

**Ms. Khushab Khan**

Dear Khushab,

Congratulations! We are delighted to make you an offer as **Process Associate**.

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **05-Aug-2021**.

**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 **Infosys Limited** 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 19,217 per month** and Total Gross Salary post allocation will be **INR 20,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

**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.

*Company Confidential - This communication is confidential between you and Infosys Limited*

*Registrar  
Invertis University  
Bareilly*  
*Director Corporate Relations  
Invertis University  
Bareilly*



**ANNEXURE - 3**  
**(Compensation during the Training)**

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms.Khushab Khan			
ROLE	Process Associate			
ROLE DESIGNATION	Trainee			
<b>1. MONTHLY COMPONENTS</b>				
BASIC SALARY				12,000
BASKET OF ALLOWANCES				2,200
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
<b>MONTHLY GROSS SALARY</b>				<b>17050</b>
<b>2. ANNUAL COMPONENT</b>				
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
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of Basic Salary				1,440
GRATUITY - 4.81% of Basic Salary*				577.2
<b>FIXED GROSS SALARY (1+2+3)</b>				<b>19217</b>
<b>TOTAL GROSS SALARY</b>				<b>19217</b>
<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (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				
*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				

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