

Instructions for Virtual Joining at LTI

Important Note: Joining at LTI is subjected to you meeting all the Eligibility criteria mentioned in the joining e-mail and successful verification and timely submission of all documents as mentioned below. In case of failure in fulfilling any of the mentioned guidelines during/post the on-boarding process, your Offer with LTI is subjected to cancellation at the sole discretion of the Company.

List of documents for e-verification:

Kindly ensure all the below listed documents are updated as per the shared guidelines under the 'Documents Upload Tab' of the CampBuzz Portal:

CampBuzz Portal Link: <https://campbuzzhrprod.azurewebsites.net/Pages/wfrmLogin.aspx>

Sr. No.	Document Name	e-Verification process (On CampBuzz Portal)	Physical Joining @ LTI (Post lockdown period)
1.	Proof of Age	To be uploaded on the portal at least 7 days before the joining date	NA
2.	PAN Card	To be uploaded on the portal at least 7 days before the joining date	NA
3.	Aadhar Card	To be uploaded on the portal at least 7 days before the joining date	NA
4.	Passport (Optional)	To be uploaded on the portal at least 7 days before the joining date	NA
5.	Driving License (Optional)	To be uploaded on the portal at least 7 days before the joining date	NA
6.	SSC & HSC/ Diploma Mark sheet	To be uploaded on the portal at least 7 days before the joining date	NA
7.	Graduation Mark sheet	To be uploaded on the portal at least 7 days before the joining date	NA
8.	All Provisional Certificates	To be uploaded on the portal at least 7 days before the joining date	NA
9.	White Background passport size photo of ID card (As per instructions shared in the e-mail)	- To be uploaded within 2 days of receiving the joining e-mail	NA
10.	Duly Acknowledged Annexure	- Signature to be made on the soft copy of 'Annexure' document available in the 'Joining documents' section of the Documents Upload tab. - To be updated within 2 days of receiving the joining e-mail	Hard copy of the signed Annexure to be submitted to the Location HR on the day of physical joining. Document shared in the Joining e-mail.
11.	Information Security Policy Signoff for Employees	To be filled on the Campbuzz portal in the Documents Upload Section as per the given template	Hard copy of the Information Security Policy will be shared by the Location HR on the day of physical joining

12.	Apprentice Enrolment no. (Applicable only for GET's)	-Applicable only for GET's who have received last semester marksheet -Kindly share your BOAT Enrolment no. and Password as per the details given in the joining e-mail	NA
13.	Local contact details (Trainee Application Form)	Details to be filled in the 'Trainee Application form' available in the 'Joining documents' section of the Documents Upload tab. - To be updated within 2 days of receiving the joining e-mail	Hard copy of the filled Trainee Application form to be submitted to the Location HR on the day of physical joining. Document shared in the Joining e-mail.
14.	Duly Executed Non-Disclosure Agreement (NDA)	- Signatures to be made on the soft copy of the 'NDA' document available in the 'Joining documents' section of the Documents Upload tab. - To be uploaded within 2 days of receiving the joining e-mail	To be submitted on the physical joining day (Original document set & Photocopy of the entire Original copy): -INR 100/- Stamp pages (First and Second Page) - Please sign ALL THE PAGES of Original & Color photocopy sets (Original and Color Xerox) at bottom right hand side -Second last page : Witness name and signature Employee name and signature (candidate name and signature) -Executed AT- <<Joining location??>> This <<Joining Date >> Day of <<Joining Month>> 2020 - Last page : Candidate Name, Signature and Date of Joining - Original copy to be submitted to Location HR on the day of physical joining, Color copy signed by the HR to be re-uploaded on the portal - Document attached in the joining e-mail.
15.	Duly Executed Service Agreement (LOU)	- Signatures to be made on the soft copy of the 'LOU' document available in the 'Joining documents' section of the Documents Upload tab. - To be uploaded within 2 days of receiving the joining e-mail	To be submitted on the physical joining day (Original document set & Photocopy of the entire Original copy):

			-INR 100/- Stamp pages (First and Second Page) - Please sign ALL THE PAGES of both sets (Original and Color photocopy) at bottom right hand side - First page, please update date: Date of Joining - First Page : Point no. 2, please update date of joining - Second last page: Candidate has to update name and signature Last page Guarantor : -Top most part, on both blank line, please update your name - First guarantor should be your parents who have source of income - Second guarantor can be any friend or relative who have source of income Please update both guarantor detail along with their Signature. -Date : Please write Date of Joining - Original copy to be submitted to Location HR on the day of physical joining, Color copy signed by the HR to be re-uploaded on the portal - Document attached in the joining e-mail.
16.	Pre-Joining form	To be filled on the CampBuzz portal with details of the Guarantors exactly as filled in the above LOU document	NA
17.	Duly Acknowledge Appointment Letter	After successful completion of on-boarding formalities, your Appointment letter copy will be available on the CampBuzz Portal. -Kindly acknowledge the letter and provide your e-signature on the document immediately after the letter is enabled on the portal.	2 Copies of the Appointment letter will be issued on the Day of Physical joining. 1 Copy to be signed & submitted to the HR, the second copy to be re-uploaded on the portal.

		- You will thereafter receive a soft copy of the signed Appointment letter in your inbox.	
18.	Fitness Certificate / Medical Certificate	To be filled on the Campbuzz portal in the Documents Upload Section as per the given template	Hard copy of the medical fitness certificate to be submitted to the Location HR on the day of physical joining. Document attached in the joining e-mail.
19.	Self-declaration form	To be filled on the Campbuzz portal in the Documents Upload Section as per the given template	NA