



**Letter of Interest**

To *SK. Sheema*

Greetings from Infosys BPM!

We refer to your application for employment and the subsequent interview process you had with Infosys BPM Limited ("Company").

We are pleased to inform you that you have cleared the selection process held at your college. You would now be expected to attend our training program at the Infosys campus in Mysore for a duration of 15-20 days. Post training, you will undergo an assessment and on clearing the same, you may be offered a role/job in the Company. While this letter does not directly constitute an employment offer, if you do clear further rounds of our selection process and complete the other necessary formalities, a letter of employment will be sent to you with all your joining details. There are certain terms and conditions that a candidate must know while exploring employment options with the Company. Given below is a non-exhaustive list of these terms and conditions:

1. A candidate may be assigned to work at, deputed or be transferred to any of the Company's units / departments, locations, affiliate entities or subsidiary companies. The Company expects the candidate to be willing to undertake the responsibilities assigned to him/her in the location/department/unit as may be determined by the Company.
2. A candidate is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of those documents once it decides to make an offer of employment to him/her. It is expected that the candidate will submit each of those documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment.
3. The Company has its own transport facility for the benefit of all employees. An employee can avail this facility, provided he/she abides by the Company's transport policy. Once an offer of employment is made to a candidate, the terms of the above stated policy will be communicated to him/her.
4. Before joining employment of the Company a candidate has to submit a medical certificate in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further verification of your medical condition and/or records if it is deemed necessary in light of the work that will be performed by you.
5. Each candidate who is made an offer of employment by the Company is required to register himself/herself on [www.nationalskillsregistry.com] before joining employment of the Company at his/her own cost, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment

The Company reiterates that this letter is being issued to intimate you about the essential terms which you must be aware of while considering employment opportunities with us. You are therefore requested to ensure that all these terms are adhered to at every point during the selection process. We look forward to your participation in the further rounds of selection and hope to see you at Infosys BPM.

For any further clarifications, please do reach out to us at bpm\_campusteam@infosys.com. 080-40670678

Yours sincerely,

For Infosys BPM Ltd.

Issued By:

Acknowledgement of receipt:

*SK. Sheema*

**Raghavendra K**  
Senior Vice President &  
Global Head- HRD

Signature:  
Issuer's Name: *Hiranichu*  
Issuer's Emp. No.: *9009127*

Name: *SK. Sheema*  
Date: *10/12/2019*  
Location: *IndeDalli gudum*  
INFOSYS BPM LIMITED  
(Formerly Known as Infosys BPO Limited)  
CIN: U72200KA2002PLC030310

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*ASPP*  
**PRINCIPAL**  
**D.N.R. COLLEGE**  
**BHIMAVARAM.**



### Mandatory Documents

You are required to carry all originals mentioned below and two sets photocopies of the following documents on the date of joining the Company.

#### Note:

- 1) Name on the Mark sheet and the Govt. ID proof should be same.
- 2) If failed to produce below document on the date of joining, you will not be allowed to sit for Induction in Infosys Bpm Ltd. (You will be sent back from Mysore).
- 3) Aadhaar is required to open bank account hence it is mandatory for Bank, for Infosys any two govt. id proof is required

Sr. No	Original Documents	Details
1	10 <sup>th</sup> standard marks card	Mandatory
2	12 <sup>th</sup> Standard marks card	Mandatory
3	Marks cards for all the years of Graduation and Degree certificate (Sem. 1 to Sem. 5 original mark sheet + Final Sem. Internet copy with seal and signature of College principal)	Mandatory
4	Bonafide certificate or Letter from college or PDC	Mandatory
5	Passport size photographs	12 Numbers Mandatory
6	ID Proof - One ID proof issued by the Govt. of India - Driving license/Passport/PAN Card/Voter's ID	Mandatory
7	Aadhaar Card*	Mandatory

If I fail to bring above mention document. I will Sent back from mysore Induction. Joining from June to September.

If I don't want my Communication skills Infosys Bpm will not give joining. This is Conditional letter of Interest.

SK. Sheema

*Sheema*  
**PRINCIPAL**  
**D.N.R. COLLEGE**  
**BHIMAVARAM.**