

Date: 12/02/2023

Letter of Intent

To Mr./Ms./Mx. P. Pavan Kumar Reddy.

Greetings from Infosys BPM!

We are pleased to note your interest in working with "Infosys BPM Limited". Based on the evaluation of your performance during the initial selection process, the Company is issuing you this "Letter of Intent" to inform you that the Company has shortlisted you for the next stage of its selection process. The details of the next stage of the selection process will be communicated to you by the Company's representative.

Please note that this Letter does not constitute an offer of employment and does not constitute the Company's intent to extend you an offer of employment at any future date. This Letter only signifies your progression to the next stage of the selection process and does not guarantee your selection with the Company. Should you successfully complete the selection process, the Company may at its sole discretion extend you an offer of employment by sending the same to your email address provided to the Company.

You understand that any offer of employment extended to you by the Company after successful completion of the selection process would be subject to you successfully clearing your background verification as well as graduating with.....S.A.B.....
(**grade/CGPA/percentage in B.Com (Gen) (name of the course) D.N.R. (A) College, A.K.N.R. (college/university name)**). Any failure to successfully complete the background verification or graduate with the required qualifications shall result in withdrawal of offer of employment, or termination of employment if you have already joined the Company.

Prior to moving forward with the selection process, there are certain terms and conditions that each candidate applying for employment with the Company must be aware of, including but not limited to the following:

1. A candidate selected by the Company may be assigned to work at, deputed or be transferred to any of the Company's units, departments, locations, affiliate entities or subsidiary companies. Any candidate selected by the Company is required to undertake the responsibilities assigned to such candidate in the location/department/unit as may be determined by the Company.
2. A candidate, if selected, is required to submit certain documents at the time of joining the Company. The Company will communicate to the candidate the list of such documents once it decides to make an offer of employment to the candidate. The candidate is required to submit each of such documents, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.
3. A candidate has to be medically fit at the time of joining the Company. A candidate may be required to submit a medical certificate certified by a medical practitioner, in the form and manner prescribed by the Company. In addition to this, the Company reserves the right to conduct further medical checks if deemed necessary.
4. Each candidate who is made an offer of employment by the Company will be required to register on [www.nationalskillsregistry.com] before joining the Company at its own expense, failing which the Company may take appropriate action(s) including the withdrawal of the offer of employment, or termination of employment if the candidate has already joined the Company.

The Company reiterates that this Letter is being issued to inform you that you are shortlisted for the next stages of the selection process only and does not bind the Company to any employment relationship with you or obligate the Company to make an offer of employment to you. Please ensure that you have carefully read and understood the abovementioned essential terms and conditions while going forward with the selection process. We look forward to your participation in the further rounds of selection.

For any further clarifications, please do reach out to us at bpm_campusteam@infosys.com.

Yours sincerely,

For Infosys BPM Ltd.

Dependra Mathu

**Dependra Mathu
SVP – Head Human Resource Development – BPM**

Issued By:

Dependra Mathu
Signature:
Issuer's Name: *Dependra Mathu*
Issuer's Emp. No.: *092601*

Acknowledgement of receipt:

P. Pavan Kumar Reddy.

Name: *P. Pavan Kumar Reddy.*
Date: *12/02/2022*
Location: *Tadepalligudem.*

Infosys BPM Ltd.

Principal
**PRINCIPAL I/C
D.N.R. COLLEGE
BHIMAVARAM.**

INFOSYS BPM LIMITED
(Formerly Known as Infosys BPO Limited)
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