



Congratulations from Genpact

1 message

Gunmgari, Anjali Reddy <anjalireddy.gunmgari@genpact.com>

Thu, 6 Feb, 2020 at 4:34 pm

To: pratikshasuryawanshi105@gmail.com <pratikshasuryawanshi105@gmail.com>

Date: **27-Dec-2019**

Dear: **Pratiksha suryawanshi**

Sub: Letter of Intent

Subsequent to our meeting and interview we are pleased to offer you appointment in Genpact as **Process Associate** .
Subject to following terms and conditions;

- 1 . Your annual fixed Cost to Company (CTC) will be **INR 270000**
2. Applicability of Location specific allowances may vary according to location and/or company policy.
3. Your initial place of work will be **Hyderabad**. Your initial process/COE would be informed to you at the time of joining. However, the company may, transfer you to another location / process on a need basis post consultation with you; the following has been agreed upon.
 - (i) Date of Joining: To be updated Post Pre-Hire Orientation session
 - (ii) Reporting Time: To be updated as per process requirements
 - (iii) Location: **Hyderabad**
4. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a period of 15 days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs. 250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
5. You shall be required to provide the Company all documents and information as set forth in annexure I of this letter of Intent.
6. Genpact operates 7 days a week, 24 hours a day. You will be expected to attend office as assigned to you by your supervisor in compliance with laws in force as a fulltime employee, you will be eligible for 2 weekly offs (any 2 days of the week, depending upon business needs). You may however be required to attend office on your off days if the business needs so demand. In such cases, you will be eligible for compensatory off according to company policy.
7. As a fulltime employee, you will be entitled to 25 working days of earned leaves per annum. You can avail these, subject to prior approval by the Company. Accumulation / carry-forward of leave will be governed according to existing Company policy in force from time to time. For part time employees, earned leaves will be prorated as per your work schedule.
8. This LOI shall be subject to;
 - (i) You're clearing the final year graduation exams without any papers pending at the time of joining.
 - (ii) Producing the original final year mark sheet.
 - (iii) You're clearing the Pre Hire Orientation session which will be conducted by the process manager before your on boarding (either Telephonic or in person). In event you don't appear for PHO, the company may, in its sole discretion, revoke this offer at any time without prior notice. (iv) You're successfully completing the reference check.

This LOI will be deemed to be withdrawn by the company in case you fail to clear the same irrespective of the fact that you may have formally commenced your training/employment with us.

9. The appointment letter issued to you, will, inter alia, contain the following terms

i. A six-month probation period during which either party may terminate the Agreement by giving 30 days' notice or salary in lieu thereof. Your services at the end of probation period shall be treated as confirmed unless specifically extended by the company in writing.

ii. Recovery of training cost up to Rupees Seventy-Five Thousand only (Rs. 75,000/-) in the event you leave the services of the Company without serving notice as envisaged in the letter of appointment.

10. This Letter of intent will be valid for specified period and will come to an end automatically at the end of 30 days from the declaration of the final year result by the Institute/University. The Company reserves the right to modify this Lol any time at its sole discretion. -

11. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

12. You agree and understand that this LOI is provisional and conditional subject to

(i) Your fulfilling the above conditions and any other condition which Genpact may impose under its policies, and

(ii) Genpact issues you a formal letter of appointment.

13. Genpact reserves the right to withdraw this LOI at any time before issuing the formal appointment letter.

Kindly sign & Initial each page of this letter and return a copy in acceptance

Additional terms to Appointment Letter

You have assured the Company that you have given your final year graduation examinations in (Month and Year) from (University) and the results of the same are pending as on date. This offer is conditional upon your clearing the final year graduation examination without any papers pending and upon your producing the original final year mark sheet within (please mentions the months) from the date of this appointment letter. This LOI is subject to honor post clearance of any pending / additional interview/test at the time of PHO/joining. In the event of your failure to comply the same, the Company may, in its sole discretion, revoke this offer at any time without prior notice.

For Genpact

Accepted and Agreed

Authorized Signatory

Pratiksha suryawanshi

In case of any questions / clarifications regarding your appointment letter/joining/other queries,

Please contact with **Sanjana @ 8074001950 / Habeeb @ 8328639062**

-
-
-
-
-
-
-

Letter of Authorization

To whom it may concern

I understand that GENPACT may use an outside agency to verify and validate the information I have provided including my employment, my personal background, professional standing, work history and qualifications.

I understand that an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, criminal conviction records, school records, College records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish GENPACT and the outside background agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that might arise from furnishing to GENPACT and the outside agency information that they may request pursuant to this release.

This authorization and release, in original, faxed or photocopied form, shall be valid for this and any future reports and updates that may be requested.

Signed: _____

Name in Block Capitals: **Pratiksha suryawanshi**

Date of Birth:

Date:

-
-
-
-
-
-

Commitment Sheet - Instructions

Dear Candidate,

Thank you for your interest in Genpact. As part of our assessment process, it is mandatory that you sign a "Commitment sheet".

This Commitment sheet captures the various aspects of a role and the related challenges/situations you may face with respect to doing the job if selected.

To ensure you have read the complete document, please ensure you:

1. Read the document carefully and respond to each statement
2. For each statement there are certain words that have been printed in bold and underlined. At the end of each statement, you need to write down the word/words on the side of the sheet. Example:

Do I have any concern in travelling in non AC cabs or buses - the word concern needs to be written in the column with the heading "Write the word that is in bold & underlined."

3. If you have any additional information that you want to provide related to each statement, please add it in the Comments column

You will need to take a copy of the completed Commitment sheet with you when you attend the "Pre Hire Orientation" (PHO) with the business.

Post your Pre Hire Orientation session, please confirm if you want to join Genpact or not. It is in the interest of the company and you to be completely honest and realistic in your decision to accept the offer.

If you have any questions related to any of the statements and what they mean, please do ensure you get your doubts cleared.

Commitment Sheet

Date: 12/27/2019

Name: Pratiksha suryawanshi

Designation: Process Associate

Mobile number: 0

I hereby acknowledge that I have been informed about and understood the conditions listed below. I acknowledge that this has been explained to me during the interview process and I agree to the stated conditions

<u>A :- Working hours, shifts and leaves:</u>	<u>Response</u>	<u>Write word that is in BOLD & Underlined</u>	<u>Comments</u>
It has been explained to me that I will work any 5days in a week for 9 hours in a day	Yes/No		
I agree I may spend up to 2 hours in travel (one way) depending on my place of residence which excludes the above 9 working hours.	Agree/Disagree		
I don't have any concern travelling in non AC cabs or buses	Agree/Disagree		
In general Trainings and business updates are scheduled during business hours. But sometimes the training can happen after the shift is completed. As a result, I understand I may sometimes be required to work beyond 9 working hours.	Agree/Disagree		
The shift I have been told I will be working in is:(please write DAY or NIGHT based on what has been discussed with you).	Yes/No		
I understand the final decision on which shift, process and location I will be assigned to is taken by the Company.	Yes/No		
I understand that weekly offs may be any two days of the week and may not be consecutive, depending upon business requirement.	Agree/Disagree		

B: - Post successful completion of training I would be aligned to any process (based on business requirement) which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	Agree/Disagree		
I may need to work on national holidays (like Independence Day, Republic Day and Gandhi Jayanthi) /festivals offs (e.g. Diwali, Christmas, Eid). For this I will get a compensatory off as per the Company policy.	Agree/Disagree		
I know that leaves will be discouraged during the Classroom and on job training (till six months' post joining) because this can effect performance and in turn confirmation.	Agree/Disagree		
C:- Role change, Promotion:			
I understand I need to be in a role for a minimum of 18 months. I cannot move out of the process or business unless the business requirements require an earlier change, and any movement, role change or promotion will be at the discretion of the Company.	Agree/Disagree		
My first promotion may take at least 18 months and will depend on how I perform and business needs.	Agree/Disagree		
D :- Variable incentives & Probation period:			
I have understood that I will get a variable incentive depending on how I perform every month. I will not be eligible for performance incentive during the training period,			
I am aware that if my performance is below expectation, my probation period may be extended by the Company.			
E:- Resignation and Notice period:			
In case I chose to resign , I am aware I have to serve a full 30 day notice period, In absence of which, the Company reserves the right to recover from me all expenses incurred, with regard to any training and development, special education, upskilling or on the job training imparted by the company or damages suffered by Company due to loss of billing.			
I am comfortable working in all locations in the site/city for which I am hired for e.g. NCR Site includes Gurgaon, Delhi and Noida)			
BGC: I understand that all the education and work experience documents submitted by me would be checked thoroughly. In case of any discrepancy, the Company may at its sole discretion revoke the offer or terminate my services.			

I declare that all facts I documents that I have presented to the recruiter/vendor are true and correct. I have disclosed all information and have not been pressurized to hide/alter any information. Suppression of information regarding education or prior work experience could lead to adverse action. In case any of the facts are found to be incorrect, I am ready to face disciplinary action in the future.

Candidate's Signature

Interviewer's signature

After attending the Pre Hire Orientation session, please tick one: I have attended the Pre Hire Orientation session and I understand the expectations from me.

Candidate Information Form

Please provide complete and correct Information. All Field are mandatory (Please fill in UPPER CASE)

Your BGC form would not be accepted without all relevant supporting documents mentioned below.

	First Name	Middle Name	Last Name
Name			
Contact Number		Alternate Number	
Father/Spouse Name			
Date of Birth (DD/MM/YYYY)			
Gender (M/F)			
Marital Status (Single/Married)			
Nationality			

Contact Details (Details of address of longest stay in last 7 yrs)

Attach scanned copy of Passport (or) Electricity Bill (or) Property Tax Bill			
	Permanent Address	Current Address	Inter Mediate Address-I
House Flat No.			
Building Location			
Street No. Lane			
Landmark			
City			
State			
Pin code			
Period of Stay (From)			

Period of Stay (To)			
Landlord Name (If Any)			
Nearest Police Station			