



# TECNIA INSTITUTE OF ADVANCED STUDIES

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To Guru Gobind Singh Indraprastha University, Delhi  
INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

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Tel: 27555121-24, Fax No: 011-27555120



Dated – July 25, 2012

EVENT	:	Placement
COURSE	:	BBA & BJMC2009-2012)
RESOURCE PERSON	:	Mr. Sahil Bansal, HR
Date	:	14 <sup>th</sup> March 2012
Day	:	Wednesday
INCHARGE	:	Mr. Amit Kumar Dheri, CRC Manager
Company Name	:	Genpact, DITP, India

## **OBJECTIVE:**

To provide an opportunity to Final year students of Bachelor in Business Administration and Bachelor in Journalism and Mass communication in their Final Placement. Campus Drive was organized to give them an exposure of various steps of Corporate Screening Process.



Mr. Rajan is giving the presentation to the students

## **COMPANY PROFILE:**

A global leader in business process and technology management, Genpact is the company of choice for clients, partners and employees across the world. With many pioneering firsts to its credit Genpact has always led the way in powering the intelligent enterprises to outperform.



Mr. Sahil Bansal Gupta interacting with the students

Genpact, a global leader in business process management services, uses process to help its client's power intelligence across their enterprise to run smarter operations make smarter decisions and use smarter technology. Genpact's Smart Enterprise Processes (SEPSM) framework, its unique science of process combined with deep domain expertise in multiple industry verticals, leads to superior business outcomes.

We began in 1997 as a business unit within GE and this lineage has contributed to our deep understanding of process. Starting first with the business of GE Capital and then expanding scope across GE businesses, to providing business process management capabilities that delivered outstanding business impact for the company.

## **SCREENING PROCESS**

The selection process for GENPACT had Company Presentation followed by Query Handling Session. After the initial Introduction round, students went through HR Round, Aptitude Test, Voice and Accent Round (Depending upon the process) and finally Operation Round. Students were tested at all level and screened as per Company Norms. They were interviewed by Company officials on phone also. The whole session went almost for 7 hours. 15 students participated and 2 were selected. All shortlisted students were given offer letter at the end of session.

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Date: 17 March 2012

Dear: Sahil Kapoor

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are please to offer you appointment in Genpact as Process Associate subject to following terms and conditions:

1. Your annual Cost to Company (CTC) will be [REDACTED]. Variable component and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be DITP. Your initial process/COE would be Nissan-Make. 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 Informed
  - ii. Reporting Time: 9:15 AM
  - iii. Location: DITP
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, incase 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. As a precondition to employment with the Company, it is mandatory for you to obtain registration at the National Skills Registry developed by NASSCOM and furnish proof of registration at the time of joining. Such registration with the National Skills Registry enables the Company to assess your credentials from the standpoint of personal, academic and career information. The registration also secures your identity and credentials from potential misuse as well as offers increased security for the Company.
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.
7. 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 full time 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.
8. 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 pro rated as per your work schedule.
9. This LOI shall be subject to:
  - i. Your clearing the final year graduation exams without any papers pending at the time of joining.
  - ii. Producing the original final year mark sheet.
  - iii. Your 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.

8th Floor, Delhi IT Park,  
Shastri Park, Delhi-110053,  
India

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genpact.com

Genpact India  
(A Private Company with Unlimited Liability)

Registered Office  
Delhi: Information Technology Park,  
Shastri Park, Delhi - 110053,  
India

Date: 14/ March 2009

Dear: Supriya Takur

Sub: Letter of Intent (hereinafter referred to as 'LOI')

Subsequent to our meeting and interview we are please to offer you appointment in Genpact as ~~Process Associate~~ subject to following terms and conditions;

1. Your annual Cost to Company (CTC) will be [REDACTED] Variable component and locations specific allowances are paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be DITP. Your initial process/COE would be Nilan-Make. 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 INFORMED
  - ii. Reporting Time: 9:15 AM
  - iii. Location: DITP
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, incase 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.
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