

## Ms. Ayushi Prajapati

Dear Ayushi,

Congratulations! We are delighted to make you an offer as Management Trainee.

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be 12-Aug-2019.

#### 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.

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# **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 Management Trainee 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.

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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 an	d conditions as set t	forth in this offer letter.
Date:		•	
Sign your name			
Print your full Name	Location		

Signature Not Verified Digitally signed by Bichard Lobo Date: 2019.07.46.20:06:30 IST Reason: Digitally Signed Location: Bandaline

INFOSYS LIMITED CIN: L85110KA1981PLC013115 44, Infosys Avenue Electronics City, Hosur Road Bangalore 560 100, India

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# **ANNEXURE - 7** (Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms.Ayushi Prajapati			
ROLE	Management Trainee			
ROLE DESIGNATION	Management Trainee			
1. MONTHLY COMPONE	NTS			
BASIC SALARY		15,000		
BASKET OF ALLOWANCES		4,478		
BONUS / EX-GRATIA (95% monthly basis)	% of the eligible amount (20% of Basic Salary) being paid out on a	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)	12000 (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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<sup>\*</sup>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 - 8**

	ı	(Compensati	on post Unit al	locati	ion)	
<u> </u>			NSATION DET es in INR per r			
NAME	Ms.Ayushi Prajapa	ati		•	•	
ROLE	Management Train	1ee				,
ROLE DESIGNATION	Management Train					
1. MONTHLY COMPON	NENTS					
BASIC SALARY						15,000
BASKET OF ALLOWAN	CES				40	4,478
BONUS / EX-GRATIA (9 monthly basis)	5% of the eligible amount (2	20% of Basic	Salary) being pa	aid ou	ut on a	2,850
MONTHLY GROSS SAI	LARY					22,328
2. ANNUAL COMPONE BONUS / EX-GRATIA - (	Balance 5% will be paid ou	t in the end o	f the financial ye	ear af	ter adjusting	150
the advance (95%) paid ou	it on a monthly basis)					
3. RETIRAL BENEFITS						I
PROVIDENT FUND - 12	% of Basic Salary					1,800
GRATUITY - 4.81% of Ba	asic Salary*					722
FIXED GROSS SALARY	Y (1+2+3)					25,000
4. INCENTIVE COMPO	NENTS		At an indicate Payout of 5%		At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI) 1,			1,250		2,500	5,000
TOTAL GROSS SALAR	XY (Inclusive of the incenti	ve Compone	nt at indicative	payo	out 5% of FGS)	26,250
TOTAL GROSS SALA	RY (Inclusive of the incen	tive Compon	ent at indicativ	e pay	out 10% of FGS)	27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)					30,000	
		OTHE	R BENEFITS			·
Scheme	Eligible Amount In INR	Interest		Mont	thly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil		12		Nil
allowance is subject to the allowance policy at that tir	<u> </u>	ined for the s	ame to the satis	factio	n of the Company as	per the relevant loan / loan
*The gratuity amount set of determined in strict accord	out above is an approximation lance with the provisions of	n. Your eligi the Payment	bility and the fir of Gratuity Act	nal pa	y out of any Gratuity	amounts will be

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