Welcome to Infosys and Mysore DC

the place to be

📋 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 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 carry 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	10th Marks sheet	
4	10th standard certificate (if applicable)	
5	12th standard/ PUC/ +2 Marks card	
6	Degree Marks sheets (all semesters)	
7	Diploma Marks sheets (if applicable)	
8	Degree Certificate	
9	Provisional Certificate/ Convocation Certificate	
10	Post-Graduation Marks sheets (if applicable)	
11	Post-Graduation Degree Certificate/Convocation Certificate	
12	Relieving Letter (if applicable)	
13	Passport	
14	NSR Card	
15	Aadhar Card	
16	Photographs (4 passport size and 1 soft copy)	
17	Medical Certificate	

Original Documents:

- 10th mark sheet
- 12thmark 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 topmost right-hand corner]

<u>The following should be in place for you to join the organization</u>.

1. You should have appeared and passed in all your examinations (including 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 mark 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 mark 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. However, these points and appropriate actions will be applicable once the results are announced.

Note: During your training, you will be provided with the course material. However, if you are already having any books, you can bring the same along with you.

Important Point Of Contact for correspondence:

Offer_Mysore@infosys.com	Queries related to joining
Offer_Update@infosys.com	Changes/Update in offer letter and other related queries Change in name mentioned in the offer letter/ Name corrections
Offer_Extension@infosys.com	Queries related to extension of the joining date
Infosys_Lpcampus@infosys.com	Queries related to marks/ marksheets
Recruitment Helpdesk Contact No.	**Toll free number: 1800-3000-4747**

Note: Change in name mentioned in the offer letter/ name correction (if any) has to be made mandatorily before your date of joining.

Please direct any queries related to your marks/marksheet to Infosys_Lpcampus@infosys.com. In case of a delay in response please reach out to your onboarding advisor to have the required clarification.

Guidelines before reporting to Mysore DC:

1. Kindly ensure the below two points.
   - 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.
   - 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. Once your employee number is generated, your Infosys e-mail id and password will be sent to your registered e-mail ID and an SMS will be sent to your registered phone number.
2. Please carry your original offer letter or a printout of your offer letter (All pages). Ensure the barcode on the offer letter is printed clearly. Entry into the campus is not permitted without the offer letter copy.
3. DO NOT handover your offer letter to any of your colleague under any circumstances.
4. Along with the offer letter, please carry a printout of the date of joining intimation letter and accommodation e-mail.
5. You are requested to bring sufficient proof of your identification and 2 photocopies of the same. Without any ID card, the check in process will not be initiated.
6. As per RBI guidelines you are required to carry these original documents in order to open your Bank account with ICICI/AXIS Bank.
   - 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

7. You are expected to carry your Vaccination certificate i.e., a printout of the same.
8. If you are non-vaccinated, you will not be allowed to enter the campus. Hence you would not be able to report to Mysore. You would be batch shifted to a new batch to resume training. If you are partially vaccinated, showing symptoms, came in contact with a person with COVID19 or who showed symptoms then you need to carry a negative RT-PCR report and RAT report not older than 72 hours. You would need to produce a new negative RT-PCR and RAT report every week you are in Mysore campus.
9. On your arrival, please contact our security at the gate 2 entrance for further guidance regarding your place of accommodation. Family members are not allowed inside the campus hostel rooms. In case of any accompanying family members, you need to make own arrangements for their stay outside.
10. The approximate distance to our campus from the City Railway Station and Bus Stand is 12 Kms and 15 Kms respectively. You could arrange either an auto or a taxi to reach our campus. You are advised to hire autos from the prepaid auto stands located near the Bus stand and the Railway station. Or you can also hire autos on meter charge basis.
11. The office timings are from 08:30 hours to 17:45 hours and the dress code from Monday to Friday is Business formals and Smart Casuals. We urge you to dress smartly because you represent Infosys as the face of the organization.

Dress code:

What is allowed? (Both Men & Women)	What **not** is allowed? (Both Men & Women)
Western & Indian Business Formals	Shorts/Bermudas
Smart Casuals	Casual footwear/ Bathroom slippers/ Floaters
Jeans	Sandals for Men
T-Shirts (Collard/Round-Collared)	Gym attire (During office hours)
Formal/Casual/Sports shoes	Professionally objectionable attire
Sandals for Women	Religious outfits/accessories

12. Religious outfits/accessories are not appropriate on any day.
13. Please note that dress code is applicable on the day you check-in into campus including Sunday.
14. Hostel guidelines are placed in every hostel rooms. It is mandatory to adhere to the hostel guidelines.
15. During the entire period of your classroom training, you are expected to stay in the company provided accommodation.
16. Please do not carry your pen drives/digital data storage devices as they are strictly not permitted inside the campus.
17. Expenses towards food and local conveyance during training would have to be borne by self.
18. 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. 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.

Guidelines for check-in on Sunday:

1. You will report at Infosys, Gate 2 and will be guided to the Induction Hall, GEC 2 Basement to collect your ID card, color tag for ID card along with accommodation keys.
2. You will receive your room keys, and then will be dropped to the allotted hostel rooms in our vehicles.
3. Parents/Guardians are permitted inside through Gate No.2 provided they are fully vaccinated (2 doses). They can wait in food court - 7 (Fiesta). Please note that only two accompanying members will be allowed inside. They are allowed only till 6 PM.
4. Please note that, after you complete the check-in process, due to security concerns you will not be permitted to go out of the campus for any reason.
5. There are certain mandatory activities to be completed on Sunday which will be briefed to you in Induction Hall.
6. Keep your valuables only in the locker provided in your room. Please always take the responsibility of your personal valuable belongings.
7. Please wear the ID card given to you at all times only when inside the campus.
8. Exchanging ID cards and tags with other trainees is prohibited. DO NOT handover your ID cards to your colleagues.

Reporting details for Monday: Please report at the Induction Venue, as informed during your check-in. All are requested to have breakfast and report at the Induction venue. No separate break for the same will be provided. (You can request the security guards to direct you to the venue).

Induction Venue Guidelines

- Strictly adhere to the dress code.
- Bringing eatables/ water bottles inside the induction venue is prohibited.
- Carry a black dot pen and a pencil mandatorily.
- In case of medical emergency, we have 5 bed hospital within campus, located at the Employee Care Center (ECC), Extn: 6010.
  We also have a 24/7 ambulance service available within the campus. Please inform Induction anchor/HR Helpdesk in case of emergency.

Checklist for Day 1

1. Proof of Identity- Original
2. Offer Letter
3. Original educational documents
4. 4 Passport size Photo and soft copy of the same
5. ITPIN Number
6. Joining documents given on day of Check-In
7. Medical Certificate

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 completed the formalities on the first day.

Documents Required:

1. Education:

Photocopies of all mark sheets, consolidated mark sheets, including all semester/years, degree/provisional certificate, and convocation certificate.

For Bangalore University:

A photocopy of both sides of Degree Certificate.

Copies of mark sheets/ grade card for all years

Name of college in which you have graduated.

2. Address Proof:

Last 3 years' complete address details including period of stay as mentioned below.

Kindly 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.

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					

3. Employment (if applicable only)

Photocopy of relieving/experience letter

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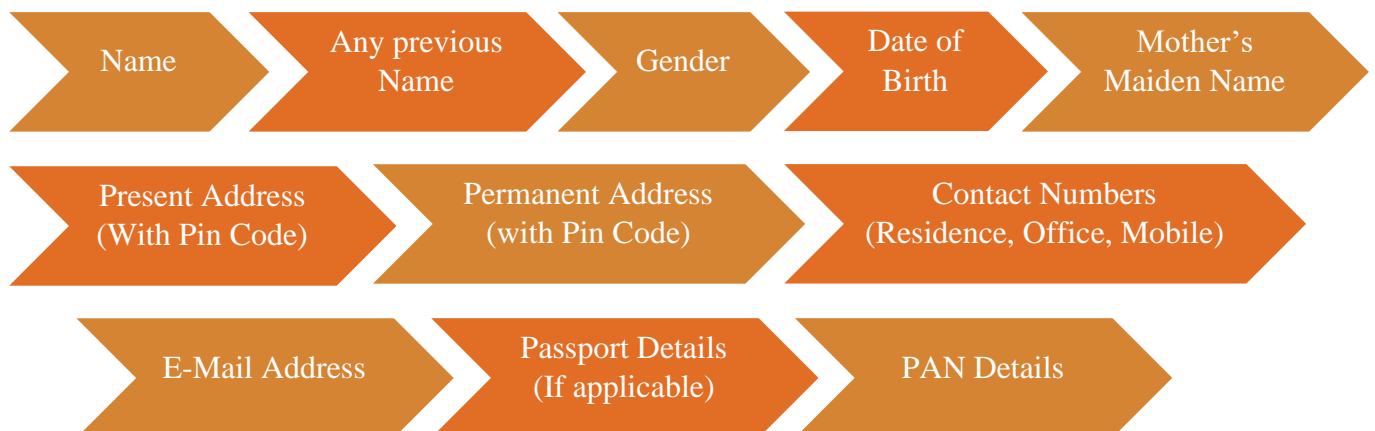
> Complete the registration process by visiting a Point of Service (POS) outlet and submit your biometrics.

Online Registration

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

Section 1 – Personal Details

Name	Any previous Name	Gender	Date of Birth	Mother's Maiden Name

Present Address (With Pin Code)	Permanent Address (with Pin Code)	Contact Numbers (Residence, Office, Mobile)

E-Mail Address	Passport Details (If applicable)	PAN 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.
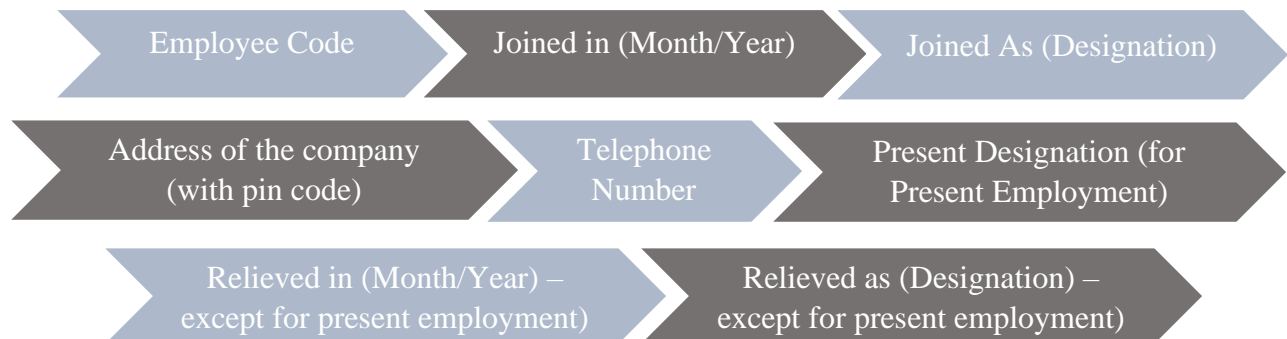
Section 2 – Qualification Details

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.

Academic	Professional	Technical
Name of Board (10th, 12th)	Name of University	Name of technical qualification
Year of Passing	Year of Passing	Year of certification
Roll No. (Not Mandatory)	Roll No.	

Section 3 – Career Information (Present and 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.)

Employee Code → Joined in (Month/Year) → Joined As (Designation)

Address of the company (with pin code) → Telephone Number → Present Designation (for Present Employment)

Relieved in (Month/Year) – except for present employment) → Relieved as (Designation) – except for present employment)

NSR send 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.

Mode 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.

Medical certificate: As 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)
- Following are the tests to be taken up: HBSAg (SPOT/ELISA), Chest X-ray, Stool check, Urine routine and bile pigments, Blood grouping and Rh Typing.

Note: 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 employee 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 (applicable for Operation Executives & System Associates)

- 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. Incase 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 E Stamp 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.
- In exceptional situations, service agreement scan be notarized in Mysore.

Apprenticeship Certificate (issues 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.

Note:

- **This process is not applicable for B.Sc./BCA graduates.**
- **For postgraduates (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@bopter.gov.in

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

For any Apprenticeship certificate related queries, please contact HR Helpdesk number-8095506913

Bank Account Procedure for Salary:

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, please refer to document in Launchpad detailing the service offerings offered by both the banks. 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.

FAQs

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 has not 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

1. **What are the charges for accommodation at Mysore?**
    The charges would be Rs. 2,500. An email with all details on accommodation would be sent out to you. Please refer to the same

2. **Do you provide accommodation to the person accompanying me?**
    Accommodation will be arranged only for you, and we will not be providing the accommodation for the person accompanying you.

3. **Do you allow family members inside the campus during check-in?**
    Yes, 2 family members are permitted inside the campus on the date of check-in provided they are fully vaccinated (2 doses), to FC 7 (Fiesta food court). However, they will not be allowed to go to the hostel rooms.

4. **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.

5. **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.

6. **Should I bring any warm clothing?**
    Mysore has the monsoons between June and September and winter in the months of November, December, and January; you can plan your clothing and accessories accordingly. The rooms will be fully furnished. You will be provided with quilts, bed sheets and pillow covers.

7. **What is the arrangement for accommodation during and after training?**
    During your training, you will be staying at the accommodation provided by us. After the training, for a week, you will be provided with company accommodation in the location you are posted to. Post that, you are expected to make your own accommodation arrangements depending on your location of posting.

8. **What is the Food arrangement during our stay at the staff hostel?**
    Breakfast, Lunch and Dinner will be served at our food courts, on a payable basis. We have 17 caterers. Trainees who stay at the hostel premises take food from these caterers. The service at the food court is available on Saturdays, Sundays, and holidays too.

9. **Is there any shop nearby in case I need to purchase anything?**
    There is a departmental store available inside our campus. Product like cosmetics, Toiletries, Groceries, Confectioneries, Instant Foods, Bakery Products, Beverages, Stationeries are available on payable basis. Please note, shoe store is not available inside campus.

10. **What about the Transport arrangements?**
    As you will be staying in the hostel, which is located within the campus, you will not be requiring transport to reach your training venue. However, for personal use, in case you need to travel to city, you can use public transport and autos which you can board in front of our campus. We also have Travel desk inside the campus; any bookings can be done through them.

11. **What are the Bank facilities available near the campus?**

Employees' salary account is maintained at ICICI/AXIS bank. The Bank services (which include ATM facilities) are available within the campus. We will help you to open a savings bank account with ICICI/AXIS bank.

12. **How do we move from our hostel rooms to training center or food court?**

We will provide bicycles to help you move around in the campus.

13. **Can I bring my own vehicle to the campus?**

If you wish to bring your own vehicle, you can do so. You can park the same inside the campus premises at the designated area (MLPL which is situated near FC 8). Helmets are mandatory.

14. **Do I need to bring any books for the training program?**

The course material for the training will be provided. However, if you wish to carry any books, you can do so.

15. **Should I carry immersion coil/rod for heating water?**

You are not permitted to carry Immersion coil/rod inside the hostel; hostel rooms are equipped with hot water facility.

16. **Should I carry Iron Box?**

You are not permitted to carry iron box as laundry facility is available inside the campus.

17. **Can I carry my hard disk to the campus?**

No, you are strictly not permitted to carry any hard disk or any other storage devices.

LIST OF HOTELS IN MYSORE (For your reference only)

Hotel Paradise	Hotel Maurya Palace	Hotel Palmyrah Tenements
104, Vivekananda Road, Yadavagiri, Mysore. PH: 2410366	2716, Sri Harsha Road, Next to Opera Theatre, Mysore. PH: 2435912	Contour Road, Flat no:5, Hebbal Industrial Area, Near Asha Kiran Hospital, Mysore. Ph No: 3292792
Hotel President	**Kadur INN**	**Hotel Purple Inn**
2723/A, Bangalore – Ooty Road, Mysore. PH: 2425117 Fax:2441672	Hunsur Road, Near Hinkal, Mysore. Ph: 0821-2402210 Fax:2402209	Hi-Tension road, Vijaynagar 2nd stage, Mysore. Ph no - 0821-4004091/2/3
Guru Residency	**Hotel President**	**Hotel Ramanashree**
Jansi Laxmi Bai Cross Road, Devraj Mohalla, Mysore - 570001. Phone No - 5269111, 5269112, and 5269113 Fax 5260212. Contact Person; Subramian	No: 2723, Near Hardinge circle, Bangalore-Nilgiri road, Mysore-1. Ph: 0821-2425111 Fax:2441672	B.N Road,Hardinge Circle, Mysore – 57001. Phone No - 2522202,2522265, Fax - 2565781
Hotel Sandesh Prince	**Hotel Palace Plaza**	**Hotel Kings Kourt**
No: 3, Nazarbad road, Mysore. Ph: 0821- 2436777	#2716,Harsha Road Mysore. Phone No - 2430034 Fax:2421070	JLB Road, Mysore -5. Phone No 2421142. Contact Person: Mr Gopal Krishna Ph - 0821-3111957
Hotel Iyengar's Plaza	**Hotel Abhishek**	**Hotel Viceroy**
#267, Lakshmivilas Road, No: 2723, Beside Jaganmohan Palace, Mysore-24. Ph: 2439123,2439124.	Near Hardinge circle, Bangalore-Nilgiri road, Mysore-1. Ph: 0821-2425111 Fax:2441672	Sri Harsha Road, Mysore – 57001. Ph: 2424001, Fax - 2433391
ROYAL INN		
#435, KRS Road, Bangalore-Nilgiri road, Industrial Area, Hebbal Industrial Area-16		

Note: These hotels are not partner or endorsed by Infosys, they are just a list of hotels in the proximity of our campus.