



Dear Pankaj Kumar,

Congratulations and welcome to GENPACT India.

You have been selected as a **Business Analyst** through the Campus Placement Event.

As you are aware, you are joining an organization that has a long proud history of leadership in Business Process and information Technology Outsourcing services, and is globally respected for continually delivering exceptional client service and consistent business results.

We've been getting better every day, since inception. We do that because of people like you. People with a "can do" attitude who have helped us build a unique and successful company.

We wish to confirm that you have read and understood the following:

A) Joining Genpact

- The company will pay for transportation to the On-boarding location and further to the final place of my work. During the first 15 days Genpact will arrange for my guest house stay (for outstation candidates only).

Yes No

B) Compensation & Benefits

- I understand salary and benefits provided by the organization will be as per the terms and conditions in the offer letter
- I know that I am entitled to Mediclaim, accident insurance and life insurance
- I may or may not be entitled to annual performance bonus based on my performance
- I know I will receive annual increment only on anniversary of my joining based on my performance

C) Job profile

- I know that after the initial training I will be assigned my process. Assignment of process and City of work is solely dependent on business needs and requirements. Once assigned, I will accept the assigned city and process. Yes No
- I know that I cannot request for a transfer in the first 18 Months of joining the process. Yes No

Genpact India Private Limited
(Formerly known as Empower Research Knowledge
Services Pvt. Ltd.)

DLF City, Phase V, Sector 53,
Gurgaon - 122002, Haryana, India.
T +91 124 283 2000; F +91 124 402 2674

CIN: U73100DL2005PTC307363

Regd. Off.: Delhi Information Technology Park,
Shastri Park, GT Road, Delhi, India 110 053

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- I know that shift timings and work hours vary based on the business I am assigned to and that I may be required to work in the night. Yes No
- I am aware that my promotions will be based on my performance. Yes No
- I understand that the growth in the organization is based on my performance, company values, educational qualification and experience. Yes No
- I can apply for any other Job / Process in Genpact only after completing 18 months in the organization.

D) Training and education

- I know that I will be entitled to participate in any in house training conducted at Genpact after being nominated by my manager
- I know that after 6 months with Genpact I can choose to do courses through the education@ work program, after being nominated by my manager.

E) Guest house accommodation

- I know guest house accommodation will be provided for a maximum of 15 days to all outstation candidates.

F) Transport / Other facilities

- I understand that home pickup and drop would be provided only between 8:00 p.m. and 7:00 a.m.
- The company will provide transport in NCR region only to Ghaziabad, Noida, Delhi and Gurgaon. Similarly Hyderabad, Bangalore, Kolkata and Jaipur will have regions where transport is available. Details will be given at the time of joining.
- I know that if the shift starts or ends between 7:00 a.m. and 8:00 p.m, transport will be provided only from the pickup points and to drop points.
- I am aware that ATM machines and Bank representatives will be available in office premises to help me with my banking requirements (on specified days only).

G) Leaves

- I know that a Genpact India full time employee is entitled to 25 days of leaves given on a prorate basis, based on date of joining.
- Over and above 25 leaves, employees get festive offs which are different for different processes / locations.
- I know that earned leave can be carried forward and accumulated to a maximum of 30 days. Any leave beyond 30 days will lapse if not availed. Encashment of earned leave will be allowed only at the time of separation from the company and will be governed by the existing policies.
- All leave requested are subject to approval of the manager.
- All exceptions on leaves as agreed with the operations manager will be honored as documented here.
- I know my weekly offs can be staggered or fixed based on process requirements.

Yes No

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Director Corporate Relations
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Please note that this offer is subject to your successfully completing your course, and 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.

All the points mentioned above are subject to change and will be applicable to you as per the prevalent company policy at the time of your joining the company.

Kindly sign and return a copy of this letter as a token of your acceptance

We welcome you and wish you every success in your career with Genpact.

With Warm regards

For Genpact India

Ramit Tyagi

Assistant Vice President – Human Resources

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