

INFORMATION SHEET

Name : Srinivas Yadala

Candidate ID: 1003937584

1. Role and Competency based organization

Infosys Limited ("**Infosys**" or "**Company**") has a role and competency based structure. A `role` is defined as a set of duties, responsibilities and accountabilities assigned to or expected to be carried out by an employee of the Company.

All the processes and entitlements such as selection, training requirements, career planning, growth, compensation and benefits are based on this structure.

2. Change in the date of joining

In case, your date of joining is revised and therefore is different from that mentioned in your offer of employment, please note that, the Company would issue to you a letter to this effect. Such letter would be sent to you over email, and you are required to carry that letter at the time of joining the Company. Please get in touch with your hiring manager / recruiter, where your date of joining the Company has been revised and you have not received a letter from the Company to that effect.

3. Reporting on the joining date

On your date of joining/joining date (as mentioned in your offer of employment/amendment letter), you should report at 9.00 A.M at the location of employment, as mentioned in your offer of employment, unless otherwise communicated to you by the Company. The normal working hours will be intimated to you after you join.

4. Documents to be submitted at the time of joining the Company

You are required to submit 2 (two) copies of the following documents with the concerned team on the date of joining the Company and/or upload the documents on the Company portal, as communicated to you by the concerned Team:

- (a) Signed duplicate copies of the offer of employment and all the accompanying annexures
- (b) Class 10 (or equivalent) marksheets)
- (c) Class 12 (or equivalent) marksheets)
- (d) Graduation marksheets)
- (e) Graduation degree certificate/Provisional degree certificate
- (f) Post-Graduation marksheets) (if applicable)
- (g) Diploma certificate(s) (if applicable)
- (h) Relieving letter / experience letter from all your previous employers (applicable only in case you have been previously employed)
- (i) First and last page of the Passport (if you don't have a passport, kindly apply immediately)

(j) Registration Number with the National Skills Registry (also known as ITPIN)/ National Skills Registry Card

(k) Permanent Account Number ("**PAN**")* (Please note that under the Income Tax Act, 1961, furnishing of PAN to the employer is mandatory).

(l) Passport size photographs

In case, you fail to provide the Company with the above-mentioned documents/information, the Company would be entitled to terminate your offer of employment/ your services, without any notice.

**Your PAN is required for calculating the income tax on your salary. If you fail to provide your PAN, the Company will deduct TDS (tax deducted at source) at higher rates, as per the applicable law.*

5. Leave

You will be eligible for 15 working days of Earned Leave annually during your probation. This shall be credited on a quarterly basis as per the table below:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	4	4	4	3	15

Please note that in above table quarter 1 denotes the quarter you have joined and should not be read by financial year quarter definition.

Illustration:

If an employee joins the Company in quarter two of the financial year 2025-26, the quarter two of the financial year 2025-26 will be considered as the first quarter for the purpose of leave credit. Please note that leave days shall be credited on a pro-rata basis in the first quarter of your employment.

Post confirmation, you will be eligible for 20 working days of leave annually. The same will be credited from the quarter following your confirmation, in the below pattern:

Year / Quarter	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total
Number of Days	5	5	5	5	20

Further details will be provided to you at the time of joining.

6. National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. Any contribution made by an employer to the employee's Tier I NPS account will be exempt from taxes for the employee. This would be over and above the INR 1.5 lakh exemption limit defined under section 80C of the IT Act. The exemption from taxes is available for a maximum contribution of 10% of Basic Salary + Fixed Dearness Allowance (FDA) of the employee in a Financial Year.

Details

Your contribution to NPS will be carved out of your Basket of Allowances (BOA) as a separate component and will be equal to the amount you intend to allocate under NPS. This amount will be directly remitted to the POP* Bank ("**POP Bank**") associated with Infosys. BOA less NPS will continue to be paid through monthly payroll.

A maximum of **20%** of your basic salary (Basic + FDA) can be allocated towards NPS. A minimum contribution of INR 6,000 is required annually and INR 500 per contribution.

You can open a Tier 1 account with ICICI Bank if you wish to contribute to NPS. If you already have an existing Tier 1 account with any other bank, you will need to transfer the same to ICICI Bank as that is the POP Bank for Infosys employees.

You can read the Company policy on NPS, FAQs and the process document available on the intranet for all the details once you join. The ICICI branches on the Company's campus will also help you with your queries.

7. National Skills Registry

Infosys has always believed in surpassing customer expectations and has created several new benchmarks and standards in security, service and quality. In order to do this, Infosys has maintained a strong focus on compliance. The "National Skills Registry" ("**NSR**") of National Association of Software and Service Companies (NASSCOM), ensures more effective information security standards.

In case you have not registered yourself with NSR, you would be required to do so prior to your date of joining Infosys, irrespective of the nature of your role with us. The cost of your registration with NSR will have to be borne by you. For more information on NSR, please visit www.nationalskillsregistry.com.

In order to guide on the procedure for NSR registration, Infosys has provided a document titled 'Procedure for NSR Registration', detailing the steps/procedures for NSR registration.

8. Dress code

From Monday to Friday, you are free to wear:

- (a) Western and Indian business formal**
- (b) Smart casuals
- (c) Jeans
- (d) T-shirts (collared / round-collared)

Below is a list of what is not allowed, for both men and women:

- (a) Shorts / bermudas
- (b) Casual footwear / bathroom slippers / floaters / sandals for men
- (c) Gym attire (during office hours)
- (d) Professionally objectionable attire

** Business formals are not mandatory except for those employees who interact with clients on a regular basis. Other employees are requested to wear business formals on days they have client meetings. Ties are optional. Further, any clothing that has words, terms, or pictures that may be construed as offensive or objectionable is unacceptable.

9. Temporary accommodation

The Company provides shared accommodation for the initial 1 (one) week from 1 (one) day prior to the date of joining. In case, you need to avail this facility, please send an email regarding the same to the Company at the email address mentioned in the table below. In the said email, please indicate your date of joining, date of offer of employment and offer of employment reference number.

Location	EmailID
Bangalore, Pune (STP, SEZ), Chennai (Sholinganallur, Mahindra City), Bhubaneswar, Mangalore (STP, SEZ), Hyderabad (STP, SEZ), Chandigarh (SEZ) , Mysore , Trivandrum,Jaipur(SEZ), Mumbai, Gurgaon, Nagpur(SEZ)	accommodation@infosys.com

Please note that the accommodation request needs to reach the contact person in the respective Infosys Development Centre (Location) at least a week prior to your date of joining. For requests coming in late, the Company cannot guarantee the accommodation. Since, this accommodation is only provided on a temporary basis, it is recommended that you carry a reasonable sum of money, which can be utilized towards rent deposit for permanent accommodation.