

Frequently Asked Questions

Offer related

- 1) **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.

- 2) **Can I resign from my current company based on the soft copy of the Offer of Employment received from Infosys?**

You can use the soft copy of the Offer of Employment to initiate the separation process at your end.

- 3) **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 Infosys. You will be required to carry a printed copy of the same with you at the time of joining.

- 4) **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.

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

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

Joining related

- 6) **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.

- 7) **I would like to change my date of joining. Whom do I contact?**

You can contact your recruiter at Infosys for changes in joining date.

8) Does Infosys provide any joining bonus?

We do not have policy of joining bonus at Infosys.

9) 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.

10) 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 address details, please visit <https://www.infosys.com/contact.html>.

11) Can I join Infosys on any day of the week?

Typically, the joining formalities are conducted on Mondays and Thursdays in Bangalore. 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.

12) 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.

13) Is PAN card mandatory on the day of joining?

Yes, PAN is mandatory on the day of joining. PAN details needs to be updated in Sparsh (Infosys Intranet) after joining the company.

14) Why are 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 details on the date of joining.

15) 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 biometrics. For further queries you can contact NSR_Infosys@infosys.com.

Relocation related

16) 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.

17) Will I get accommodation for the first few days? Can it be extended?

We provide accommodation for the first one week at Infosys guesthouse. To avail the accommodation please write a mail to: Accommodation@infosys.com. We will not be able to extend it beyond one week.

18) 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.

You can contact 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 accommodation related postings.

If you are joining any of our offices other than Bangalore, kindly contact the respective HR contact person(s) for more details.

19) Does Infosys have any corporate tie-up with educational institutions (schools and colleges) to enable the new employees 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

20) 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 prorated basis and you are eligible for 15 leaves (annually) in your probation period.

21) 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.

22) 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.

23) 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 account number to the Finance Department in the respective Development Centre.

24) 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.

25) Are all the components of the salary taxable?

Yes, unless exempted as per the income tax rules.

26) 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.