

## FREQUENTLY ASKED QUESTIONS

### OFFER RELATED:

**☐ I have already communicated my acceptance of the Offer of Employment over an email. Do I still have to bring the duly signed hard copy of the offer letter?**

Yes, as a token of acceptance of the Offer of Employment, it is mandatory for you to bring a signed copy of the same on the date of joining.

**☐ Can I resign from my current company based on the softcopy of the offer letter received from Infosys?**

You can use the soft copy of the offer letter to initiate the separation process at your end.

**☐ Can the date of joining be changed if I am being made to serve my complete notice period?**

Although the date of joining is given to you based on the business requirements and depends on criticality of position, but in the worst case scenario we will be able to accommodate your complete notice period.

**☐ I would like to prepone/ post-pone my DOJ, whom do I contact?**

You can get in touch with your recruiter at Infosys for changes in joining date.

**☐ My date of joining has been changed. Will another offer letter be sent reflecting the revised date of joining?**

The mail that you receive from the HR person communicating the deferred / advanced date of joining is the official communication from the Organization. You will be required to carry a printout of the same with you at the time of joining.

**☐ Will I be eligible for leaves during probation period?**

Yes, you are eligible for leaves during probation period. Leaves are credited to you quarterly on a pro-rata basis and you are eligible for 15 leaves (annually) in your probation period.

**☐ Does Infosys provide any joining bonus?**

We do not have policy of joining bonus at Infosys.

## **JOINING RELATED:**

### ☐ **Is my location of posting and location of joining / reporting the same?**

Generally, your location of posting is where you are required to join / report. Your recruiter will proactively communicate any exception to this.

### ☐ **Where and to whom do I report to on the date of joining?**

Based on your location of posting (as mentioned in your offer letter), kindly report at the respective Infosys office and meet the respective HR Contact person(s) for your joining formalities. For details, please refer Annexure 1.

### ☐ **Can I join Infosys on any day of the week?**

Typically the joining formalities are conducted on Mondays and Thursdays for Bangalore joiners. If your location of joining is a city other than Bangalore, then your joining formalities would be conducted on Mondays only. Hence, we would appreciate if you could join us accordingly.

## **RELOCATION RELATED:**

### ☐ **There is no mention of the relocation allowance in my offer letter. Am I eligible for the same?**

Relocation allowance entitlement and re-imbursement details are made available in the Information Sheet sent to you along with the Offer of Employment, if applicable.

### ☐ **Are there any certified or authorized Packers and Movers attached to Infosys?**

We do not have any certified or authorized Packers and Movers attached to Infosys. However, you may contact any reputed Packers and Movers in the city from where you are relocating.

### ☐ **Will Infosys provide any assistance in finding a permanent accommodation in the place of posting?**

Infosys does not provide any assistance in looking out for a permanent accommodation. In Bangalore the most preferred residential areas of Infosys are Koramangala, BTM and Jayanagar due to the commuting time and distance to work and also due to the frequency of the Infosys bus facility to these areas. The following links may assist you in looking out for an accommodation in Bangalore.

<http://www.onlinebangalore.com/cgi-bin/e-directories/search/list.pl?data=realestateagents>

<http://www.koramangala.com/korabuz/rentals.htm>

[http://www.kempegowda.com/search/Real\\_Estate/index1.shtml](http://www.kempegowda.com/search/Real_Estate/index1.shtml)

<http://www.explocity.com/Info/showchannel.asp?city=BLR&channelid=14&Did=1369>

In addition, you can touch base with your friends who are working in Infosys for some pointers in this regard. Post your joining, you can get information from our electronic Bulletin Board which has postings

If you are joining any of our offices other than Bangalore, kindly contact the respective HR Contact Person(s) for more details (please refer Annexure 1).

**❑ Does Infosys have any corporate tie-up with educational institutions (schools and colleges) to enable the new joinees to get admissions for their wards?**

Infosys does not have any corporate tie-up with educational institutions. However, we can help you with a referral list of schools in Bangalore.

## **Others**

**❑ Is submission of the relieving letter mandatory on the date of joining?**

The relieving letter is one of the mandatory documents to be submitted at the time of joining. Kindly ensure that the last working date mentioned in your relieving / release letter is prior to the date of your joining Infosys. Should you have any issues obtaining your relieving / release letter, please discuss the same with your Recruiter or the HR Contact person(s) in Infosys, at the earliest possible.

**❑ Once I receive the offer letter with the posting location can I get my location changed?**

Please discuss the same with your Recruiter once you receive your offer letter.

**❑ My previous organization took originals of some of my previous relieving letters from me and did not return it. Now the company is closed and I will not be able to get back the originals. What should I do?**

The relieving documents are important for many official purposes like confirmation, Onsite travel etc, hence keep your recruiter informed about the absence of such documents. It is required for you to have offer letter or salary slip of the organization, in case relieving documents are missing.

**❑ The company in which I used to work previously has closed its operations / changed the name. Do I still need to provide the relieving letter?**

You need to submit the relieving letter. However, during joining you can disclose the current status for background check purposes. In case the name of the company has changed, please provide the new name.

**❑ Is NSR registration mandatory? Can I do it after my joining?**

Yes. You need to join us with the ITPIN number which is obtained after completing the registration process on the NSR website and bio-metrics. For further queries you can contact [NSR\\_Infosys@infosys.com](mailto:NSR_Infosys@infosys.com).

**❑ Will I get accommodation for the first few days? Can it be extended?**

We provide accommodation for the first one week at Infosys guesthouse. You can apply for the same by sending a mail to the HR contact mentioned against all the locations in Annexure 1. We will not be able to extend it beyond 1 week.

**❑ Can I transfer the amount from my existing PF account to the Infosys account?**

This is possible and can be initiated once you join the company. Kindly carry with you the PF account

number. You need to submit a Form 13 (can be generated from the company's Intranet) mentioning your previous PF Acct No. to the Finance Department in the respective Development Centre

**❑ Does Infosys take care of the notice pay amount that I have to repay to my current employer or reimburse the same later?**

Infosys does not have a policy to absorb or reimburse the notice pay amount. Hence, it needs to be borne by the individual.

**❑ Given that my Gross Salary is 'X' amount, what would be my take home salary?**

Your actual take home would depend on how you plan your tax savings. It would not be possible for us to calculate your actual take home salary at this point in time as it would depend on how you actually plan your finances. Once you join us, if you submit your investment proposal to our Tax department, they would be able to calculate it exactly and give you the figure. For clarification on the salary components, please contact your recruiter.

**❑ Are all the components of the salary taxable?**

Yes, unless exempted as per the Income Tax Rules.

**❑ Is the PAN card mandatory during the day of joining?**

Yes PAN is mandatory on the day of joining and PAN details needs to be updated in SPARSH (Infosys System) after Joining the company.

**❑ Why is the PAN details mandatory?**

PAN details are required for the income tax calculation on your salary, Non Availability of PAN details attracts an Income tax at higher rates. Hence, it is mandatory to provide the PAN No. details on the date of Joining.

## **Annexure 1**

### **Addresses of our various Development Centres in India and the names of the HR Contact Person(s).**

#### **Bangalore**

Infosys Limited  
Regd. Office: Plot No. 44, Electronics City Hosur Road,  
Bangalore – 560 100, India Tel: 91-80-2852 0261  
HR Contact(s): Mr. Pradeep N Gargai ([Pradeep.Gargai@infosys.com](mailto:Pradeep.Gargai@infosys.com))

#### **Bhubaneswar**

Infosys Limited  
Plot No. E/4, Infocity, Patia Industrial  
Estate, Chandaka,  
Bhubaneswar - 751 024, India  
Tel: 91-674-2320 001-50  
HR Contact: Mr. Nilav Sarkhel ([Nilav.sarkhel@infosys.com](mailto:Nilav.sarkhel@infosys.com)) and Ms Pooja Sharma ([Pooja.sharma24@infosys.com](mailto:Pooja.sharma24@infosys.com))

#### **Chennai (Mahindra City)**

Infosys Limited Mahindra Industrial Park  
Special Economic Zone (SEZ)  
Mahindra City, Paralur Village, Chengalpet District,  
Tamil Nadu 603 002, India  
Tel: 91-04447411111  
HR Contact: Mr. Sudheev Divakaran ([Sudheev\\_Divakaran@infosys.com](mailto:Sudheev_Divakaran@infosys.com))

#### **Chennai (Sholinganallur)**

Infosys Limited,  
No – 138, Old Mahabalipuram Road,  
Sholinganallur, Chennai – 600 119  
Tamilnadu, India  
Tel: 91 – 044 24509530  
HR Contact(s). Mr. Sudheev Divakaran ([Sudheev\\_Divakaran@infosys.com](mailto:Sudheev_Divakaran@infosys.com))

#### **Hyderabad (STP)**

Infosys Limited  
Survey No. 210, Manikonda Village, Lingampally,  
Rangareddy (Dist) Hyderabad - 500 019  
Tel: 91-40-2300 5223  
HR Contact (s): Ms. Shinu Sreedharan ([shinu.sreedharan@infosys.com](mailto:shinu.sreedharan@infosys.com))

#### **Hyderabad (SEZ)**

Infosys Ltd.  
Special Economic Zone – Unit - 1  
Survey no. 50 (part), Pocharam Village Singapore  
Township Post Office  
Ghatkesar Mandal, Ranga Reddy –  
District Hyderabad – 500 088, India  
Tel: 91-40-40600000  
HR Contact (s): Ms. Shinu Sreedharan ([shinu.sreedharan@infosys.com](mailto:shinu.sreedharan@infosys.com))

**Mangalore (STP)**

Infosys Limited  
Kuloor Ferry Road, Kottara,  
Mangalore - 575 006, India  
Tel: 91-824-2451 485  
HR Contact(s): Ms. Anthia Dsouza (anthia\_dsouza@infosys.com)

**Mangalore (SEZ)**

Infosys Ltd,  
Kamblapadav, Kurnad Post, Pajir Village,  
Bantwal Taluk,  
Mangalore 574 153  
Tel: 91-824 -2234 909  
HR Contact(s): Ms. Anthia Dsouza (anthia\_dsouza@infosys.com)

**Chandigarh (SEZ)**

Infosys Limited  
Plot No. 8 to 15, Chandigarh Technology Park  
Kishangarh, Behind Mani Majra  
CHANDIGARH - 160101, INDIA  
Tel: 91-172-5038500  
HR Contact(s): Mr. Anuj Kumar (Anuj\_Kumar12@infosys.com)

**Mysore**

Infosys Limited  
No. 350, Hebbal Electronics City,  
Hootagalli, Mysore – 570 018, India  
Tel: 91 – 9513324158  
Contact(s): Mr. Dimple Singh (Dimple.singh@infosys.com)

**Pune**

Infosys Limited  
Plot no 24,  
Rajiv Gandhi InfoTech Park,  
Phase II Mann,  
Taluka Mulshi,  
Pune – 411057, India  
Tel: 91-20- 39827000  
HR Contact(s): Ms. Nupur Gupta (nupur.gupta01@infosys.com)

**Trivandrum**

Infosys Limited  
Technopark Campus 2, Unit 1,  
Attipra village,  
Trivandrum-83  
Tel: 91-471-3022777  
HR Contact: Mr. Prasanth Cheriath Rajmohan (Prasanth\_Rajmohan@infosys.com)

**Mumbai**

Infosys Limited  
No. 85, C, Mittal Towers,  
8th floor, Nariman Point,  
Mumbai - 400 021  
Tel: 91-22-2288 2911 / 4  
HR Contact(s): Ms. Nupur Gupta (nupur.gupta01@infosys.com)

**Jaipur(SEZ)**

IT A001, Mahendra World City(Jaipur)Ltd. Special Economic Zone, Village Kalwara, Tehsil Sanganer,  
Off National Hwy # 8, Jaipur, Rajasthan – 302029  
Tel : 91 9828294447  
HR Contact(s): Mr. Aditya Sharma (Aditya\_sharma15@infosys.com )

**Gurgaon**

Infosys Limited  
Offshore Marketing Office  
7th Floor, Tower B  
Unitech Cyber Park, Sector 39  
Gurgaon – 122001  
India  
Tel : 91 7042722588  
HR Contact(s): Ms. Dhanashree Isad (HRD) (Dhanashree\_Isad@infosys.com )