

12-Apr-2022

**Ms. Anjali K M**

**34th Ward, 1st cross**

**Basaweshvara,**

**Kyachsandra Tumkur**

**anjalmuniraj45285@gmail.com / 7899415284.**

Dear Anjali,

**Appointment as Graduate Service Desk Analyst – Grade – P1,L1**

I am pleased to confirm our recent discussions and to offer you the post of **Graduate Service Desk Analyst** at our office in **Safina Towers, Ali Asker Road, Bengaluru**. You will be commencing duty on **01-Aug-2022** or on the mutually agreed date.

This appointment is subject to the standard terms and conditions attached, except where modified by this letter.

From the date of commencement of your duties, you will be paid salary and benefits as indicated in the following sheet.

**Joining Bonus:** You are eligible for an amount of INR **30,000** towards accepting our offer and starting your employment with us. This amount will be payable along with your first month's salary and is designed to encourage continuity of your services at WS Atkins India Pvt. Ltd.

\* Should you be on notice or your employment ceases before the completion of **12** months from the date of joining, you will be required to repay the full amount of INR **30,000** to the company.

Please note that all payments are liable to income tax deduction and the offer is confidential in nature. Failure to keep it confidential will lead to nullifying the offer.

I enclose the Standard Terms and Conditions and related policy documents, which you should sign and return to us as a token of your acceptance of the conditions of appointment.

Yours sincerely,

**For WS Atkins (India) Pvt. Ltd.,**

**Oscar John**

**Head of Corporate HR, India**

I accept this letter of appointment and the Standard Terms and Conditions.

Date:..... Signed:.....

12-Apr-2022

**CTC Break-up**

(Including cashless benefits)

**Name** ..... : Ms. Anjali K M  
**Designation** ..... : Graduate Service Desk Analyst  
**Grade** ..... : P1,L1

**A - Monthly Components (INR)**

Basic Salary (50% of Gross) ..... : 12,081  
HRA (20% of Gross) ..... : 4,832  
FAP (30% of Gross) ..... : 7,248  
**Gross Salary** ..... : 24,161  
Employer's contribution to PF ..... : 1,450  
Employer's contribution to ESI ..... : 0  
**Total Fixed Compensation (TFC)** ..... : 25,611

**Total Fixed Compensation (Annual)** ..... : 307,332

**B - Variable Component - Annual (INR)**

Potential to earn API from zero to six percent of annual gross salary: 7,248  
(For calculation purpose an average pay-out of 2.5% is illustrated.)

**Total Fixed Compensation + Variable Component (A+B)** ..... : 314,580

**C - Other Benefits - Annual (INR)**

(For CTC calculation purpose only)

Gratuity ..... : 6,970  
Administrative Charges to EPF ..... : 1,450  
Medical, Personal Accident & Life Insurance Premium ..... : 27,000

**Total Annual CTC** ..... : **350,000**

Note: All amounts are subject to Income Tax (IT) deduction as per IT rules.

- Please note that 12% (of basic salary) will be payable to your Employees Provident Fund (PF)/Pension account, as per EPF act.
- You will be covered under Employees State Insurance (ESI), as per your eligibility under ESI act.
- Gratuity is notional accrual and is payable as per Payment of Gratuity Act.
- You will be covered under Medical Insurance as per company policy.
- FAP – Flexible Allowance Package would constitute some or all of the following elements (based on the options you choose). Leave Travel Allowance, Special Allowance, National Pension Scheme, Medical, Conveyance Allowance/ Fuel/ Driver.
- As part of API - Annual Performance Incentive, you will have an opportunity to earn up to 6% of the gross annual salary, prorated from the date of your joining. Please note that the API is a variable amount and will range between 0-6%, depending on individual and business performance. This amount will be paid in the month of March to staff.
- C - Other Benefits - These benefits are not encashable.

**Code of Conduct:** Your compliance with the Code of Conduct (“Code”) is part of your conditions of employment at SNC-Lavalin, as is the annual certification of the latter. Upon hiring and on an annual basis thereafter, you will need to undergo a certification process to ensure that the Code is understood and applied. As an employee of SNC-Lavalin, you must report any actual, potential or perceived conflict of interests as they occur, including any relationship with an immediate family member or close personal relationship who is or was, in the past 5 years, a government official. For more, information, do not hesitate to consult our Code which you will be able to find on our Intranet or our Company’s website.

**Data Protection:** *In order to maintain appropriate records concerning your employment, it will be necessary for the Company to collect, process and store personal information (i.e. personal data and sensitive personal data) about you. The Employee Privacy Notice attached to this contract sets out the nature of the personal information that we may collect, process and store about you and describes the manner and purposes for which this information may be used by the Company. The Employee Privacy Notice is also published on the Company intranet site to ensure it is readily available to you throughout your employment. The Company reserves the right to reasonably amend the Employee Privacy Notice from time to time to ensure it continues to accurately reflect the way in which we process your personal information. By signing this contract, you confirm that you have read and understood the Employee Privacy Notice.*

12-Apr-2022

Ms. Kavana C N

No 10,near government school, Channenahalli,  
C S pura hobli, Gubbi tq, Tumkur -572213.  
kavanacn12@gmail.com / 8123259709.

Dear Kavana,

**Appointment as Graduate Analyst - Corporate Systems – Grade – T1**

I am pleased to confirm our recent discussions and to offer you the post of **Graduate Analyst - Corporate Systems** at our office in **Safina Towers, Ali Asker Road, Bengaluru**. You will be commencing duty on **17-Oct-2022** or on the mutually agreed date.

This appointment is subject to the standard terms and conditions attached, except where modified by this letter.

From the date of commencement of your duties, you will be paid salary and benefits as indicated in the following sheet.

**Joining Bonus:** You are eligible for an amount of INR **30,000** towards accepting our offer and starting your employment with us. This amount will be payable along with your first month's salary and is designed to encourage continuity of your services at WS Atkins India Pvt. Ltd.

\* Should you be on notice or your employment ceases before the completion of **12** months from the date of joining, you will be required to repay the full amount of INR **30,000** to the company.

Please note that all payments are liable to income tax deduction and the offer is confidential in nature. Failure to keep it confidential will lead to nullifying the offer.

I enclose the Standard Terms and Conditions and related policy documents, which you should sign and return to us as a token of your acceptance of the conditions of appointment.

Yours sincerely,

**For WS Atkins (India) Pvt. Ltd.,**

**Oscar John**  
**Head of Corporate HR, India**

I accept this letter of appointment and the Standard Terms and Conditions.

Date:..... Signed:.....

12-Apr-2022

**CTC Break-up**

(Including cashless benefits)

**Name** .....: **Ms. Kavana C N**

**Designation** .....: **Graduate Analyst - Corporate Systems**

**Grade** .....: **T1**

**A - Monthly Components (INR)**

Basic Salary (50% of Gross) ..... : 12,081  
HRA (20% of Gross) ..... : 4,832  
FAP (30% of Gross) ..... : 7,248  
**Gross Salary** ..... : 24,161  
Employer's contribution to PF ..... : 1,450  
Employer's contribution to ESI ..... : 0  
**Total Fixed Compensation (TFC)** ..... : 25,611

**Total Fixed Compensation (Annual)** ..... : 307,332

**B - Variable Component - Annual (INR)**

Potential to earn API from zero to six percent of annual gross salary: 7,248  
(For calculation purpose an average pay-out of 2.5% is illustrated.)

**Total Fixed Compensation + Variable Component (A+B)** ..... : 314,580

**C - Other Benefits - Annual (INR)**

(For CTC calculation purpose only)

Gratuity ..... : 6,970  
Administrative Charges to EPF ..... : 1,450  
Medical, Personal Accident & Life Insurance Premium ..... : 27,000

**Total Annual CTC** ..... : **350,000**

Note: All amounts are subject to Income Tax (IT) deduction as per IT rules.

- Please note that 12% (of basic salary) will be payable to your Employees Provident Fund (PF)/Pension account, as per EPF act.
- You will be covered under Employees State Insurance (ESI), as per your eligibility under ESI act.
- Gratuity is notional accrual and is payable as per Payment of Gratuity Act.
- You will be covered under Medical Insurance as per company policy.
- FAP – Flexible Allowance Package would constitute some or all of the following elements (based on the options you choose). Leave Travel Allowance, Special Allowance, National Pension Scheme, Medical, Conveyance Allowance/ Fuel/ Driver.
- As part of API - Annual Performance Incentive, you will have an opportunity to earn up to 6% of the gross annual salary, prorated from the date of your joining. Please note that the API is a variable amount and will range between 0-6%, depending on individual and business performance. This amount will be paid in the month of March to staff.
- C - Other Benefits - These benefits are not encashable.

**Code of Conduct:** Your compliance with the Code of Conduct (“Code”) is part of your conditions of employment at SNC-Lavalin, as is the annual certification of the latter. Upon hiring and on an annual basis thereafter, you will need to undergo a certification process to ensure that the Code is understood and applied. As an employee of SNC-Lavalin, you must report any actual, potential or perceived conflict of interests as they occur, including any relationship with an immediate family member or close personal relationship who is or was, in the past 5 years, a government official. For more, information, do not hesitate to consult our Code which you will be able to find on our Intranet or our Company’s website.

**Data Protection:** *In order to maintain appropriate records concerning your employment, it will be necessary for the Company to collect, process and store personal information (i.e. personal data and sensitive personal data) about you. The Employee Privacy Notice attached to this contract sets out the nature of the personal information that we may collect, process and store about you and describes the manner and purposes for which this information may be used by the Company. The Employee Privacy Notice is also published on the Company intranet site to ensure it is readily available to you throughout your employment. The Company reserves the right to reasonably amend the Employee Privacy Notice from time to time to ensure it continues to accurately reflect the way in which we process your personal information. By signing this contract, you confirm that you have read and understood the Employee Privacy Notice.*



# Infosys Campus Recruitment Program: Congratulations, you have a job offer



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Hello!

Thank you for participating in the Infosys Campus Recruitment Program.

**Congratulations! You have cleared the interview round to receive a final job offer for Systems Associate role.** The compensation for this role is INR 2.2 lakhs per annum with one year of probation period from the date of allocation to the business unit.

Please note, this is a conditional job offer subject to your background verification. If falsification of data is detected during the background verification process, Infosys will revoke the job offer made to you.

In case of any queries, please contact your placement office or write to us at [Talent.Acquisition@infosys.com](mailto:Talent.Acquisition@infosys.com). Infosys recruitment process related emails sent to any other Infosys email address might not be responded to.

We look forward to welcoming you into our Infosys family.

Regards,

Talent Acquisition  
Infosys

**12-Apr-2022**

**Ms. Shaziya A**

**5-10-566, Rahamathpur, Hindupur.  
ashaziya470@gmail.com / 7981912010.**

Dear Shaziya,

**Appointment as Graduate Analyst - Corporate Systems – Grade – P1,L1**

I am pleased to confirm our recent discussions and to offer you the post of **Graduate Analyst - Corporate Systems** at our office in **Safina Towers, Ali Asker Road, Bengaluru**. You will be commencing duty on **01-Aug-2022** or on the mutually agreed date.

This appointment is subject to the standard terms and conditions attached, except where modified by this letter.

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Yours sincerely,

**For WS Atkins (India) Pvt. Ltd.,**

**Oscar John  
Head of Corporate HR, India**

I accept this letter of appointment and the Standard Terms and Conditions.

Date:..... Signed:.....



12-Apr-2022

**CTC Break-up**

(Including cashless benefits)

**Name** .....: **Ms. Shaziya**

**Designation** .....: **Graduate Analyst - Corporate Systems**

**Grade** .....: **P1,L1**

**A - Monthly Components (INR)**

Basic Salary (50% of Gross) ..... : 12,081  
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