

Serial Number:

Candidate ID:

Employee No:

Year: FY 202\_ - 202\_

## INFOSYS LIMITED

### SERVICE AGREEMENT

**THIS SERVICE AGREEMENT** executed on [date of signing] is with effect from Date of Joining < < date in dd/Mm/yy format> > ..... to the successful completion of the Foundation Program Training and up to a period of 12 months from the Date of Allocation to a Practice Unit at Infosys Limited (hereinafter referred to as the "Service Period")

#### **BETWEEN:**

M/s. Infosys Limited, a Company incorporated under the Companies Act. 1956, having its registered office at Plot Nos. 44 & 97 A, 3rd Cross, P.O. Electronics City, Hosur Road, Bangalore - 560 100, represented by its Vice President - HRD Mr. Nanjappa B.S, hereinafter referred to as the COMPANY (which term shall unless repugnant to the context mean and include its successors-in-interest and permitted assignees) of the ONE PART

#### **AND:**

Mr./Ms.< < Name> > ..... ,< < Daughter/Son/Husband/Wife> > of < < Mr./Ms.> > ..... , aged about < < Age> > ..... years, currently residing at ..... hereinafter referred to as the EXECUTIVE (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the SECOND PART

#### **AND:**

< < Mr./Ms.> > < < Surety Name> > .....son/daughter of < < Surety's Dad/Mother's Name> > ..... aged about < < Age> > ..... Years, currently residing at ..... hereinafter referred to as the SURETY (which term shall unless repugnant to the context mean and include his/her heirs, legal representatives, assigns, executors and administrators) of the THIRD PART

#### **DEFINITIONS:**

The following terms shall have the following meanings for the purpose of this Service Agreement:

1. Date of Allocation is the date when the Executive is allocated to a Practice Unit for On-the-Job Training.
2. Practice Unit refers to individual business unit/service-line unit//department where the Executive is posted, usually after the completion of the Foundation Program Training. A Practice Unit may be a delivery unit or business enabler function/department.
3. On-the-Job training refers to the training imparted to the Executive on allocation to a Practice Unit.



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EXECUTIVE

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SURETY

## **WHEREAS**

The Executive applied to the Company for the designation of Operations Executive Trainee. Pursuant to such application, the Company appointed him/her as an Operations Executive on the terms and conditions contained in the offer letter together with this Service Agreement, under which he/she is required to undergo training as may be determined by the Company;

AND WHEREAS the Executive recognizes and accepts that at the time of appointment as an Operations Executive, except exposure to academic knowledge, he/she has received no formal, effective, technical or practical training to independently function as an Operations Executive who is commercially viable to the Company;

AND WHEREAS the Executive further recognizes and accepts that prior to and at the time of joining the Company, he/she has not been exposed to and, therefore, has not acquired any management or communication skills, which are essential to for performance of duties by the Executive which meet the current business needs, parameters, standards and efficiency levels required by the Company;

AND WHEREAS consequently and in order for the Company to utilize the skills of the Executive, the Executive would need to undergo formal and extensive training in accordance with courses, modules and programs prescribed or conducted by the Company;

AND WHEREAS the Executive is aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing him/her as Operations Executive and thereafter imparting training to such Executive;

AND WHEREAS the Executive recognizes and accepts that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, computer time etc., in the event the Executive fails to complete the training as prescribed hereunder and/or leaves the Company during the Service Period. In such event, the Executive hereby agrees to reimburse and compensate the Company in the manner enumerated in clause 5 of this Service Agreement;

NOW THIS SERVICE AGREEMENT WITNESSES AS FOLLOWS:

1. The Executive has been appointed as an Operations Executive on training with the Company. The Executive will undergo the Foundation Program Training ("the FPT") as detailed in clause 3 of this agreement which will commence on the Executive joining the Company. The Service Period also includes the FPT period as detailed in Clause. If the Executive takes leaves on loss of pay ("LOP"), such leave period shall not be included within the meaning of Service Period. The Executive hereby acknowledges and agrees that his/her Service Period shall be extended by the number days of leave taken on LOP.
2. The Executive shall be paid a total monthly fixed compensation of Rs.16,298/- as follows:
  - a) Basic Salary : INR 13,582/-
  - b) Bonus/Ex-Gratia : INR 2,716/-



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3. The Executive agrees to undergo training immediately upon joining. The objectives, methodology, content and evaluation procedures of the FPT are detailed in the assessment and evaluation policy which is available to the Executive for inspection with the Education, Training and Assessment ("ETA") department. The duration of the FPT would normally range up to a period of 9 weeks unless otherwise expressly prescribed by the Company. FPT period will be determined by the Company on the basis of educational qualification of the Executive at the time of entry into the Company and business requirements of the Company. The Executive is expected to qualify in the FPT, which is intended to render him/her competent to undertake software development tasks that may be subsequently assigned to him/her. All modules of the FPT are compulsory.

Upon successful qualification in the FPT, the Executive may, at the sole discretion of the Company, be deputed for On-the-job training to a Practice Unit for such period as may be specified by the Company.

Notwithstanding any other provision, in certain cases, based on the business requirements of the Company, the Company shall depute the Executive for "On-the-job" training before undergoing or prior to completion of the FPT. However, within one year of the Executive's date of joining the Company, the Executive will be provided with the opportunity to undergo and complete the FPT.

4. Operations Executive undergoing training is required to peruse the assessment and evaluation policy which is available with the ETA department. The content shall be presumed to be within the knowledge of the Executive upon reporting for training.
5. The Executive accepts, agrees and admits that the Company has incurred expenses and costs in the process of recruitment, such expenses being in the nature of advertisements, implementation of selection procedures, interviews, travel, etc. The Executive is aware that in the event of his/her not completing the Service Period, the Company would, without option, be constrained once again to incur similar expenses, which would be a direct result of him/her leaving the Company prematurely. The Executive further accepts, agrees and admits that the nature, quality, intensity and content of training ("Exhibit A") to be imparted by the Company is not available or imparted by any other company of a similar nature. The FPT is designed to satisfy the exclusive requirements of the Company. The Executive is further aware that the Company would have earned considerable revenue and recognizes that the technical and management training involves substantial training costs, man hours, resource utilization and is the result of the Company's proactive policies in encouraging leadership qualities.

The Executive, therefore, agrees that in the event of his/her leaving the Company before completion of the Service Agreement Period with the Company for any reason whatsoever, he/she shall be liable to pay to the Company compensation/damages calculated as follows and/or reimburse all costs and expenses incurred in or connected with the training.



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**SURETY**

- a. Fixed cost of INR **16,000** which includes INR **10,000** Recruitment cost and INR **6,000** Training cost.
  - b. 75% of fixed salary (excluding PF and Gratuity) paid by the Company to the Executive during the FPT period is calculated at **INR 407 per day** (average calendar day per month is considered at 30 days. In case the Executive resigns in middle of any month, the number of days worked in that month would be considered for calculating the % of salary amount deductible).
  - c. 50% of Total computer time utilized, if such computers have been provided to you by the company, which is calculated at **INR 625** per day (Average working day per month is considered as 22 days, In case the Executive resigns in the middle of any month the number of days worked in that month would be considered for the calculation).
6. The Executive, Company and Surety accept, agree and admit that the amounts calculated on the aforementioned basis is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing training to the Executive.
  7. The Executive agrees that he/she shall faithfully and diligently undergo and imbibe the training prescribed as per the FPT. The Executive acknowledges that failure to complete the FPT successfully or leaving the Company within the Service Period shall mean and include:
    - a. Failure to complete FPT by being absent for any reason(s) whatsoever from the Company;
    - b. Leaving the Company for the purpose of higher studies, research, alternate employment, alternate training or any other purpose during the Service Period.
    - c. Dismissal of Executive by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response of the Executive during the Service Period.
  8. The Surety hereby undertakes and accepts that his/her liability is co-extensive with that of the Executive. The Surety shall be jointly and severally liable with the Executive for payment of all amounts that may become due and payable under this Service Agreement. The Surety hereby acknowledges that he/she is aware and accepts the special nature and character of deputation of the Executive as well as the manner of computation of damages/compensation enumerated in clause 5 of this Service Agreement. The Surety hereby agrees and accepts that the Company shall be at liberty to enforce this guarantee furnished by him/her without necessarily seeking to enforce the same against the Executive in the first instance. The Surety hereby agrees and accepts that the Company shall be entitled to proceed either against the Executive or Surety or both for recovery of any amounts due under this Service Agreement. The Surety hereby agrees and accepts that any demand made on the Executive under this Service Agreement shall be deemed to be sufficient notice of such demand to the Surety also. The Surety and Executive hereby state that they have entered into this Service Agreement voluntarily and after being fully aware of all legal consequences arising out of this Service Agreement. **IN WITNESSES WHERE OF** the parties have signed this Service Agreement on the date, month and year first above written before the following witnesses:



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**COMPANY**

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**EXECUTIVE**

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**SURETY**

**WITNESSES:**



WITNESS 1

COMPANY

WITNESS 2

EXECUTIVE

WITNESS 3

SURETY

**NOTARY:**

(Please tick the appropriate box and initial/sign against the chosen option)

- The Executive has signed before me ☐
- The Surety has signed before me ☐
- The Executive and Surety have signed before me ☐



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**COMPANY**

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## **Exhibit A**

### **The Foundation Program Training (FPT)**

The FPT may consist of several training modules (hereinafter the terms "module" and "program" are used interchangeably).

Currently there are two training modules, namely:

- (i) Technical Training; and
- (ii) Management Skills Training

Technical Training further comprises two distinct modules

- (i) Generic Stream; and
- (ii) Technology-specific Stream

All references to "Technical Training" shall include both Generic Stream and Technology-specific Stream.

#### **I. Technical Training:**

The Executive would be required to undergo Technical Training in all or any of the following Company designed courses as a specified program. The curriculum may be modified based on the Company's requirement from time to time. At present there are two modules (also called stream program) of technical training as enumerated below:

- a) Generic Stream Program includes programming principles, database concepts, quality systems concepts, computer hardware and software, user interface design issues and other subjects.
- b) Technology-specific Stream Program includes mainframe systems or Internet-based systems or open systems or AS400 systems, stream project and other subjects.

#### **II. Management Skills Training:**

Every Executive shall undergo pre-determined management skills program during and as a part of the FPT. This program would cover communication skills and business skills and such other components as the Company may determine from time to time depending upon varying business requirements of the Company.

It is mandatory that every Executive qualifies in the manner specified both in Technical Training and Management Skills Training. All evaluation criteria and training process/methodology shall be exclusively determined by the Company and may be reviewed by the Company from time to time.



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