

Candidate ID: 4708059 /867553,

Date of Joining: 07/08/2021,

Joining Location: Pune,

Designation: Analyst,

Dear J Kavitha Lakshmi,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1. Welcome Address
2. Verification of master data sheet, which contains your detailed information.
3. Verification of joining documents*
4. Receipt of employee handbook and visitor-cum-bus pass
5. Submission of signed documents
6. Receipt of hard copy of offer letter
7. ID cum access card formalities
8. Bank account opening formalities
9. Meeting the buddy

Please report by 8:30 am at Pune office, for joining formalities as per the address mentioned below:

Address

Ground to 14th Floor of Development Block 1, Plot No 14,

Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra - 411057

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1. Hard copy / email copy of Capgemini offer letter shared with you
2. Employment Documents:

Current Employment(Immediate Previous)

- a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory)
- b) Payslips for last 3 months
- c) Form 16
- d) Salary Account 6 months Bank Statement
- e) Letter of appointment/Offer letter from employer which captures start date

Previous Employment

Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day

3. Education Documents
 - a) 10 Marksheet and certificate.
 - b) 12th marksheet and Certificate.
 - c) Graduation Marksheets and certificate/Diploma certificate.
 - d) Post-Graduation Marksheets and degree certificate(If applicable)
 - e) Any other relevant certificate
4. Proof of identity/ Address
 - a) PAN Card
 - b) AADHAR Card
 - c) Passport

In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs

- i) Voters Id
 - ii) Driving License
 - iii) Ration card
 - iv) Electricity Bills
 - v) Gas card
 - vi) Notarized Self Affidavit
- 5. Passport size photographs(6 nos)
 - 6. Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)
 - a) Form 16/Form 26AS
 - b) Bank statement for 6 months
 - c) Shop License
 - 7. Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
 - 8. Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Best Regards, Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 4708059 /867553, 07/07/2021,

J Kavitha Lakshmi

no 25, Thendral Nagar, Chennai ,Tamil Nadu, India