

GENERAL INSTRUCTIONS

Please note the following:

1. You are requested to bring with you sufficient proof of Identification. We accept any one of the following documents as proof of Identification. **Original photo-identity** (no photocopies allowed) such as Identity card issued from the college you studied last, Photo ID card issued by your employer, Credit/Debit card with photograph, Electoral Card, Driving License, PAN ID card with Photo or Passport. **Without one of these, you will not be admitted to take the test.** Documents like season pass for bus/train, training institute ID cards, photocopies of documents are not considered as valid proof of identification. If the proof of identification produced by you is insufficient, as decided by the Infosys authority, we reserve the right to disallow you from participating in this event.
2. Please carry two **passport size photographs** with you to the test without which you will not be admitted into the test.
3. The duration of the selection process is 2.5 hours, which includes filling in an application form, an aptitude test (Analytical Thinking and Arithmetic Reasoning) and a test of Communicative English language. The duration of the tests will be 90 minutes. Use of calculators, mobile phones, digital diaries, palm tops or any other such devices is not allowed in the test.
4. **As a policy, there has to be a gap of at least 9 months between any two-selection processes with Infosys. You have been called for this test on the understanding that you have not undergone any Infosys selection process in the last 9 months.**

How to fill in the Application Form:

1. An Application form will be given to you at the venue. Fill it up **ACCURATELY & CORRECTLY** and with the photograph attached.
2. Please ensure that all Data fields in the Application form are filled in (e.g. Citizenship, Date of Birth)
3. Wherever nothing has to be written, please write N.A. or nil as applicable.
4. **Please give special attention to these details**
 - 4.1.1 **Education (page 2): PLEASE CARRY COPIES OF YOUR MARKS CARDS TO THE VENUE TO FILL IN YOUR ACADEMIC DETAILS ACCURATELY.**
Rank/ approximate position in 10th, 12th, Degree & PG are recorded as against total batch/ class strength
 - 4.1.2 12th / B.Sc Aggregate percentage includes languages papers. Record 12th PCM percentage separately
 - 4.1.3 Record over-all entrance rank (not with in any specific category such as minority, reservation etc) as applicable
 - 4.1.4 Branch/ Specialization (not the location) of engineering is recorded
 - 4.1.5 Engineering percentage is the **SIMPLE AVERAGE OF ALL SEMESTERS/ YEARS** for results declared till date.

An illustration to explain the simple average calculation:

Years →	Year 1		Year 2		Year 3		Year 4	
Papers ↓	Max. Marks	Marks Scored	Max. Marks	Marks Scored	Max. Marks	Marks Scored	Max. Marks	Marks Scored
Paper 1	100	50	100	60	100	70	100	60
Paper 2	100	60	100	60	100	70	100	80
Paper 3	100	60	100	60	100	60	100	60
Total	300	170	300	180	300	200	300	200

Simple Average = Total Aggregate Marks Scored for ALL semesters or years / Maximum Marks for all semesters or years = 750 / 1200 = 62.5%

Please use only this formula to calculate the Aggregate % of your BE. Please DO NOT mention your BE % as mentioned in your Degree Certificate or any other % as might be used by your university in this field.

- 4.1.1. Record gaps in education if any and reasons thereof.
- 4.1.2. Significant achievements if any.
- 4.2. **Work experience (page 3)**
 - 4.2.1. Mention whether experience is full-time, part-time, contract, or training/ project work as part of curriculum
 - 4.2.2. Organization mentioned has to be primary Employer
 - 4.2.3. Joining and leaving dates are recorded for each job. If not at least record number of completed months in each job.
 - 4.2.4. Make sure that designation/ responsibilities gives idea about the job
 - 4.2.5. Record Gross monthly or annual compensation package.
- 4.3. **Miscellaneous (page 4)**
 - 4.3.1. Please tick YES or NO as the case may be for the question "HAVE YOU APPLIED TO INFOSYS PREVIOUSLY"
 - 4.3.2. If undergone any selection process in the last 9 months, please record relevant dates.
- 4.4. **Application form is duly signed & dated**