

Offer Letter

Private & Confidential

HYD/23/03/07

Date:29/03/23

**Thulluri Susmitha,
Nellore.**

Dear Susmitha,

Congratulations, this is with reference to your application and subsequent interview you had with us for the opening of Clinical Data Management. We are pleased that you are considering to join **Inductive Quotient Analytics India Pvt. Ltd.** ("the Company") at **Hyderabad**. This letter confirms the terms of our offer with respect to your planned employment, subject to your being found medically fit. You will be designated as **Associate Clinical Data Analyst**. Your Annual Compensation will be **Rs CTC 1,80,000 (Rupees. One Lakh Eighty Thousand only)** Kindly refer Annexure I for detailed compensation.

Other Terms & Conditions

Your anticipated start date will be **04th April 2023**, in case you do not join duty by **04th April 2023** this offer of appointment will stand cancelled and withdrawn. Your appointment stands effective from the date you join duty.

You will be or may become eligible for other benefit plans as adopted by the company from time to time. The terms of those plans shall be as determined by the Company or thereafter amended and shall be governed by the terms of the applicable plans or award agreement provided to you at the time of issuance.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. You will be under three years (3 years) of employment agreement. For the first six months (06 Month) of your services, you will be deemed to be on probation. Within 30 days of completion of the six months if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. This offer and your services are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be solely for the Company's use and confidential, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that

no background check with your present employer/education will be initiated by us prior to expiry of 5 days of your accepting the offer letter (If applicable).

Absence for a continuous period of three days without prior approval of your reporting manager (including overstay of leave/training), would make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.

Your services are transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Management.

This offer is specifically contingent upon your signing the Company's standard form of **Confidentiality Agreement**, a copy of which will be provided on your date of joining the company.

This offer is also contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or function within the Company. Upon commencement of your employment, you will be required to execute the Company's standard forms of employment application and other forms required of employees generally. These policies and procedures, which you will receive in the context of your orientation address, among other things, outside employment limitations, arbitration of disputes, compliance rules and regulations, insider trading, equal employment opportunity and sexual harassment and information security policies.

Representations & Warranties

By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company or participate in recruiting or staffing efforts on behalf of the Company.

You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you

have provided the Company with full and accurate documentation of your last drawn compensation.

To the fullest extent permitted by law, you agree to keep the terms of this letter confidential and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

Further the Company is fully authorized to take appropriate action in the event of your indulging in: 1) an act of fraud or dishonesty in the course of your employment with the Company; 2) conviction of (or a plea of no contest with respect to) a crime constituting a felony; 3) an act or omission which causes you or the Company to be in violation of Central or State securities laws, rules or regulations and/or the rules of any exchange or association of which the Company is a member, including statutory disqualification; 4) failure to perform your essential job duties where such failure is injurious to the Company, its business interests or its reputation; 5) your material breach of any written policy applicable to your employment with the Company; or 6) your material violation of the Company's written Confidentiality Agreement, a copy of which will be provided on the date of joining the company.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company, and any changes to such terms must be in writing and signed by you and an authorized representative of the Company

We believe that you can make an outstanding contribution and we can offer you a challenging and rewarding career at **Inductive Quotient Analytics India Pvt. Ltd.**

For Inductive Quotient Analytics India Pvt. Ltd.

Human Resource

Dated:29/03/23

Annexure I: Compensation Details

HYD/23/03/07

Date: 29/03/23

Designation: Associate Clinical Data Analyst

A. Annual Compensation

Salary Components	Annually
Basic	54,000
HRA	27,000
Conveyance	19,200
Medical Allowance	15,000
Special Allowance	50,679
Gross Salary	1,65,879
Employer PF	6,480
Employer ESI	5,391
Gratuity	2,250
Cost To Company (Fixed)	1,80,000

Optional Allowances:

- Professional / Education Allowance, to be availed as per Company's policy (not exceeding 5% of Annual Compensation, if availed, will be adjusted against the Special Allowance). The Company, at its discretion, may pay other allowances to you from time to time.
- You will also be eligible to participate in the Company's benefits program, as applicable to employees at your level.
- Upon joining the Company, you will also be enrolled in the medical insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.

B. Variable performance incentive

In addition to the Annual Compensation mentioned in (A) above, you may also be eligible for a variable performance incentive which may vary between 0% to 15% of your Annual Compensation. The said percentage will depend upon

- i. Your actual performance against the key result areas ("**KRAs**") for the respective month/quarter/year, as the case may be.. Your KRAs will be set in consultation with your reporting manager before the commencement of each month/quarter/ year, as the case may be.
- ii. Company's performance against targeted revenues / turnover ("**Company targets**"),,as the case may be.

General terms

1. The Company reserves the right to restructure the components of your compensation including withdrawing the variable performance incentive, as it may deem appropriate without any prior information. All tax liabilities arising out of such a change or due to any change in tax enactment shall be borne by you.
2. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.