



HRD/3T/16-17/10256444

Ms. Rachita Tripathi
Candidate ID: 10256444
No. 119 - B,
R. K. Puram
Kota - 324 010
Rajasthan

June 09, 2016

Ph: (91) 99889 27959

Dear Rachita,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Candidate ID: 10256444
No. 119 - B,
R. K. Puram
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Dear Rachita,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **July 04, 2016**.

Location

Training Location- Your reporting location for the foundation training will be Infosys, Mysore Development Centre. However your location of training can be shifted to any one of the other Development Centres of Infosys at any stage during the course of your training. In the event of a change in location, you shall be duly intimated of such change.

Your location of training is **Mysore, India**. The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training.

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) which ranges between 5% and 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2016-17 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 150**.

The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2015-2016. These eligibility criteria for the Role of a Systems Engineer, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
SENIOR VICE PRESIDENT - HRD

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name

Location

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
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Bangalore 560 100, India
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ANNEXURE - I
(Compensation post Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME		Ms. Rachita Tripathi		
ROLE		Systems Engineer		
ROLE DESIGNATION		Systems Engineer Trainee		
1. MONTHLY COMPONENTS				
BASIC SALARY		7,730		
FIXED DEARNESS ALLOWANCE (FDA)		1,100		
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)		11,470		
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)		1,678		
MONTHLY GROSS SALARY		21,978		
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)		88		
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)		1,060		
GRATUITY - 4.81% of (Basic + FDA)		425		
FIXED GROSS SALARY (FGS) (1+2+3)		23,551		
4. INCENTIVE COMPONENTS		At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)				24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)				25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)				27,084
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

ANNEXURE- II
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
NAME		Ms. Rachita Tripathi		
ROLE		Systems Engineer		
ROLE DESIGNATION		Systems Engineer Trainee		
1. MONTHLY COMPONENTS				
BASIC SALARY			6,420	
FIXED DEARNESS ALLOWANCE (FDA)			1,100	
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)			9,277	
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)			1,429	
MONTHLY GROSS SALARY			18,226	
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			75	
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)			902	
GRATUITY - 4.81% of (Basic + FDA)			362	
FIXED GROSS SALARY (FGS) (1+2+3)			19,565	
4. INCENTIVE COMPONENTS		At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		978	1,957	2,935
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)				20,543
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)				21,522
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)				22,500
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil
*All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance policy is subject to the fulfillment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.				

