement as may be requested by the Company at the time of joining.
7. **Offer Validity:** Kindly confirm the acceptance of the offer along with date of joining in writing on or before 7th October 2019 to Human Resources at hr@cldcvr.com, failing which the offer stands automatically withdrawn thereafter, unless the offer validity date is extended and communicated to you in writing or via email.
8. This Offer of Appointment supersedes all prior communications - written and oral with you, if any in this regard. You agree to abide by all Company rules, regulations, instructions, policies, practices and procedures that the Company may amend from time to time.
9. On the day of joining, please come to the work location mentioned above at 9:30 AM. Human Resources department will be very happy to walk you through our facility, familiarizing you with our work culture, guide you through our work environment and introduce you to your team
10. **Notice Period:** (i) After completion of probationary period and confirmation of employment, if you voluntarily resign from the services of the Company, you will be required to give sixty days of written notice or Salary in lieu of the notice period subject to the Company's discretion. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the sixty days' notice period. Similarly, the Company may terminate your employment by giving you sixty days' notice. The Company can terminate your service without any notice period in case the employment is terminated on grounds of Breach of confidentiality or IP related obligations
- (ii) Violation of law
- (iii) Gross Misconduct
- (iv) Material breach of Company policy. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate previous working day. You shall retire on the day of completion of sixty years of age. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day. Resignation cannot be given when you are on leave and no leave will be granted once a resignation letter has been submitted.
11. **Relocation Expenses**
- i. Travel (One way by air economy/train/bus) as a reimbursement

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Annexure A

Fixed	₹1,175,400.00	₹99,750
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EARNINGS	PA	PM
Basic	470,160.00	39,180.00
HRA	235,080.00	19,590.00
Medical Allowances	56,419.20	4,701.60
Conv. Allowances	37,612.80	3,134.40
Entertainment Allowances	37,612.80	3,134.40
LTA	70,524.00	5,877.00
Other Allowances	267,991.20	22,332.60

Gross Salary	1,175,400.00	97,950.00
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DEDUCTION

Employee PF	21,600.00	1,800.00
Professional Tax	2,500.00	200.00

Net salary	₹1,151,300.00	₹95,950.00
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Benefits

Employer PF	21,600.00	1,800.00
Performance Bonus	133,000.00	Paid Quarterly

TOTAL CTC	₹1,330,000.00	
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PLI is completely up to the performance of an individual and the amount is calculated as per the PLI clause
All the above would be subject to the Income Tax Rules that may be in force from time to time.
All Professional Tax applicable as per the state government rules.

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- ii. Accommodation for one week as a reimbursement
- iii. Household goods relocation as a reimbursement

The total relocation expenses should not exceed 35,000 INR which is inclusive of above 3 pointers. The distribution can be as per your preferences.

All the above provided you need to pay them initially and we will reimburse them on actuals.

The selection of airlines should be on the basis of the most reasonable fare and kindly carry boarding pass.

Before any reimbursement is made under this policy, an employee will be required to sign a Declaration requiring to reimburse the company for any relocation expenses paid if an employee should voluntarily leaves the employment of the Company or be released from employment for cause, including poor performance, within twelve (12) months of relocating. This can be waived at the discretion of the manager.

We are eager to welcome you to the family!

Yours Sincerely,
For **CloudCover Consultancy Pvt. Ltd.**

Vishal Parpia
Co-Founder & Director, CloudCover Consultancy Pvt. Ltd.

I accept the above terms and conditions.
I confirm on my Date of joining

Name: Abhishek Gupta

Signature: Abhishek

Enclosures:
Annexure A - Salary Structure; Annexure B – Pre-joining & Joining Formalities

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Annexure B

Pre-Joining and Joining Formalities

We would like your transition into CloudCover to be as smooth as possible. For this we require your cooperation in following our pre-joining and joining process.

Joining process:

On the day of your joining, please bring the following documents in ORIGINAL (for verification only), along with one (1) photocopies of each of these documents.

1. **Identity Proof: (Any One)**
 - a. Passport
 - b. AADHAR Card
 - c. Voter's card
 - d. Driving License
2. **Current and Permanent Address Proof – (Any One)**
 - a. Electricity bill
 - b. Telephone bills
 - c. Corporation tax receipt
3. **Date of Birth Proof – (Any One)**
 - a. Birth Certificate
 - b. School Leaving Certificate
 - c. HSC Certificate
4. **Educational Information: (All documents)**
 - a. SSC mark sheet & certificate
 - b. HSC mark sheet & certificate
 - c. Graduation (if applicable); Semester (if applicable); Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
 - d. Post-graduation (if applicable); Semester wise mark sheets or a consolidated mark sheet and Certificate (Passing Certificate / Convocation Certificate / Provisional Passing Certificate)
5. **Professional Information: (as applicable)**
 - a. Latest salary slip / salary certificate (last 3 consecutive months).
 - b. Relieving letter(s) and/or full & final settlement letter(s) from all your previous employers.
 - c. Resignation Acceptance Letter or Email /Service Certificate / proof of Employment from the present and all previous employers.
6. PAN Card (Mandatory)
7. Six (6) copies of recent passport size color photographs with white background.

We welcome you to CloudCover and look forward to a long and mutually beneficial association. For any queries, please Email HR at the Email ID mentioned above.

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