

HRD/FINALSEMTRG/2019/13461467



December 11, 2019

Gaddai Rahul.

Anil Neerukonda Institute of Technology and Science

Dear Gaddai,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:42 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Gaddai,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Gaddai Rahul]

Date: _____



316126510011 GOLAGANI ESWARA SAI KUMAR <gesaikumar.16.cse@anits.edu.in>

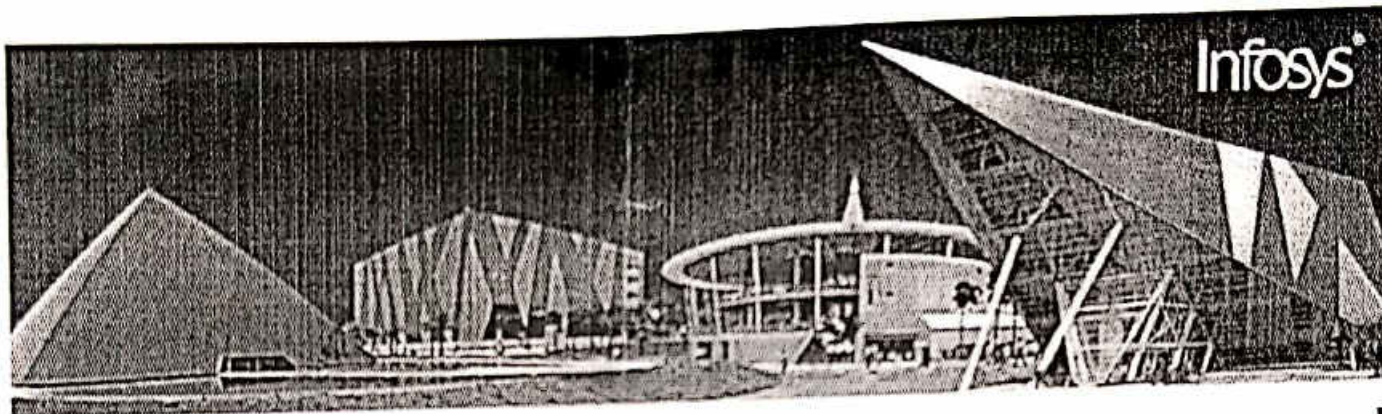
Infosys Limited - Training Offer Letter

1 message

Wed, Dec 11, 2019 at 8:10 PM

finalsem_trg <finalsem_trg@infosys.com>

To: "gesaikumar.16.cse@anits.edu.in" <gesaikumar.16.cse@anits.edu.in>



Dear Golagani Eswara Sai Kumar,

Greetings from Infosys Limited!

Please find attached the Final Semester Project-cum-Training Program offer letter. You are mandated to sign and carry a copy of the same when you join us for the program on January 13, 2020. Please make sure that you read and understand all terms and conditions before signing.

You are requested to report at Mysore on 12th Jan itself.

Following are the points to be noted

Point 1- The signed on date in Para 1 in the offer letter should match with the date on which you sign the Training agreement.

Point 2- Please sign on all pages with the name and date below.

Point 3- Please write your name in Block Letters and sign the undertaking and carry a copy when you join us for the program.

Point 4- Pan card is mandatory for processing your stipend.

Point 5- Please carry any government photo ID s like Driving License / Passport/ Voter s ID/ Postal ID card/ Aadhar ID card with you.

Should you have any queries please revert to us at finalsem_trg@infosys.com and Issues regarding accommodation, project and training please send mail to offer_mysore@infosys.com.

Regards,
Team HRD

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328K

HRD/FINALSEMTRG/2019/13260275



January 3, 2020

Manoj Kumar Gujjala.

Anil Neerukonda Institute of Technology and Science

Dear Manoj,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

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Digitally signed by RICHARD LOBO
Date: 2020.01.03 19:02:46 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

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EVP - Head HR

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Infosys Dress Code

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UNDERTAKING

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Signature :

Name :

Date :

TRAINING AGREEMENT

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AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

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- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
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 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

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- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
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- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

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8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Manoj Kumar Gujjala]

Date: _____

HRD/FINALSEMTRG/2019/13461470



December 11, 2019

Gunnam V Suryanaryana Durga Sai Krishna.

Anil Neerukonda Institute of Technology and Science

Dear Gunnam,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:43 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Gunnam,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
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- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Gunnam V Suryanaryana Durga Sai Krishna]

Date: _____

HRD/FINALSEMTRG/2019/13461295



December 11, 2019

Kurmala Sai Sankar.

Anil Neerukonda Institute of Technology and Science

Dear Kurmala,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

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Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:07 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Kurmala,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

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Offshore Development Centre

Hebbal Electronics City, Hootagalli,

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You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

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You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

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1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

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- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
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 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

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- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Kurmala Sai Sankar]

Date: _____

HRD/FINALSEMTRG/2019/13461296



December 11, 2019

Mavuri Sravani.

Anil Neerukonda Institute of Technology and Science

Dear Mavuri,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:08 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Mavuri,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Mavuri Sravani]

Date: _____

Dear Mahammad Sajid Basha,

Greetings from Infosys Limited!

Please find attached the Final Semester Project-cum-Training Program offer letter. You are mandated to sign and carry a copy of the same when you join us for the program on January 13, 2020. Please make sure that you read and understand all terms and conditions before signing.

You are requested to report at Mysore on 12th Jan itself.

Following are the points to be noted

Point 1- The signed on date in Para 1 in the offer letter should match with the date on which you sign the Training agreement.

Point 2- Please sign on all pages with the name and date below.

Point 3- Please write your name in Block Letters and sign the undertaking and carry a copy when you join us for the program.

Point 4- Pan card is mandatory for processing your stipend.

Point 5- Please carry any government photo ID s like Driving License / Passport/ Voter s ID/ Postal ID card/ Aadhar ID card with you.

Should you have any queries please revert to us at finalsem_trg@infosys.com and Issues regarding accommodation, project and training please send mail to offer_mysore@infosys.com.

Regards,
Team HRD

HRD/FINALSEMTRG/2019/13260291



January 3, 2020

Venkatesh Matcha.

Anil Neerukonda Institute of Technology and Science

Dear Venkatesh,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
Date: 2020.01.03 19:02:48 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Venkatesh,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

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Monday to Thursday:

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You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

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1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

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- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
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- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
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- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
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2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Venkatesh Matcha]

Date: _____

HRD/FINALSEMTRG/2019/13461548



December 11, 2019

Nagireddi Amrutha Lakshmi.

Anil Neerukonda Institute of Technology and Science

Dear Nagireddi,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:55 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Nagireddi,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Nagireddi Amrutha Lakshmi]

Date: _____

HRD/FINALSEMTRG/2019/13260295



January 3, 2020

Sai Pranav Nishtala.

Anil Neerukonda Institute of Technology and Science

Dear Sai,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2020.01.03 19:02:48 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Sai,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Sai Pranav Nishtala]

Date: _____

HRD/FINALSEMTRG/2019/13461300



December 11, 2019

Gayatri Penmetsa.

Anil Neerukonda Institute of Technology and Science

Dear Gayatri,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:12 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Gayatri,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Gayatri Penmetsa]

Date: _____



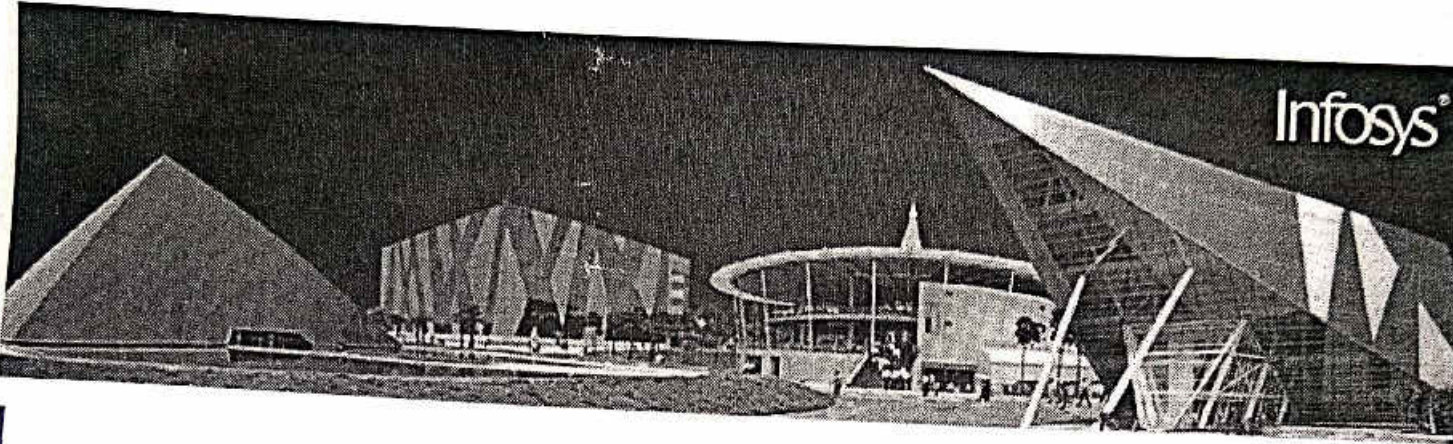
316126510045 RACHAPROLU JOHN WESLEY <rjohnwesley.16.cse@anits.edu.in>

Infosys Limited - Training Offer Letter

1 message

finalsem_trg <finalsem_trg@infosys.com>
To: "rjohnwesley.16.cse@anits.edu.in" <rjohnwesley.16.cse@anits.edu.in>

Wed, Dec 11, 2019 at 8:1



Dear Rjohn Wesley,

Greetings from Infosys Limited!

Please find attached the Final Semester Project-cum-Training Program offer letter. You are mandated to sign and carry a copy of the same when you join us for the program on January 13, 2020. Please make sure that you read and understand all terms and conditions before signing.

You are requested to report at Mysore on 12th Jan itself.

Following are the points to be noted

Point 1- The signed on date in Para 1 in the offer letter should match with the date on which you sign the Training agreement.

Point 2- Please sign on all pages with the name and date below.

Point 3- Please write your name in Block Letters and sign the undertaking and carry a copy when you join us for the program.

Point 4- Pan card is mandatory for processing your stipend.

Point 5- Please carry any government photo ID s like Driving License / Passport/ Voter s ID/ Postal ID card/ Aadhar ID card with you.

Should you have any queries please revert to us at finalsem_trg@infosys.com and Issues regarding accommodation, project and training please send mail to offer_mysore@infosys.com.

Regards,
Team HRD

13461385.pdf
327K

HRD/FINALSEMTRG/2019/13461550



December 11, 2019

Ronanki Chaitanya.

Anil Neerukonda Institute of Technology and Science

Dear Ronanki,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:55 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Ronanki,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Ronanki Chaitanya]

Date: _____

HRD/FINALSEMTRG/2019/13461301



December 11, 2019

Roseline Villuri.

Anil Neerukonda Institute of Technology and Science

Dear Roseline,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
Date: 2019.12.11 18:59:13 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Roseline,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

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You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

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Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

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- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Roseline Villuri]

Date: _____

HRD/FINALSEMTRG/2019/13274246



January 3, 2020

Sai Tej Sunkara.

Anil Neerukonda Institute of Technology and Science

Dear Sai Tej,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
Date: 2020.01.03 19:02:54 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Sai Tej,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Sai Tej Sunkara]

Date: _____

HRD/FINALSEMTRG/2019/13461387



December 11, 2019

Thaneti Sri Akhil.

Anil Neerukonda Institute of Technology and Science

Dear Thaneti,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:27 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Thaneti,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

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You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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1) For Gentlemen:

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UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

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- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
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- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Thaneti Sri Akhil]

Date: _____

HRD/FINALSEMTRG/2019/13461302



December 11, 2019

Yeddu Vinod Kumar.

Anil Neerukonda Institute of Technology and Science

Dear Yeddu,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:14 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Yeddu,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Yeddu Vinod Kumar]

Date: _____

HRD/FINALSEMTRG/2019/13260297



January 3, 2020

Anil Krishna Avvaru.

Anil Neerukonda Institute of Technology and Science

Dear Anil,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2020.01.03 19:02:49 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Anil,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

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You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
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- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
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- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
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- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Anil Krishna Avvaru]

Date: _____

HRD/FINALSEMTRG/2019/13277757



December 30, 2019

Jyothirmayi Bodasakurti.

Anil Neerukonda Institute of Technology and Science

Dear Jyothirmayi,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.30 18:49:25 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Jyothirmayi,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Jyothirmayi Bodasakurti]

Date: _____

HRD/FINALSEMTRG/2019/13260293



December 30, 2019

Sravani Lokaika Sai Dibbidi.

Anil Neerukonda Institute of Technology and Science

Dear Sravani,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

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Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

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Digitally signed by RICHARD LOBO
 Date: 2019.12.30 18:49:15 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Sravani,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

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Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

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You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Sravani Lokaika Sai Dibbidi]

Date: _____



HRD/3T/20-21/1000648790

Ms. Jallepalli Sai Sri Ramya
Candidate ID: 1000648790
drno:14-12-25,opp tpmh school,srikakulam
near santoshimata temple
srikakulam - 532001
Andhra Pradesh
India
Ph: (91) 94947 82505

September 25, 2020

Dear Jallepalli,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:53 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648790

September 25, 2020

Ms. Jallepalli Sai Sri Ramya
Candidate ID: 1000648790
drno:14-12-25,opp tpmh school,srikakulam
near santoshimata temple
srikakulam - 532001
Andhra Pradesh
India
Ph: (91) 94947 82505

Dear Jallepalli,

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 **October 14, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Jallepalli Sai Sri Ramya
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Jallepalli Sai Sri Ramya
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
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HRD/3T/20-21/1000648247

Mr. Nakka Mohan
Candidate ID: 1000648247
D.No:18-194/20A Lakshmi Jhanardhana Swamy Colony2(Near
Phanyati) Dowlaiswaram Post
Rajahmundry - 533125
Andhra Pradesh
India
Ph: (91) 81255 58804

September 25, 2020

Dear Nakka,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

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RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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askus@infosys.com
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Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:37 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648247

September 25, 2020

Mr. Nakka Mohan
Candidate ID: 1000648247
D.No:18-194/20A Lakshmi Jhanardhana Swamy Colony2(Near
Phanyati) Dowlaiswaram Post
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Dear Nakka,

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

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In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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.

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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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Nakka Mohan
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Nakka Mohan
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000647500

Mr. Polipalli Sunil Kumar
Candidate ID: 1000647500
Dno-29/13/24 Dabagardens
Visakhapatnam
Visakhapatnam - 530020
Andhra Pradesh
India
Ph: (91) 91822 99614

September 25, 2020

Dear Polipalli,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
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Electronics City, Hosur Road
Bangalore 560 100, India
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Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:25 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000647500

September 25, 2020

Mr. Polipalli Sunil Kumar
Candidate ID: 1000647500
Dno-29/13/24 Dabagardens
Visakhapatnam
Visakhapatnam - 530020
Andhra Pradesh
India
Ph: (91) 91822 99614

Dear Polipalli,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
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askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Polipalli Sunil Kumar
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Polipalli Sunil Kumar
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000646667

Ms. Pujitha Grandhi
Candidate ID: 1000646667
45-52-6/22 Flat No:502 Om Vigneswara Apartments Abhidnagar
Akkayapalem
Visakhapatnam - 530016
Andhra Pradesh
India
Ph: (91) 62818 97945

September 25, 2020

Dear Pujitha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:04 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000646667

September 25, 2020

Ms. Pujitha Grandhi
Candidate ID: 1000646667
45-52-6/22 Flat No:502 Om Vigneswara Apartments Abhidnagar
Akkayapalem
Visakhapatnam - 530016
Andhra Pradesh
India
Ph: (91) 62818 97945

Dear Pujitha,

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 **October 14, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Pujitha Grandhi
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Pujitha Grandhi
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000311282

Ms. Rajagiri Geetha Nalini
Candidate ID: 1000311282
61-4-26/A, Venkannapalem,
Malkapuram,
Visakhapatnam - 530011
Andhra Pradesh
India
Ph: (91) 70753 51879

September 25, 2020

Dear Rajagiri,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:28:59 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000311282

September 25, 2020

Ms. Rajagiri Geetha Nalini
Candidate ID: 1000311282
61-4-26/A, Venkannapalem,
Malkapuram,
Visakhapatnam - 530011
Andhra Pradesh
India
Ph: (91) 70753 51879

Dear Rajagiri,

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 **October 14, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Rajagiri Geetha Nalini
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Rajagiri Geetha Nalini
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000648254

Ms. Reddi Bhargavi
Candidate ID: 1000648254
Theeda Village Kasimkota Mandal Visakhapatnam
District
Visakhapatnam - 531031
Andhra Pradesh
India
Ph: (91) 70934 76749

September 25, 2020

Dear Reddi,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:38 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648254

September 25, 2020

Ms. Reddi Bhargavi
Candidate ID: 1000648254
Theeda Village Kasimkota Mandal Visakhapatnam
District
Visakhapatnam - 531031
Andhra Pradesh
India
Ph: (91) 70934 76749

Dear Reddi,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Reddi Bhargavi
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Reddi Bhargavi
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000646681

Ms. Rohitha Kola
Candidate ID: 1000646681
Santhinagar Colony Near Arts College Water Tank
Srikakulam
Srikakulam - 532001
Andhra Pradesh
India
Ph: (91) 97045 24812

September 25, 2020

Dear Rohitha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:05 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000646681

September 25, 2020

Ms. Rohitha Kola
Candidate ID: 1000646681
Santhinagar Colony Near Arts College Water Tank
Srikakulam
Srikakulam - 532001
Andhra Pradesh
India
Ph: (91) 97045 24812

Dear Rohitha,

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 **October 14, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Rohitha Kola
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Rohitha Kola
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000648261

Ms. Sabbavarapu Mounika
Candidate ID: 1000648261
Ravallampalem Sabbavaram Mandal
Anthakapalle
Visakhapatnam - 531035
Andhra Pradesh
India
Ph: (91) 99123 53872

September 25, 2020

Dear Sabbavarapu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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Electronics City, Hosur Road
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askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:39 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648261

September 25, 2020

Ms. Sabbavarapu Mounika
Candidate ID: 1000648261
Ravalammalem Sabbavaram Mandal
Anthakapalle
Visakhapatnam - 531035
Andhra Pradesh
India
Ph: (91) 99123 53872

Dear Sabbavarapu,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Sabbavarapu Mounika
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Sabbavarapu Mounika
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000647510

Mr. Shaik Ameen
Candidate ID: 1000647510
Block No:9 Lig Hb Colony Bhavanipuram Vijayawada
Krishna.
Krishna - 520012
Andhra Pradesh
India
Ph: (91) 70953 87187

September 25, 2020

Dear Shaik,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:26 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000647510

September 25, 2020

Mr. Shaik Ameen
Candidate ID: 1000647510
Block No:9 Lig Hb Colony Bhavanipuram Vijayawada
Krishna.
Krishna - 520012
Andhra Pradesh
India
Ph: (91) 70953 87187

Dear Shaik,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Shaik Ameen
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Shaik Ameen
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000287460

Mr. Apuroop Sigilipalli
Candidate ID: 1000287460
Flat No. 301, Vishnusuma Residency,
Seethamapeta
Visakhapatnam - 530016
Andhra Pradesh
India
Ph: (91) 70137 48269

September 25, 2020

Dear Apuroop,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:28:49 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000287460

September 25, 2020

Mr. Apuroop Sigilipalli
Candidate ID: 1000287460
Flat No. 301, Vishnusuma Residency,
Seethamapeta
Visakhapatnam - 530016
Andhra Pradesh
India
Ph: (91) 70137 48269

Dear Apuroop,

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 **October 14, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Apuroop Sigilipalli
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Apuroop Sigilipalli
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000648809

Ms. Sreesailam Deepika
Candidate ID: 1000648809
Door No.:16-255 Guniseti Vari Veedhi Chodavram
Visakhapatnam
Visakhapatnam - 531036
Andhra Pradesh
India
Ph: (91) 91826 59788

September 25, 2020

Dear Sreesailam,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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Electronics City, Hosur Road
Bangalore 560 100, India
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F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:55 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648809

September 25, 2020

Ms. Sreesailam Deepika
Candidate ID: 1000648809
Door No.:16-255 Guniseti Vari Veedhi Chodavram
Visakhapatnam
Visakhapatnam - 531036
Andhra Pradesh
India
Ph: (91) 91826 59788

Dear Sreesailam,

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 **October 14, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Sreesailam Deepika
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Sreesailam Deepika
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000647524

Mr. Adabala V R S Akhilesh
Candidate ID: 1000647524
7-103/2 , vyaghreswaram , near venkateswara swamy temple
pulletikurru post , Ambajipeta mandal
East Godawari - 533239
Andhra Pradesh
India
Ph: (91) 81798 14222

September 25, 2020

Dear Adabala,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
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askus@infosys.com
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Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:27 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000647524

September 25, 2020

Mr. Adabala V R S Akhilesh
Candidate ID: 1000647524
7-103/2 , vyaghreswaram , near venkateswara swamy temple
pulletikurru post , Ambajipeta mandal
East Godawari - 533239
Andhra Pradesh
India
Ph: (91) 81798 14222

Dear Adabala,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Adabala V R S Akhilesh
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Adabala V R S Akhilesh
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000648829

Ms. Deepika Betha
Candidate ID: 1000648829
D/No:22-84-2 Burujupeta S.K.M.L Street
Visakhapatnam
Visakhapatnam - 530001
Andhra Pradesh
India
Ph: (91) 63019 40675

September 25, 2020

Dear Deepika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:56 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648829

September 25, 2020

Ms. Deepika Betha
Candidate ID: 1000648829
D/No:22-84-2 Burujupeta S.K.M.L Street
Visakhapatnam
Visakhapatnam - 530001
Andhra Pradesh
India
Ph: (91) 63019 40675

Dear Deepika,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

National Pension Scheme

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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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Deepika Betha
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Deepika Betha
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000646702

Ms. Bolla Hema Raja Sri
Candidate ID: 1000646702
58-14-160 Shanti Nagar Nad
Vishakapatnam
Visakhapatnam - 530009
Andhra Pradesh
India
Ph: (91) 89191 90580

September 25, 2020

Dear Bolla,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:06 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000646702

September 25, 2020

Ms. Bolla Hema Raja Sri
Candidate ID: 1000646702
58-14-160 Shanti Nagar Nad
Vishakapatnam
Visakhapatnam - 530009
Andhra Pradesh
India
Ph: (91) 89191 90580

Dear Bolla,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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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ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Bolla Hema Raja Sri
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Bolla Hema Raja Sri
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000648293

Mr. Darapu Tarakeswara Rao
Candidate ID: 1000648293
1-204 Boduvalasa Sabbavaram
Vishakapatnam
Visakhapatnam - 531035
Andhra Pradesh
India
Ph: (91) 95426 91806

September 25, 2020

Dear Darapu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:40 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648293

September 25, 2020

Mr. Darapu Tarakeswara Rao
Candidate ID: 1000648293
1-204 Boduvalasa Sabbavaram
Vishakapatnam
Visakhapatnam - 531035
Andhra Pradesh
India
Ph: (91) 95426 91806

Dear Darapu,

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 **October 12, 2020**.

Location

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.*

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The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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.

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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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

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You will be eligible for an Ex-Gratia/Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

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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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
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ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Darapu Tarakeswara Rao
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Darapu Tarakeswara Rao
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				





HRD/3T/20-21/1000647541

Mr. K Anantha Ramayya
Candidate ID: 1000647541
Gajuwaka
Visakhapatnam
Visakhapatnam - 530026
Andhra Pradesh
India
Ph: (91) 94909 16460

September 25, 2020

Dear Anantha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:27 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000647541

September 25, 2020

Mr. K Anantha Ramayya
Candidate ID: 1000647541
Gajuwaka
Visakhapatnam
Visakhapatnam - 530026
Andhra Pradesh
India
Ph: (91) 94909 16460

Dear Anantha,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. K Anantha Ramayya
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. K Anantha Ramayya
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				



HRD/FINALSEMTRG/2019/13461480



December 11, 2019

Kambam Priyanka.

Anil Neerukonda Institute of Technology and Science

Dear Kambam,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:49 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Kambam,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Kambam Priyanka]

Date: _____

HRD/FINALSEMTRG/2019/13461394



December 11, 2019

Korla Meghana Chowdary.

Anil Neerukonda Institute of Technology and Science

Dear Korla,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:32 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Korla,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
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- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Korla Meghana Chowdary]

Date: _____

HRD/FINALSEMTRG/2019/13461481



December 11, 2019

Krishna Vamsi Giduthuri.

Anil Neerukonda Institute of Technology and Science

Dear Krishna,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

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Digitally signed by RICHARD LOBO
Date: 2019.12.11 18:59:50 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Krishna,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

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Offshore Development Centre

Hebbal Electronics City, Hootagalli,

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You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

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Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

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You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

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- 2.1 The Program would commence from **January 13, 2020**
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- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
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 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
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- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Krishna Vamsi Giduthuri]

Date: _____

HRD/FINALSEMTRG/2019/13461395



December 11, 2019

Kurmapu Haritha.

Anil Neerukonda Institute of Technology and Science

Dear Kurmapu,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:33 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Kurmapu,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
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- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
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- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Kurmapu Haritha]

Date: _____

HRD/FINALSEMTRG/2019/13461309



December 11, 2019

Maddula Venkata Naga Sowmya.

Anil Neerukonda Institute of Technology and Science

Dear Maddula,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

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Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:18 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Maddula,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

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You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

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You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

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1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

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- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
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- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
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 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Maddula Venkata Naga Sowmya]

Date: _____

HRD/FINALSEMTRG/2019/13260328



January 3, 2020

Sai Krishna Matcha.

Anil Neerukonda Institute of Technology and Science

Dear Sai,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
Date: 2020.01.03 19:02:50 +05:30
Reason: Internship Offer Letter
Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Sai,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Sai Krishna Matcha]

Date: _____

HRD/FINALSEMTRG/2019/13461310



December 11, 2019

Murukurthi Ravi Varma.

Anil Neerukonda Institute of Technology and Science

Dear Murukurthi,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:19 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Murukurthi,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Murukurthi Ravi Varma]

Date: _____

HRD/FINALSEMTRG/2019/13461311



December 11, 2019

Nadimpalli Roshitha Varma.

Anil Neerukonda Institute of Technology and Science

Dear Nadimpalli,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:20 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Nadimpalli,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Nadimpalli Roshitha Varma]

Date: _____

HRD/FINALSEMTRG/2019/13461562



December 11, 2019

Perla Anuhya.

Anil Neerukonda Institute of Technology and Science

Dear Perla,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 19:00:01 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Perla,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

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You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

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At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

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UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

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1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

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1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Perla Anuhya]

Date: _____

HRD/FINALSEMTRG/2019/13461482



December 11, 2019

Sri Mounika Maddila.

Anil Neerukonda Institute of Technology and Science

Dear Sri,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:59:51 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Sri,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“Fees” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

- 10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.
- 10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO
EVP - Head HR

Accepted:

[Sri Mounika Maddila]

Date: _____

HRD/FINALSEMTRG/2019/13297532



December 11, 2019

Gokavarapu Manikya Midhilesh.

Anil Neerukonda Institute of Technology and Science

Dear Gokavarapu,

This is in reference to the Program (as defined in the Training Agreement) as per the Training Agreement executed on _____ between you (“**Trainee**” hereafter) and Infosys Limited (“**Infosys**” hereafter), a corporation organised and existing under the laws of India and having its primary place of business at Electronics City, Hosur Road, Bangalore 560 100, India. The details of the Program are as follows:

1. Program Date : **January 13, 2020**
2. Duration of the program : **14 to 16 weeks**
3. Location : **Mysore, India**

Please note that you will be required to make your own arrangements for travel to Mysore (or any other Infosys location that may be communicated to you by Infosys) and from Mysore upon completion of the Program., Should you be required to travel to offices of Infosys located in different cities as part of your Program, Infosys shall bear the cost of such travel. Please note that your entitlements shall be communicated to you at that time.

A break-up of the benefits that you are eligible for is mentioned below:

Accommodation	Provided by Infosys at no charge for the entire duration of the Program
Stipend	Rs.10,000/- per month

You would also be covered under the Personal Accident Insurance and Hospitalization Insurance Policy of Infosys for the duration of your Program. If you require additional coverage, you would need to obtain this in your personal capacity.

If you are required to use the bus, library and fitness facilities (if any), you shall be provided access during the period of your Program in accordance with policies of Infosys.

For the duration of the Program, you will be required to adhere to certain policies / practices that are applicable to employees of Infosys, including but not limited to the Trainee’s obligations as per the Training Agreement. Additionally, you may be required to sign agreements with Infosys, at the sole discretion of Infosys, relating to protection of Infosys confidential and proprietary information. Infosys disclaims all liability and responsibility for acts or omissions by you that are in violation of any law, guideline, rule or regulation.

Digitally signed by RICHARD LOBO
 Date: 2019.12.11 18:41:28 +05:30
 Reason: Internship Offer Letter
 Location: Bangalore

Please note that the Training Agreement may be terminated by Infosys as per Clause 6 of the said Agreement.

Please sign and carry duplicate copy of this letter and the attached undertaking at the time of joining indicating your acceptance of these terms. You are requested to read and retain the instructions attached to this letter.

If there are any changes to the terms and conditions mentioned above, we will revert with another letter as soon as possible.

Thanking you,

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Richard Lobo', with a long horizontal stroke extending to the right.

RICHARD LOBO

EVP - Head HR

Dear Gokavarapu,

We would like to ensure that you are updated on a few things in order that your assignment with Infosys is productive and enjoyable.

You will be required to report at the following address:

Infosys Limited

Offshore Development Centre

Hebbal Electronics City, Hootagalli,

Mysore - 571186, INDIA

You are expected to arrive at our Mysore campus a day before your joining date and accommodation will be provided from then on. Please note that accommodation will be provided only for you from a day before your joining date. In case any of your family members accompany you then they will have to arrange for their accommodation outside the campus at their own expense.

You will be given an access card for the duration of your Program in order that your movements within the premises are not curtailed. You are expected to carry it at all times.

You are required to work from Monday through Saturday as per the regular working hours of Infosys which will be communicated to you at the time of joining.

At the end of the Program, you will be required to make a presentation on your project and hand over a copy of your project report to your Project Mentor.

Infosys Dress Code

1) For Gentlemen:

Mondays and Tuesdays:

You are expected to dress in business formals, i.e., a full-sleeved shirt, formal trousers, formal shoes and a tie.

Note: Do not remove the tie once you enter the campus.

Wednesdays and Thursdays:

You may opt to wear a full / half-sleeved formal shirt, but formal trousers and formal shoes (brown, black or tan) are a must.

Fridays and Saturdays:

You may opt to wear jeans, a t-shirt, and sports shoes. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

2) For Ladies:

Monday to Thursday:

You are expected to dress in western business formals, saree or salwar / churidar-kameez.

Fridays and Saturdays:

You may opt to wear jeans and a t-shirt. However shorts, slippers, sandals / slippers are not considered appropriate on all working days.

UNDERTAKING

I, _____, do hereby agree to abide by the policies, rules and regulations governing employees of Infosys in their conduct and those specified in the Standing Orders. I acknowledge and agree that Infosys has no liability and responsibility for all acts or omissions by me that are in violation of any law, guideline, rule or regulation during the period of the Program.

Signature :

Name :

Date :

TRAINING AGREEMENT

This Agreement is made as of _____ (the “Effective Date”) between Infosys Limited, a corporation organised and existing under the laws of India and having its primary place of business at 44 Electronics City, Hosur Road, Bangalore 560 100, India and its Affiliates (“Infosys” hereafter) represented by

AND

_____ (“Trainee” hereafter), Son/Daughter of _____, and a permanent resident of _____

WHEREAS Infosys is a reputed Indian company operating globally and engaged in the business of development of solutions for Information Technologies & the Information Technologies Enabled Services sector; and

WHEREAS the Trainee is desirous of completing his/her training at the designated Infosys Campus and receiving formal, effective, technical and practical training from Infosys enabling him/her to independently function as a competent professional of the Information Technology sector (“**Program**” hereafter) after completing his/her graduation course and thereby becoming commercially viable to any organisation that he/she wishes to join by meeting the business needs, parameters, standards and efficiency levels required by the organization.

WHEREAS the Trainee is aware that the Program would comprise of courses, modules, prescribed programs by Infosys which involves the expenditure of substantial sums of money by Infosys in the form of substantial costs, expenses, man hours spent in imparting the training (“**Fees**” hereafter); and

NOW THEREFORE, for and in consideration of the mutual agreements and covenants hereafter set forth, the parties hereto agree as follows:

1. **DEFINITIONS:**

1.1 “Affiliate” of Infosys shall mean a person or entity directly or indirectly controlling, controlled by, or under common control with Infosys. “Control” for the purposes of this clause shall mean with respect to any person or entity, the right to exercise or cause the exercise of at least fifty per cent (50%) or more of the voting rights in such person or entity.

1.2 “Agreement” shall mean this agreement between Infosys and the Trainee.

1.3 “College Authorities” shall mean and include the principal and/or registrar and/or any other designated personnel of _____ who are authorised to issue permission(s) to the Trainee to participate in the Program.

- 1.4 “Confidential Information” shall include, but is not limited to (i) all forms of information provided to the Trainee as per the prescribed module or otherwise, during the Program; and (ii) includes trade secrets or other information relating to the affairs, finances, business practices, clients, connections or business plans of the Infosys to which the Trainee gains access in the duration of the Program, but does not include information or knowledge which has come into the public domain.
- 1.5 “Date of Joining Confirmation Letter” shall mean the letter issued by Infosys after the Offer Letter informing the Trainee of the details of his/her joining Infosys as an employee.
- 1.6 “Employee Handbook” shall mean the employee handbook applicable to all employees of Infosys during the entire tenure of their employment.
- 1.7 “Fees” shall include the meaning ascribed to it in Clause 3.1.
- 1.8 “Misconduct” shall, for the purpose of this Agreement, would have the same meaning ascribed to it in the Standing Orders of Infosys
- 1.9 “Infosys Campus” shall mean any development centre and/or office premises Infosys.
- 1.10 “Offer Letter” shall mean the letter given to the Trainee providing him/her with an offer to join Infosys after the successful completion of the Program as a full-time employee in the capacity of a systems engineer, subject to terms and conditions contained in the offer letter.
- 1.11 “Project” shall mean the mandatory final semester college project work as part of his/her curriculum in his/her college.
- 1.12 “Program” shall include the meaning ascribed to it in Clause 2.
- 1.13 “Standing Orders” shall mean the Standing Orders issued by Infosys (applicable to all its employees) in accordance with Section 7 of the Industrial Employment (Standing Orders) Act 1946.

2. PROGRAM:

- 2.1 The Program would commence from **January 13, 2020**
- 2.2 The Program would be conducted at any designated Infosys Campus, and such information shall be provided to you separately by authorized Infosys personnel.
- 2.3 The Program would comprise of a technical project(s) where the Trainee would be allocated to a team mentored by project managers and programmer analysts of Infosys.
- 2.4 The Program may require the Trainee to work with the latest tools, technologies and frameworks used in and by Infosys and/or used in the Information Technology sector globally.
- 2.5 The Program may require the Trainee to undergo the entry level training program prevalent at any Infosys Campus.
- 2.6 The Program will require the Trainee to be assessed on his soft skills by relevant personnel designated by Infosys.

3. FEES

- 3.1 The Fees for the Program imparted to the Trainee would be an amount of INR 25,000/- (Rupees Twenty Five Thousand only).
- 3.2 The Trainee agrees that he/she shall be liable to pay Infosys all costs and expenses incurred in or connected with training as stipulated in clause 3.1 of this Agreement, in the event of –
 - 3.2.1 Not joining Infosys as an employee after an Offer of employment has been extended by Infosys to the Trainee; or
 - 3.2.2 The Trainee has become ineligible for employment by Infosys due to non-fulfillment of the terms and conditions of the Offer Letter.

4. INFOSYS' OBLIGATIONS

- 4.1 Infosys shall ensure that the Trainee is given every possible opportunity to complete his/her Project during the course of the Program.
- 4.2 For the above-mentioned completion of the Trainee's Project, Infosys shall allow the Trainee extensive use of the facilities which were ordinarily available to the Trainee during the Program.
- 4.3 Infosys shall provide for free accommodation within the designated Infosys Campus to the Trainee for the duration of the Program.

5. TRAINEE'S OBLIGATIONS

- 5.1 The Trainee, during the course of the Program, would have to follow all rules and regulations and all company policies that would normally be applicable to any other employee of Infosys.
- 5.2 The Trainee shall attend the full duration of the Program and shall be granted leave of absence at the sole discretion of Infosys.
- 5.3 The Trainee shall faithfully and diligently undergo and imbibe the Program strictly in a manner prescribed by Infosys.
- 5.4 The Trainee shall not commit any act(s) of misconduct, indiscipline, refusal to obey orders or any other act(s) which impedes the process of the Program.
- 5.5 The Trainee shall not disclose any Confidential Information to any party without the prior written approval of Infosys.
- 5.6 Notwithstanding any other provision of this Agreement, the Trainee shall be required to follow a 6 (six) day working week as part of the Program.

6. TERMINATION BY INFOSYS

- 6.1 Infosys has the right to terminate this Agreement at any point of time if the Trainee is found to commit an act of Misconduct.
- 6.2 Infosys has the right to terminate this Agreement with immediate effect at its own discretion without assigning any cause or reason thereof.
- 6.3 Infosys has the right to terminate this Agreement with immediate effect if the Trainee is found to disclose any Confidential Information to any party without its prior written approval to the same.

6.4 Any intimation of termination of this Agreement by Infosys shall be in writing and shall be signed by a manager/officer of Infosys generally or specifically authorised in that behalf and shall be issued to the Trainee concerned.

7. TERMINATION BY TRAINEE

7.1 The Trainee has the right to terminate this Agreement if the Program does not commence by **January 13, 2020**.

8. CONSEQUENCES OF TERMINATION:

8.1 Upon termination of this Agreement by Infosys on any ground(s) as per Clauses 6.1 and 6.3 of this Agreement, the Trainee shall be obliged to:

8.1.1 Pay the Fees as per Clause 3.1 of this Agreement;

8.1.2 Return all tangible forms of Confidential Information to Infosys.

8.1.3 Leave the designated Infosys Campus with immediate effect.

8.2 Upon termination of this Agreement by Trainee as per Clause 7.1 of this Agreement, the Trainee shall be obliged to:

8.2.1 Return all tangible forms of Confidential Information to Infosys.

8.2.2 Leave the designated Infosys Campus with immediate effect, if the Trainee is already in Infosys Campus.

9. REPRESENTATIONS AND WARRANTIES:

9.1 The Trainee fully understands the implications and obligations contained in this Agreement and have no objection(s) thereto.

9.2 The Trainee represents that he/she has acquired all relevant/requisite permission(s) from College Authorities in order to participate in this Program and that the College Authorities fully understand the implication(s) of this Agreement and have no objection(s) thereto.

9.3 The Trainee shall use his/her best endeavours to complete his/her Project and in the event of his/her not completing the Project, shall not hold Infosys liable thereto.

10. GENERAL PROVISIONS

- 10.1 **Non-Waiver and Amendment:** No amendment, alteration, or modification, of this Agreement shall be binding unless made in writing and signed by both Infosys and Trainee. The failure of either Infosys or Trainee at any time or times to require performance of any provision hereof shall in no manner affect the right at a later time to enforce such provision.
- 10.2 **Force Majeure:** Neither party shall be liable to the other for any delay or failure to perform its obligations under this Agreement as a result of natural disasters, actions or decrees of governmental bodies, communication line failures not the fault of the affected party, or any other delay or failure which arises from causes beyond a party's reasonable control (hereafter referred to as a "Force Majeure Event"). If a Force Majeure Event arises, the party whose performance has been so affected shall immediately give notice to the other party and shall do everything reasonably possible to resume performance. Upon receipt of such notice, this Agreement shall be immediately suspended. If the period of nonperformance exceeds fifteen (15) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may by giving written notice, terminate this Agreement.
- 10.3 **Assignment:** Infosys shall have the sole right to assign or subcontract any of its rights or obligations under this Agreement. If any of its obligations under this Agreement are assigned or subcontracted, Infosys shall take reasonable steps to ensure that its assignee or subcontractor observe and enforce the confidentiality requirements of this Agreement. The Trainee shall not assign any of its rights or obligations under this Agreement. Any assignment in contravention of these terms and conditions shall be null and void.
- 10.4 **Severability:** If a court or an arbitrator of competent jurisdiction holds any provision of this Agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provision, or portions of them, will not be affected.
- 10.5 **Governing Law:** This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by laws of India.
- 10.6 Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.
- 10.7 For the avoidance of doubt, this Agreement shall be effective only when signed by both parties.
- 10.8 **Counterparts:** This Agreement may be executed in any number of counterparts, each of which shall be an original, but all of which together shall constitute one instrument.

10.9 This Agreement, including any annexure attached hereto, sets forth the entire agreement and understanding of Infosys and the Trainee with respect to the subject matter hereof, and supersedes all prior oral and written agreements, understandings, representations, conditions and all other communications relating thereto.

10.10 Headings: The section headings used in this Agreement are intended for convenience only and shall not be used in interpreting this Agreement or in determining any of the rights or obligations of the parties to this Agreement.

Yours truly,



RICHARD LOBO

EVP - Head HR

Accepted:

[Gokavarapu Manikya Midhilesh]

Date: _____



HRD/3T/20-21/1000648780

Mr. Gadu Dinesh Kumar Naidu
Candidate ID: 1000648780
Kataveedhi D.No-22-10-1/15 Mandugunduthota
Vizianagaram.
Vizianagaram - 535002
Andhra Pradesh
India
Ph: (91) 83744 72874

September 25, 2020

Dear Gadu,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.09.25 19:37:52 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/20-21/1000648780

September 25, 2020

Mr. Gadu Dinesh Kumar Naidu
Candidate ID: 1000648780
Kataveedhi D.No-22-10-1/15 Mandugunduthota
Vizianagaram.
Vizianagaram - 535002
Andhra Pradesh
India
Ph: (91) 83744 72874

Dear Gadu,

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 **October 12, 2020**.

Location

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

The training program will consist of classroom/Virtual training and on-the-job training. The duration of the classroom/Virtual 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 and Successful completion of the training.

Probation and confirmation

You will be on probation for a period of 12 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, during probation. On 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 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 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) upon allocation to a Practice Unit, to a maximum of 20% 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 Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2020 - 21** 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.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on 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 - III 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 250**.

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.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background checks

The Company may at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and 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, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, 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.

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 program **2019 -2020**. 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 require 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
EVP and Head Human Resources – Infosys Limited

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
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

ANNEXURE - I
(Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Gadu Dinesh Kumar Naidu
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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 post Unit allocation)

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Mr. Gadu Dinesh Kumar Naidu
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
MONTHLY GROSS SALARY	22,328

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)	150

3. RETIARAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)	26,250		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)	27,500		
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)	30,000		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	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 is subject to the fulfilment 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				

