
Date: 30th, July 2026

Offer Letter /Appointment Letter

Dear Ms Anjali Mali,

Based on your application and subsequent discussions we had with you, we are pleased to offer you employment in our organization as “**Bio-Statistician**” with the following terms and conditions:

1. Your date of Joining on **August 3rd, 2026** and you will be on probation for a period of Three months from the date of joining and the employment will be continued based on the satisfactory outcome.
2. You will be based at **Work from Home**. You are however, liable to be transferred to any of our establishment in India, or overseas or to any subsidiary or associate company: whether now existing or still to be formed. Such transfer / deputation will be in accordance with the company's rules for the time being in force.
3. Your annual CTC will be This is subject to usual statutory and / or other taxes, which may be imposed from time to time by the Government, or any public body authorized to do so. CTC includes all other allowances.
4. You will be entitled to allowances as detailed in the annexure to this letter. You will also be covered by schemes of the company as applicable to your category that are in force at present and / or may be amended from time to time. These shall also be subject to taxes as applicable under relevant laws.
5. The employment offer is valid for 3 days from this date of offer. If the company does not receive any confirmation from you within the stipulated time this offer shall lapse automatically and then there shall be no further communication from the company in furtherance of this offer of employment.
6. IDD Research Solutions shall be the sole owner of any intellectual property developed by you during your employment with the organization, having rights to sell, license, and control duplication, distribution and preparation of deliveries of the intellectual property. You shall not claim any income nor benefit from any such development at any point of time
7. You will not take up any employment or assignment remunerative or honorarium with any other organization, body or person without the consent of the Management in writing during the tenure of your service with us.
8. Any future changes in the company policies, rules & regulations will super cede the terms mentioned in this letter
9. You will be required to give 30 days' notice to terminate this appointment after confirmation. The Notice period during probation will be 15 days from your end to the company as well as from company to you. The last working day would be decided at the sole discretion of the Management and in the event of being relieved within the above number of days. The Company, however will

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have the right to terminate your appointment forthwith on account of misconduct, including but not limited to, fraudulent, dishonest or undisciplined conduct, or breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's or Client's property or breach of the confidentiality obligations.

10. In all other cases, the Company will have the right to terminate the appointment by giving 30 days notice or payment of salary (Basic Salary only) in lieu of notice or any part of the notice. Company has the right to deny any early relieving and not to accept any leave adjustment or notice buy out. In case of employee availing any leave of any nature during notice period, the notice period will get extended by equal number of working day.

Any claim(s) / statements made by you at the time of application which is not supported by the above documents makes your appointment liable to cancellation and our offer withdrawn without any notice or compensation.

Any dispute arising in connection with your employment shall fall under the jurisdiction of the Chennai High Court / Chennai Courts.

We welcome you to IDD Research Solutions., and look forward to a long and happy association.

You are requested to sign your full name on the duplicate copy of this letter and return it to us as a token of acceptance after going through the above terms and conditions.

For **IDD Research Solutions Pvt Ltd.**,



RAJADURAI
Human Resources

Declaration: "I have read understood and unconditionally accept the terms and conditions of my appointment letter and agree to keep its contents strictly private and confidential. I understand that my sharing this confidential information with anybody, including but not limited to any employee of the Company, will amount to a breach of my employment terms with the Company and I will be liable to be terminated without any notice or compensation in lieu of. I hereby declare that the information stated in my resume and any other information I have given/may give the Company is complete, accurate and true in all aspects."

Read, understood and agreed.

Name:

Signature:

Date

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**Reg Office : Plot No 1&2, Kirti Nagar, Sector 15, Main Jharsa Road,
Gugaon, Haryana- 122001**

Note: The above mentioned salary breakup is a fixed salary; it is subject to the deductions of ESI (If applicable), PF, Professional Tax and Income Tax (If applicable).

Please submit soft copies of the following documents via email to

- ✓ All Educational Certificates including SSLC, 10+2, graduation, post graduation or any other professional certifications
- ✓ Offer letter copy of current job
- ✓ Experience Certificates for the previous employment till date
- ✓ Last Drawn 3 months Pay Slip
- ✓ Address Proof (Aadhaar / Ration Card /Driving License)
- ✓ 4 Digital Picture
- ✓ Reference Checks (From 2 unrelated people)

For **IDD Research Solutions Pvt Ltd.**,



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