

Date: **28/08/2020**

Dear: **Kalyani**

**Sub: Letter of Intent (“LOI”) for enrolment as “Apprentice” with Genpact India Private Limited**

Congratulations! Subsequent to your meeting with the designated representatives of Genpact India Private Limited (hereinafter “Company”), you have been selected for the Apprenticeship training program with the Company.

The process of enrolment as Apprentice with the Company involves registration on the Government designated portal, followed by release of Contract Letter of Apprenticeship Training and subsequently acceptance of the contract from the candidate.

The process shared above may take 1 - 2 weeks to get completed after which your training with the Company will commence. The Company hereby, is confirming your candidature for enrolment as Apprentice, subject to the successful completion of the registration process and background verification. During this period, representative from the Company’s hiring team will maintain regular communication with you to facilitate closure of registration process and to answer any query which you may have.

We would also like to inform you that as part of your enrolment with the Company as Apprentice, you will be eligible to receive a monthly stipend (details shared below) and certain non-statutory benefits, details of which will be communicated separately at the time of joining.

**Monthly Stipend:** INR 15000/- (Plus good incentives p.m.)

As mentioned herein above, your enrolment is subject to successful completion of certain pre-requisites including but not limited to, you attaining the educational qualification (clearing the final year graduation exams without any papers pending for clearing), background verification, etc. In this regard, you will have to fulfill the following steps-

1. provide the Company all documents and information as set forth in Annexure I of this Letter of Intent.
2. Producing the original final year mark sheet, and
3. Clearing the final round of assessment with the Company

**Genpact India Private Limited**

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The Company reserves the right to withdraw / revoke this Letter of Intent, with or without any notice, in case any of the pre-requisites mentioned above are not fulfilled or satisfactorily completed.

This LOI is valid for 6 months from the date of issue unless otherwise specified. In case any terms or conditions are not met, this LOI will be considered automatically withdrawn without any obligation whatsoever on part of the Company.

You agree and understand that this LOI is provisional and conditional subject to (i) your fulfilling the above conditions and any other condition which the Company may impose under its policies, and (ii) a Contract of Apprenticeship is generated signifying your enrolment with the Company.

We thank you for showing interest in the Apprentice program at Genpact and look forward to you being part of Genpact family.

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

Thanking you.

Yours faithfully,

**For Genpact India Pvt India Ltd**

**Accepted and Agreed**



**Rajiv Khatri**

**Assistant Vice President - HR**

Name of the Candidate

In case of any questions / clarifications regarding this LOI , please contact us on 91-7838607846 between 11:00 AM and 8:00 PM (Monday to Friday).

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### Commitment Sheet - Instructions

Dear Candidate,

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

This Commitment Sheet captures the various aspects of the training and the related situations you may face with respect to taking the training, if enrolled.

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 Enrolment Orientation” (PEO) with the business.

**After your Pre Enrolment Orientation session, please confirm if you want to join Genpact Apprentice program or not.** It is in the interest of the Company and you to be completely honest and realistic in your decision to accept the enrolment as Apprentice with the Company.

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

Thank you,

Genpact Recruitment Team

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**Commitment Sheet**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Mobile number: \_\_\_\_\_

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

<b><u>A :- Training hours, shifts and leaves:</u></b>	<b><u>Response</u></b>	<b><u>Write word that is in BOLD &amp; Underlined</u></b>	<b><u>Comments</u></b>
It has been explained to me that I will have to attend the training for any 5 or 6 days in a week for <b>9 hours</b> in a day depending on the training program and learning path I am aligned to	<b>No/Yes</b>		
I agree I may spend up to 2 hours in <b>travel</b> (one way) depending on my place of residence which excludes the above 9 working hours	<b>Disagree/Agree</b>		
I don't have any <b>concern</b> travelling in non AC cabs or buses	<b>Agree/Disagree</b>		
In general trainings and business updates are scheduled during business hours. But sometimes the training can happen after the normal/ usual hours is completed. As a result, I understand I may sometimes be required to attend the classroom or on-the-job training <b>beyond</b> 9 working hours.	<b>Agree/Disagree</b>		
The <b>shift</b> I have been told I will be taking training in is: <b>(please write DAY or NIGHT based on what has been discussed with you).</b>	<b>Yes/No</b>		
I understand the final <b>decision</b> on which shift, process and location I will be assigned to is taken by the Company			
I understand that <b>weekly</b> offs may be on any day of the week depending upon business requirement.	<b>Disagree/Agree</b>		
<b>B :-</b> Post successful completion of process training I would be aligned to any process (based on business requirement) for on-the-job training which could be a mix of calling and non-calling, ranging from 0% calling to 100%calling.	<b>Agree/Disagree</b>		
<b>C :- Resignation and Notice period:</b> In case I choose to <b>resign</b> , I am aware I have to serve a full 30 day notice period,.			

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	<b>Disagree/Agree</b>		
<b>D :-</b> I am comfortable working in all locations in the site/city for which I am enrolled for ***.  (e.g. NCR Site includes Gurgaon, Delhi and Noida)	<b>Yes/No</b>		
<b>BGC:</b> 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 engagement and terminate the contract of apprentices.	<b>Yes/No</b>		

**Declaration:**

- I hereby declare that I have disclosed all past, current, and probable educational/competitive endeavors (Graduation/CA/CS/MBA/PG/OTHER) that I was aware of at this moment. Below, are the details of the same:

<b>Education/Entrance Exam</b>	<b>Year</b>	<b>Results</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

- Apart from the above, I have not enrolled/appeared in any exam or course. I shall inform the organization immediately in writing in case I wish to pursue any educational course/competitive exam.

I declare that all facts / 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 undertake to abide by any disciplinary action in the future.

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

- I am comfortable enrolling in Genpact India Private Limited as Apprentice
- I am not comfortable with the training expectations and hence do not wish to enroll in Genpact India Private Limited Apprentice Program

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**Candidate's Signature**

**Interviewer's signature**

**Annexure I**

Listed below are the mandatory documents (in photocopy) you are required to furnish at the time of applying to the Genpact Apprentice program on the specified portal

1. Professional Relieving Letter from previous employer (last employment) only
2. 4 recent Passport size Photograph
  - a. One for Genpact ID card
  - b. One for opening a new bank account if you do not have an one with ICICI/HDFC/Axis
  - c. Two for PAN card application if you do not have one
3. Documents listed below
  - a. E-Aadhar Card copy
  - b. Education certificate (High School, Intermediate & Graduation)
  - c. Employment if Applicable
  - d. Address proff

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