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DOCUMENT CHECKLIST

The below information sheet is meant to explain in detail the whole process as well as joining documents that are mandatorily required during your virtual induction program. You can use this as a checklist to keep track of required documents.

During the verification process the **content** of the document as well as its **authenticity** will be verified. You are required to have the following documents.

Sequence of Documents for Document Verification process:

Sl.No	Original documents	Check
1	Copy of offer letter (along with your signature)	
2	Legally stamped service agreement.	
3	10 th Mark sheet	<input type="checkbox"/>
4	10 th standard Certificate (if applicable)	<input type="checkbox"/>
5	12 th standard / PUC / + 2 marks card	<input type="checkbox"/>
6	Degree Mark sheets (all semesters)	<input type="checkbox"/>
7	Diploma Mark sheets (if applicable)	<input type="checkbox"/>
8	Degree Certificate	<input type="checkbox"/>
9	Provisional Certificate / Degree certificate / Convocation certificate	<input type="checkbox"/>
10	Post-Graduation mark sheets (if applicable)	<input type="checkbox"/>
11	Post-Graduation Degree Certificate / Convocation certificate	<input type="checkbox"/>
12	Relieving Letter (if applicable)	<input type="checkbox"/>
13	Passport	<input type="checkbox"/>
14	NSR Card	<input type="checkbox"/>
15	Aadhaar Card	<input type="checkbox"/>
16	Photographs - 10 color passport size and 5 stamp size (white background)	<input type="checkbox"/>
17	Medical certificate	<input type="checkbox"/>



GUIDELINES

Original Documents:

- 10th mark sheet
- 12th mark sheet (PUC / SSLC)
- Diploma mark sheets
- B.Sc. / B.E. / B.Tech mark sheets
- Provisional Certificate/Degree certificate/ Convocation certificate
- Post-Graduation mark sheets (if applicable)
- Post-Graduation Degree Certificate / Convocation certificate (if applicable)
- Relieving Letter (if applicable)
- Passport copy
- Medical certificate (original) [Write EMPLOYEE NUMBER on the Original at top most right hand corner]
- **Form F and BOPT to be mandatorily submitted as part of joining compliance.**

The following **SHOULD** be in place for you to join the organization:

1. You should have appeared and passed in all your examinations (**all viva to be appeared, if any, before joining**). You cannot join us until and unless you have appeared for viva before joining, as no leaves will be approved during the period of training for attending viva.
2. You should not have any active backlogs (1 – 8 semesters) on the date of joining. Even if you have appeared for the exam to clear backlog paper / awaiting results for the backlog paper / the results are announced but mark sheets are not available, please be informed that you will not be eligible to join. In such instances, please write to offer_extension@infosys.com requesting for an extension in your date of joining with relevant proofs.
3. It is a mandate to have all the original mark sheets for 10th, 12th, Graduation and Post-Graduation (if applicable). In case if originals are missing or the university is yet to issue the marks sheets, kindly get the online copy of the marks sheets attested by college/university.
4. If original mark sheets are returned to the college/university due to correction/re-evaluation, kindly get a letter from the college/university certifying the same in the institution letterhead along with an online copy of the marks sheets (which is submitted for re-evaluation) attested by college/university.
5. You should meet the eligibility criteria for marks as mentioned during recruitment (Aggregate of 1 – 8 semesters).
6. At the time of joining, if you are awaiting the results for the last two semesters of your highest qualification, then the above points are applicable for the earlier semesters only. However, these points and appropriate actions will be applicable once the results are announced.

Note: During your training, you will be provided access to the course material. However, if you are already having any books, you can use it for your reference.

Important contact IDs for correspondence

Offer_Mysore@infosys.com	•Queries related to joining
Offer_Update@infosys.com	•Change/update in offer letter and other related queries •Change in name mentioned in the offer letter/Name corrections if any
Offer_Extension@infosys.com	•Queries related to extension of the joining date
Recruitment Helpdesk Contact No.	•Toll free no.- 1800-3000-4747

Note: Change in name mentioned in the offer letter/Name corrections if any has to be made mandatorily before the date of joining

Guidelines before Joining

Please note these requirements which are mandatory to be completed before Joining:

- It is important for you to ensure that below 2 things are followed. Please ensure that you have shared your correct personal e-mail id with the recruitment team along with the valid contact number to which you have access to.
 - Please ensure that you have a working data plan to access your e-mail on your smartphone / have a data plan sufficient enough to receive SMS on your contact number**Because after your employee number is generated, your Infosys e-mail id and password will be sent in an email to your registered e-mail ID and also an SMS will be sent to your registered phone number.**
- Please print out of your offer letter (All pages). Ensure the barcode on the offer letter printed correctly.
- As per RBI guidelines you are required to have the original documents in order to open your Bank account with ICICI/AXIS Bank **After your date of Joining.**
 - PAN Card
 - Address Proof: Any of the below ID proofs
 - Driving License (Excluding Maharashtra DL)
 - Voter ID (Excluding J & K)
 - Passport
 - Aadhar Card ▪ E-Aadhar

In the past, we have observed that a few of the trainees had to discontinue their training in the middle after getting affected with ailments such as jaundice, typhoid, or chicken pox, etc. In order to avoid such possibilities, we advise you to take utmost care of your health. In your own interest of safety and wellbeing. We also advise you to go for standard vaccinations against Hepatitis B, Hepatitis A (Jaundice), Chickenpox, Typhoid, etc. before joining, if you have not done so already. You may also like to consult your medical practitioner regarding the same. Ensure you have the proofs of all these vaccinations as a reference with you.

As part of your joining documentation, you are required to provide details regarding the date of birth of your parents/spouse which are required for nominations under Group Health Insurance Scheme and other statutory benefits.

You are required to keep the below mentioned documents ready to be couriered through the courier services (Blue Dart,DTDC) or the speed post after the induction. We will let you the address details for couriering.

- Printed copy of the **Offer letter**. (Annexure 1 and 2) duly filled and signed Non-compete agreement.
- BOPT - NATS**(APPRENTICESHIP CONTRACT REGISTRATION FORM) is available on Launchpad portal. Please download and fill your details.(Refer to attached instructions)
- While getting the service agreement done ensure that you follow the instructions available on Launchpad. You will have to upload your service agreement on Launchpad and in case of any correction required, we will let you know . The final documents can be shared via courier.

Guidelines for Induction Program

1. Ensure that you are available for the induction before 15 mins
2. Have a good network connectivity -
3. Have a quite space for your induction program without any disturbance -
4. Please concentrate on the sessions and if any questions ensure you ask post the session is completed -
5. Please ensure you maintain meeting etiquette while joining the induction(Please stay on mute, remain in a distraction free area, etc.)

HR Help Desk number : 080-33554639 option 3. Email ID: Trainee_helpdesk@infosys.com
Timings: 8.30 AM IST to 5.30 PM IST Monday to Friday.

Background Verification Check:

Please note that your background check will be initiated by the company on the first day of joining. So we request you to be prepared with all the below mentioned data in order to easily complete the formalities on the first day.

Documents Required:

<u>Education:</u> Photocopies of all mark sheets, consolidated mark sheets including all semester/years, degree/Provisional certificate and convocation certificate. For Bangalore University: A photo copy of both sides of Degree Certificate Copies of Marks sheet/Grade card for all years Name of college in which candidate has graduated	<u>Address Proof:</u> Last 3 years' complete address details including period of stay as mentioned below. Also have the contact no of the person who is living in the address which you provide or who was living in the address along with you. <u>Employment (if applicable only):</u> Photocopy of relieving/ experience letter
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Note: Please have all the last **3** years' address details (most recent one on the top) written on a single sheet in the below format, so that it is easy for you to copy the same and fill it on the form which we provide to you on the day of joining.

Period of Stay (mm-yyyy)		Address	State	Country	Pin Code	Contact Number
From	To					

NSR Registration:

This is in continuation to the NSR clause which is as part of your offer letter.

"Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service & quality, and has maintained a strong focus on compliance. NASSCOM, the premier industry organization has conceived the "National Skills Registry" that promises more effective information security standards. It aims to register all the people working in our industry on a web-enabled database and uniquely identify each industry person based on bio-metrics.

You would be required to register to NSR and have your ITPIN number handy prior to your joining Infosys Limited & need to submit proof of the same on the date of joining. Please note that this is mandatory & no deviation will be accepted. The cost of your registration with National Skills Registry will have to be borne by you. For more information on national skills registry for registration, please visit www.nationalskillsregistry.com. Please find below the steps/procedures for NSR registration

STEPS/PROCEDURE FOR NSR REGISTRATION: _



•Go to www.nationalskillsregistry.com to register online and print a form at the end of this registration

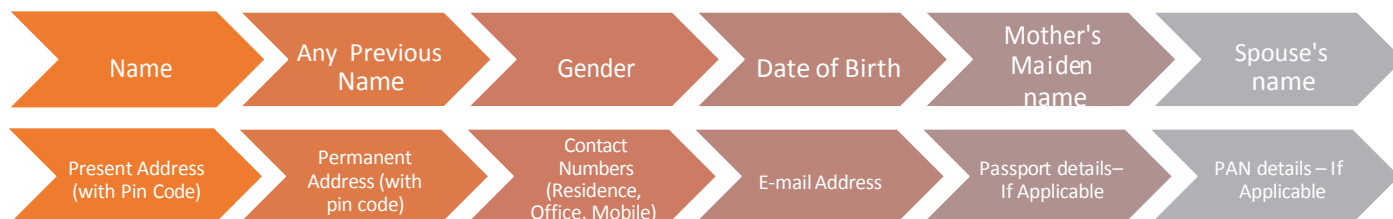


•Complete the registration process by visiting a Point of Service (POS) outlet and submit your biometrics.

Online Registration

Visit www.nationalskillsregistry.com and click on Register for NSR.

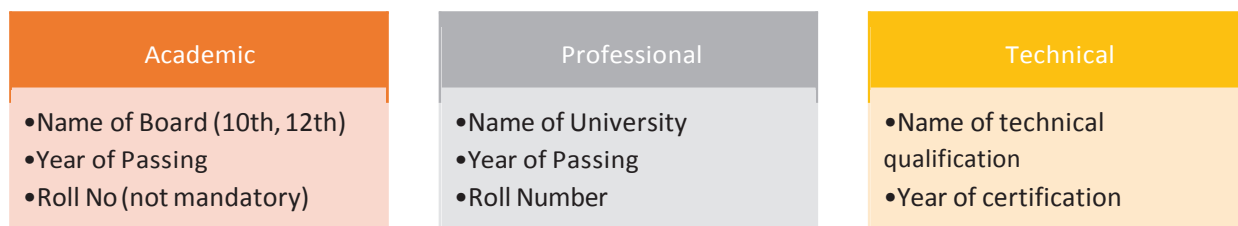
Section 1 – Personal Details



At the end of entering information in Section 1, you will be prompted to create a login and choose two passwords for signing in (login password) and updating the information at a later stage (transaction password). Do make a note of your login id and passwords. On submission of Information at this stage NSR site will accept information, prompt for error rectification if any and will issue an ACKNOWLEDGEMENT NUMBER. Please note down the same for reference.

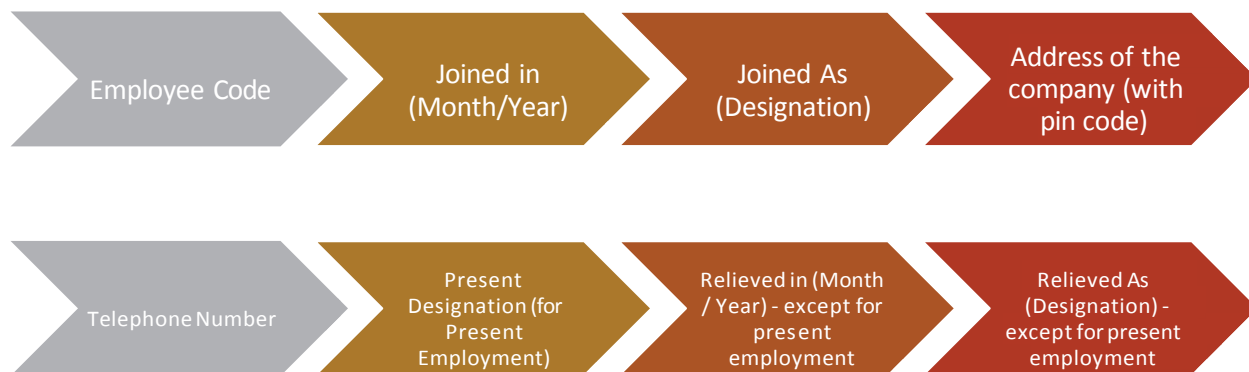
Section 2 – Qualification Details

Qualifications are divided into three categories i.e. Academic, Professional and Technical. For entering the qualification details you may need to refer to your qualification certificates. If for any qualification you do not have all the details this can be added after ITPIN generation as well.



Section 3 – Career Information (Present & Past employment details)

Name of the Company (All NASSCOM member companies are listed in the “list of companies” adjacent to Company name. If you are not able to find your employer company in the list please send a mail at nsr@nsdl.co.in with details of such company. They will update the list and inform you.)



NSR sends you a photo card upon completion of registration. You can make a choice of your NSR card delivery address among your present, permanent and present employer office address.

Modes of Payment- You will have an option to make payment through Demand Draft/Cash/Cheque at POS or Click on the option that says online payment. The total registration cost is Rs.337/- Print the acknowledgement form and walk to the Point of Service (POS) for submitting your biometrics for registration closure. POS contact details are available in <https://nationalskillsregistry.com/pos-details-register.htm>.

For any queries, write to nsr_infosys@infosys.com

Note:

NSR acknowledge number needs to be shared. The step 2 biometrics can be completed as and when the situation improves. Kindly note that it's mandatory to submit the ITPIN number.

Medical Certificate:

As a part of your pre-joining process, Infosys requires you to undergo the below mentioned Medical Tests.

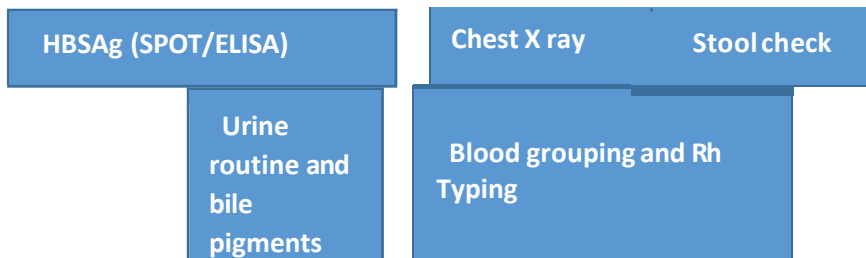


You will be required to produce the following at the time of joining:

- **Medical reports of the tests**
- **Medical Certificate printed on the Hospital letterhead in the same format as the attachment. (Please refer to Medical certificate below)**

Note: Understanding the current scenario, the medical certificate can be submitted once you come back to campus. If you have a medical certificate you can upload the same during your joining formalities.

Following are the tests you need to undergo before joining



Please note that the medical checkup needs to be undergone only in the network hospitals. The list of network hospitals is attached in the e-mail.

The expenses for the medical tests will have to be borne by the employee.

****The Medical Report is mandatory for joining formalities**

MEDICAL CERTIFICATE FORMAT

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms/Mr. _____, bearing candidate ID _____ has undergone all

the tests specified by your organization and is physically fit to join your organization.

Signature with Seal

Date:

Place:

Service Agreement:

- Service Agreement has to be printed on a Non-Judicial Stamp paper (franked) with the stamp duty of Rs.200
- **Please follow the instructions sheet and check the agreement before signature**
- Surety has to be Father/Mother/Wife/Husband. In case parents are no more, guardian can sign on behalf of parents. Please note guardian can be someone who is above the age of 21 years and currently is employed.
- Signature of Surety and Engineer is mandatory on all the pages, including the stamped paper. In case it is an EStamp paper, write "Surety" and "Engineer" on the bottom of the sheet and sign accordingly.
- Witness 1 will be signed by the HR team member during service agreement submission
- Witness 2 has to be a blood relative only
- Witness 3 has to be a friend/colleague only
- Please note surety and witness 2 signatures cannot be the same
- You are expected to get the service agreement notarized before joining.

Apprenticeship Certificate (issued by Government of India):

The training provided by Infosys is recognized by the Government of India and employees who undergo this training are issued an Apprenticeship certificate from the government.

In order to get the certificate, you will have to enroll on their website before your joining date. **It is a mandatory requirement for you to have your enrollment number on the date of joining.**

Important Note:

- ***This process is not applicable for B.Sc./BCA graduates***
- ***For Post graduates(M.E/M.Tech/MBA), they need to enter only their graduation details and not their PG details***

Below are the steps to be followed for registration. Also, read through the instructions which is available in the portal on how to enroll yourself.

1. Register by clicking on the link www.mhrdnats.gov.in
2. Click on register on their home page.
3. Please select your category as "Student" and then click register.
4. Under enrollment type, select "Graduate"
5. Fill all the details under Apprentice requirement.
 - a. Under college details, if the name of your college is not listed, please select "Others" and mention your college details.
 - b. For education details, consider only the latest semester for which the results have been declared.
 - c. Month and year of passing will be the month in which you gave your last exam.
 - d. Under unique ID, you will have to enter your Aadhar card number to complete the formalities. In case you do not have Aadhar card, you can also fill Voter ID number in the required field.
6. Fill in the "Personal Information" section.
7. You can skip the "Choice of cities" section as it is optional to fill.

8. Mention your permanent address under the address details. Ensure you provide the correct number and email ID because you will be contacted by the government based on the details mentioned by you.
9. Accept the terms and conditions to enroll yourself in the portal.
10. **Make a note of the enrollment number that gets generated after registration which is required to be entered in your joining forms.**

For all queries with respect to your registration on the portal or any other clarification required related to Apprenticeship certificate, please send an email to infy.nats@gmail.com AND inf@bopier.gov.in

Additional details will be provided to you on your date of joining.

Apprenticeship certificate related queries: Please contact **HR Help Desk number : 080-33554639 option 3.**

Email ID: Trainee_helpdesk@infosys.com between 8.30 AM IST to 5.30 PM IST Monday to Friday.

Bank Account Procedure for Salary Will done Post your joining :(Annexure 1)

There is an option to choose between two banks (ICICI Bank Ltd and Axis Bank Ltd) to open up your bank account for your salary. To ensure that you have sufficient time to decide on these options, we are enclosing the attachments detailing the service offerings offered by both the banks towards the [end of this document](#). Please do take time in going through the service offerings. You will be asked about your preferred bank on the day of your joining. Accordingly, you will proceed further with the bank formalities post your induction formalities.



FAQ:

Mark sheets/ Documents to be verified:

1. My Name is incorrect in Launchpad/ I have changed my name

Send an e-mail to Offer_Update@infosys.com and Infosys_LPCampus@infosys.com with the supporting document before your date of joining.

2. I have lost all my Mark sheets.

Send an email to offer_extension@infosys.com and get it clarified mentioning your candidate ID. However, you are supposed to arrange for the duplicate mark sheet from your university before you join us on any subsequent batches.

3. I have lost few of my Mark sheets.

It is important to submit the original mark sheets at the time of joining, however if you have lost some mark sheets you will have to carry an attested copy of the lost mark sheets. The attestation is mandatory and it has to be done by the college. Please apply for the duplicate copy and the same has to be submitted within one month of your joining.

4. Results of 8th semester/7th semester have been declared but the university hasnot issued the marks card.

You need to submit some documentary proof duly attested by the college/University, mentioning the marks that you have secured. If you have a print of the internet copy, the same has to be attested by the college.

Please note: If the internet copy has more than one name, then the attestation should be against your name only.

5. I have a backlog in one of the semesters, can I join?

You cannot join us if you have any backlogs in any of the semesters (1 – 8 semesters) on the date of joining.

6. I am yet to appear for Viva. Is it fine to join?

- a. You cannot join us until you have appeared for viva before joining.
- b. You can join us if you have completed the viva but have not received the results of the same.

7. How should we calculate the marks to know whether we are meeting the required eligibility?

Ideally during your recruitment, you would have been informed about the minimum percentage/Grades required in your academics necessary to join the company. Simple average can be used to calculate the percentage needed (all percentages / CGPA should be simple average for all your subjects / semesters / years, including electives, optional subjects, additional subjects, practical subjects and languages)

8. Is it mandatory to complete the medical formalities at the time of joining? Yes. It is one of the important prerequisites at the time of joining.

General Queries:

1. Is Passport required during the training period?

It is mandatory to furnish a copy of passport on the date of joining. In absence of the same, you will be required to undergo a criminal background check. This check will be initiated on the date of your joining.

2. I want to postpone my date of joining due to medical reasons, what to do?

Please send a mail to offer_extension@infosys.com with the request for extension with necessary information. We will try to accommodate these cases in any of our subsequent batches. You will receive an email with your new joining date and training location as soon as the batch plans are finalized. Please note that extension will not be given for personal reasons

3. What are the Bank account facilities available ?

Employees' salary account is maintained at ICICI/AXIS bank. The Bank services. We will help you to open a savings bank account with ICICI/AXIS bank (ANNEXURE 1)

4. Do I need to purchase any books for the training program?

You will be provided access to the course material. However, if you are already having any books, you can use it for your reference. Please refer to the below mentioned B-books and database.

5. Are there any reference materials which I can go through to have a glimpse of what is included in training?

Yes. We suggest that you have a look at the links below as a reference. This will give you an idea of the concepts that you will have in your training

Programming:*E-Books:*

<http://www.diveintopython3.net/>

Tutorials:

<http://www.learnpython.org/>

<https://docs.python.org/2/tutorial/index.html>

[http://en.wikibooks.org/wiki/Non-](http://en.wikibooks.org/wiki/Non-Programmer%27s_Tutorial_for_Python_3/Intro)

[Programmer%27s Tutorial for Python 3/Intro](http://en.wikibooks.org/wiki/Non-Programmer%27s_Tutorial_for_Python_3/Intro)

<https://developers.google.com/edu/python/introduction>

Database:

<http://ocw.mit.edu/courses/electrical-engineering-and-computer-science/6-830-database-systems-fall-2010/lecturenotes/>

<http://www.learnerstv.com/Free-Computers-Video-lectures-ltv048-Page1.htm>

<http://www.techopedia.com/6/28832/enterprise/databases/introduction-to-databases>

<http://www.w3schools.com/sql/default.asp>

http://docs.oracle.com/cd/E11882_01/server.112/e41084/toc.htm

[http://infolab.stanford.edu/~ullman/fcdb/oracle/or-plsql.html#simple programs in pl/sql](http://infolab.stanford.edu/~ullman/fcdb/oracle/or-plsql.html#simple_programs_in_pl/sql)

ANNEXURE 1

ICICI Bank



BENEFIT SURE

FOR

On Salary Account by ICICI Bank

Exclusive offers for Infosys employees!



Get more from your Salary Account

01

- Zero Balance Account for you and your family
- Unlimited transactions at all banks' ATMs
- Waiver of DD/PO charges up to ₹1 lac per day
- Account Number Portability - Your city may change, your account number won't
- Attractive discounts on locker charges



Choose more convenient banking

02

- ICICI Bank branches and ATMs across all Infosys campus locations in India
- 3 ICICI Bank branches exclusively at Infosys Mysore campus
- Go cashless in Infosys campus with ICICI Bank-powered Infosys Smart Card
- Wide network of 15,000+ ATMs, 4,886 Branches and 110+ Touch Banking 24x7 Branches Pan India
- iMobile – India's Best Mobile Banking App*: Enjoy 200+ Banking and Lifestyle services

*Forrester Banking WaveTM: Indian Mobile Apps, Q2 2019



Free Titanium Debit Card

03

- Customise your Debit Card limits – Withdrawals, POS and online
- Personal Accident Cover* of ₹12 lacs and Air Accident Cover* of ₹40 lacs
- Purchase protection of ₹1.5 lacs
- Expressions Debit Card – Design your own Debit Card | Higher reward points on every spend | Complimentary airport lounge access | Free vouchers on joining
- Swipe, shop and earn ₹300 cashback with ICICI Bank Debit Card within 2 months of account opening



Loans, Salary Overdraft, Credit Card and PayLater

04

- Preferential rates on Home, Auto and Personal Loans
- Easy and quicker sanctioning process
- Lifetime free Credit Card
- Say hello to PayLater! An invite-only digital credit facility from ICICI Bank. Shop, recharge, book tickets, order food online using PayLater and enjoy up to 45 days credit at no interest
- Overdraft facility on Salary Account at preferential rates
- Exclusive offer for freshers - avail personal loan up to ₹1.5 lacs after first salary credit



Best-in-Class Investment Options

05

- Online Public Provident Fund (PPF) Account
- NPS (National Pension System) services
- Option to invest in Mutual Funds and Insurance
- iWish RD: Save flexibly with iWish Flexi RD while earning interest at the same rate as regular RD
- FD Xtra: Term Deposit products offering extra benefits while you continue to earn interest at prevailing rates



Hosts of other benefits

06

- Amazing discounts at leading retail outlets and e-commerce websites
- Culinary Treats Programme: Minimum 15% off across 2,500+ restaurants

For more details, please contact Mr. Abhilash S, Regional Head – Sales
Mobile: 7022251627 | Email: abhilash.s@icicibank.com

Terms and Conditions of ICICI Bank and third parties apply. ICICI Bank is not responsible for third party products, goods, services and offers.

#ICICI Bank Ltd. has taken the group insurance policy underwritten by ICICI Lombard General Insurance Company Ltd. (IRDA Reg no: 115) for its Savings Account customers who avail Debit Card facility from ICICI Bank. For more details, please visit <https://www.icicibank.com/Personal-Banking/cards/Consumer-Cards/Debit-Card/debit-card-insurance-card.page> or call us on Customer Care.

EXTRA SURPRISE. EXTRA JOY.

Presenting our surprisingly joyful Salary Account for INFOSYS
that offers a host of benefits

Salary Account Features

Access to more than 2904 branches and 12743+ ATMs
Zero Balance Savings Salary Account with Titanium Debit Card
No joining fees or annual fees on the Titanium Debit Card
Unlimited Free Cash withdrawal from Axis Bank and other bank ATMs across the country
Enhanced daily ATM withdrawal limit of Rs. 50,000 and daily shopping limit of Rs. 4 Lakh on debit card
Free SMS and Email alerts for all your transactions
Get your Account number, Cheque book and Debit card instantly with Instant Account Opening Kit

Exclusive Privileges just for you

Debit Card Offers*

25% cash back on movie tickets
15% off over 5000+ restaurants
1% cash back on all spends
Free Airport Lounge access
Free Personal Accident Insurance Cover of upto Rs. 12 Lakhs
Free Air Accident Insurance Cover of Rs. 1 Crore
Fuel Surcharge Waiver across all Petro Stations
Combined Lost Card Liability and Purchase Protection Liability of up to Rs. 1.75 Lakh

Added Benefits for an enjoyable banking experience

Life Time Free Credit Card: No joining fees or annual fees
My Design Debit Card: Design your own debit card and print image of your choice
Investment Account: Free Demat & Online Trading Account*
Family Banking: Zero balance account for family members*
Encash 24 (Flexi Deposit): Gives you the flexibility of a savings bank account coupled with high earnings of a fixed deposit through Auto sweep
eDGE Rewards Loyalty Program: Earn points across your Axis Bank relationships & Redeem them from over 500 exciting rewards categories such as Fashion, Dining, Entertainment and more

AXIS PAYGO (Smart Card Solution)

Go Cashless in Infosys Campus with Axis PAYGO

Simply Tap your Infosys ID Card to make payments on Campus with Axis PAYGO

Banking a 'click' away - Experience Digital Banking

Online Banking: Access to more than 170 banking features

Axis Mobile App: Access to 120+ transactions at your fingertips in a safe and secure manner

Axis Pay App: Link any Bank account to make or receive payments instantly and securely

Offer Locator: Discover exciting offers near you, using Axis Mobile App

Enjoy Special Rates on Loans*

Educational Loans
Home Loans
Auto Loans
Personal Loans
Discounted processing fee with nil fore closure and part payment charges on loans

* Terms & Conditions apply

Contact:

Chinnappa B A, Branch Head
Mobile No:- 80953 27881
Email Id:- infosyscampusmysore.branchhead@axisbank.com

Vasudev Nayak, Corporate Salary Manager
Mobile No:- 98862 27883
Email Id:- vasudev.nayak@axisbank.com

Branch Address:
Axis Bank, Infosys Campus Branch,
Food Court - 8, (Opp. MLCP) Hebbal Electronic City, Mysore
Land Line No:- 0821 2404025/48/58

For more details, logon to www.axisbank.com

Watch AV of our Salary proposition at <https://youtu.be/YsgdKSlGniQ>

SALARY ACCOUNT

AXIS BANK
Badhti ka naam zindagi...