Capgemini – Joining Confirmation & Documents Verification Email–30th Nov 2021 Inbox

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Sonwane, Shikha 12:50 AM
to ∨

Dear Candidate,

Greetings from Capgemini!!

Hope this mail finds you safe and in good health.

We are glad to inform you that your joining has been confirmed on **30th November,2021 at PUNE.** Your onboarding will be completed **virtually**.

Please confirm your interest in joining us by replying on the same mail trail by **24th November 2021 by 5 PM.**

If you are not interested in joining then reply us with completed reason on the same mail trail by **24th Nov, 2021 by 5 PM.**

You are expected to confirm, whether in the past, you have been associated with Capgemini as full-time/part-time Employment or engaged with the Company on Contractual Assignment supported with relevant document copy. (Please confirm the same while replying to this email)

Also confirm that all your theory and practical exams for final year / semester are completed and there are no backlogs while replying this email.

Request you to update details in the below table.

Current Address	Asset (Desktop/ Laptop)	RAM	Staple Broadband Connection	7th Semester Mark sheet(Original/Online Screenshot From University portal) (Mandatory Yes/No)

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Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

Virtual mode. However, if the lockdown conditions allow, a travel schedule will be provided to you and you will have to report **in person** for your training as per the schedule to the location mentioned in the offer letter.

*Please note that travel for training will be considered keeping in mind the lockdown protocols and please do not make any travel plans without receiving the training schedule.

We are initiating Offer and would require your documents in the below mention format.

1. Documentation:

- IRF: Please find the IRF attached in this mail. Please fill the same.

  - Date of Authorization means the date on which you are filling the IRF form.
  - Signature should be manual.

Sr no	Document Required	Format	Rename the document as	Example
1	Resume	Scanned in PDF format	First name last name Resume	If your name is harish singh, the name of doc will be Harish Singh Resume
2	SSC Certificate	Scanned in PDF format	First name last name SSC	If your name is harish singh, the name of doc will be Harish Singh SSC
3	HSC Certificate	Scanned in PDF format	First name last name HSC	If your name is harish singh, the name of doc will be Harish Singh HSC
4	Diploma 3 marksheets (if Applicable)	All 3 yrs mark sheets Scanned together in PDF format	First name last name Diploma Marksheets	If your name is harish singh, the name of doc will be Harish Singh Diploma Marksheets
5	Diploma Certificate (if Applicable)	Scanned in PDF format	First name last name Diploma Marksheets	If your name is harish singh, the name of doc will be Harish Singh Diploma Certificate
6	BE Marksheets / Degree Certificate/Provisional Degree (**Mark sheet mandatory till 8th semester**)	Scanned in 1 PDF format in sequence from 1to8 semesters.(Year wise)	First name last name Degree Certificate	If your name is harish singh, the name of doc will be Harish Singh Degree Certificate
7	BE Degree Certificate/Provisional Degree/ Degree Certificate	Scanned in PDF format	First name last name Degree Certificate	If your name is harish singh, the name of doc will be Harish Singh Degree Certificate
8	IRF Form (Attached in email)	Filled, signed manually and Scanned in PDF format	First name last name IRF	If your name is harish singh, the name of doc will be Harish Singh IRF
9	Passport size photo	Scanned in PDF format	First name last name Photo	If your name is harish singh, the name of doc will be Harish Singh Photo
10	Government ID Proof (Aadhar card / Driving license / Passport / Voter id)	Scanned copy of of these docume...		If your name is harish singh, the name of doc will be Harish Singh govt ID proof
11	Undertaking BGV Form	Scanned in PDF format	First name last name Undertaking	If your name is harish singh, the name of doc will be Harish Singh Undertaking
12	Database form	Scanned in PDF format	First name last name Database	If your name is harish singh, the name of doc will be Harish Singh Database

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Dimension: 720 x 7661 pixels

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- **Active backlog will not be applicable.**

Note: The scanned copies must be clearly visible (blurred documents will not be accepted). Please ensure the documents are scanned completely and are not cut off from the edges.

The size of document should in PDF format only with file size less than 4 MB.

The deadline for sending the documents is **24th November 2021 by 5PM**. Kindly adhere to the deadline to avoid delay in further formalities.
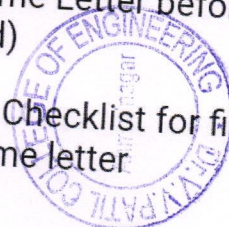
2. **Training Agreement :**

Please find attached the Training agreement & instructions to fill the same. Please get it notarized and send us the notarized scanned copy on or before the **25th September** 2021 by **3PM**.
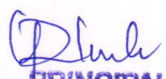
In order to ensure a smooth onboarding experience, we have put together the following points for you to prepare for the same.
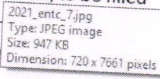
3) **For further Onboarding/Training - Personal Laptop/Desktop with webcam & Stable Wi-Fi Internet facility is Mandatory.**

After the offer is released, you will need to fill the Candidate Wizard / Welcome Letter before the joining date. (Link will be provided)

Please find below a handy Checklist for filling Candidate Wizard / Welcome letter

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Sl. No.	Check List while filling the Candidate Wizard
1	Name in offer letter will be as per Govt ID submitted.
2	Check on Date of Birth
3	Personal Email ID
4	PAN No. to be filled
5	Aadhaar No. to filled
6	UAN if applicable, to be filled
7	Check corre[...]Dependents
8	Check that "Self" and siblings are not nominated in all nominatio[...]

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*Please note that the onboarding is virtual and you are not expected to travel for the same. Any travel plan should be made only once you receive the training schedule.

To view our Candidate Privacy Notification please Click Here

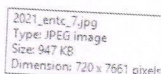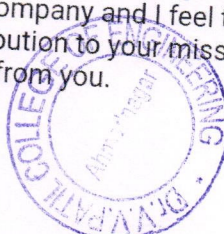Regards,

University Relations and Hiring Team

V vaishnavi kale 8:18 AM
to Sonwane ⌄

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Dear shikha,
Reverting to this mail to confirm my interest in joining your company. I'm interested in exploring learning opportunities with your company and I feel that I can make a significant contribution to your mission. I look forward to hearing from you.

Thanks and Regards,

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