

STRICTLY PRIVATE & CONFIDENTIAL

August 6, 2024

## Offer of Appointment to the Position of Associate Data Analyst

Dear **Mr Ankit Kumar**,

This refers to our earlier interactions and discussions regarding your candidature for the mentioned position. We are pleased to offer you the appointment for the position of “**Associate Data Analyst**”. The terms & conditions of your employment are given hereunder;

### 1. Role Summary:

As an “**Associate Data Analyst**” you will manage all aspects of business requirements and will be responsible for project deliverables which include but are not limited to dashboard design, development, delivery, and support of the BI services as per the project requirement.

### 2. Essential Functions & Responsibilities:

- Communication & interaction with the client to understand the requirement.
- Ensure delivery within the given time frame while maintaining quality.
- Stay up to date with current tech and bring relevant ideas to the table.
- Proactively work with the team to identify and resolve issues.
- Performs other related duties as assigned or advised.

### 3. Compensation:

You would get a monthly salary as mentioned in **Annexure A** payable on a calendar month basis on every 1<sup>st</sup> day of the month.

### 4. Location:

Your base location would be **Pune, India**. However, you may need to travel to other business /project locations of the Company, its associates, JV Partner and/or client as the case may be.

## 5. Office Hours:

The normal office hours of the company are from **9:00 AM to 6:00 PM, Monday to Friday**. However, this is a client facing position which needs support during different time zones hence your working hours might be changed depending on the project requirement, location and / or weather.

## 6. Assessment:

- a) This offer of appointment is subject to 15 days (working days from the date of joining) assessment of your profile for suitability to the position and fitment to the Company's policies & culture. In case of any negative finding or feedback in this regard, the Company reserves the right to cancel this offer of appointment.
- b) You shall also be at liberty to decline this offer of appointment within the first 15 days from the date of your joining in case you find this employment is not in line with your aspirations and /or expectations.

## 7. Probation:

You will be on probation for a period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration. On successful completion of your probation period, you will get a probation confirmation letter.

## 8. Background Verification:

As part of our standard hiring process, we conduct background verification (BGV) checks to ensure the integrity and suitability of all prospective employees. We would like to inform you that we will initiate the BGV process after your official date of joining.

The background verification will encompass various aspects, including but not limited to your educational qualifications, employment history, criminal record, and professional references. It is important to note that any discrepancy or adverse report found during the BGV process may result in the termination of your employment with ScatterPie Analytics, without any payment for the duration worked.

Your **date of joining shall be September 2, 2024**. You shall be required to submit soft copies of the following documents within 15 days from the date of your joining;

- 1) Passport size recent photograph
- 2) All educational certificates
- 3) PAN card
- 4) Aadhar card

The signed copy of the appointment letter and other documents shall be made available to you after your joining and submission of the above documents.

We congratulate you on being appointed as **Associate Data Analyst** and wish you all the success in the coming days of your career.

**People Team**

**ScatterPie Analytics Pvt. Ltd.**

## ANNEXURE A

The details of your compensation are given below:

Salary Component	Yearly	Monthly
<b>CTC</b>	<b>400,000</b>	<b>33,333</b>
Basic Allowances	189,200	15,767
House Rent Allowances	75,680	6,307
Phone Allowances	24,000	2,000
Travel Allowances	30,000	2,500
Special Allowances	54,960	4,580
Medical Allowances	4,560	380
Employee Contribution to Provident Fund	21,600	1,800
Employer Contribution to Provident Fund	21,600	1,800
Profession Tax	2,500	200
<b>Gross Salary</b>	<b>378,400</b>	<b>31,533</b>
<b>Net Salary</b>	<b>349,740</b>	<b>29,153</b>

**Taxation:** Taxation will be governed by income tax rules. The company will be deducting tax at the source as per income tax guidelines.