NEW HIRE DECLARATION FORM

**Name: Minakshi Singh Source: Date: 04/03/2024**

Please go through the following document very carefully and tick the appropriate before signing it.

Tech Mahindra Ltd. / Tech Mahindra Business Services Ltd. conducts a thorough reference check for all candidates through an external agency. Any discrepancy found in your undertaking / documents can lead to termination of your employment.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.NO.** | **New Hire Declaration** | **Agree** | | **Disagree** | | |
| **DOCUMENTATION** | | | | | | |
| 1 | My resume is a trusted document that confirms the authenticity of my assignments, education & other credentials and will be used to decide my remuneration (needs to be supported by documentation). The same is true to my knowledge and has not been modified in any way by any employee or channel partner. I also acknowledge the fact completely without any exception that if I am found to have misrepresented or withheld any information, it will lead to disqualification of my candidature permanently or termination of employment with immediate  effect. | Yes | |  | | |
| 2 | The details in my resume/application form will be used to complete a reference check which is a process comprising criminal antecedents, previous employments & address verifications. (If you feel your resume has a discrepancy, then please bring it to the notice of the Talent  Acquisition Team) | Yes | |  | | |
| 3 | I hereby confirm that I have not paid anything in cash or kind to any employee/affiliates/vendors of Tech Mahindra Ltd. / Tech Mahindra Business Services Ltd. to  get my job offer. | Yes | |  | | |
| 4 | I hereby declare that I'm not a defaulter with any of the banks operating in India. | Yes | |  | | |
| 5 | I have / submitted the following documents :(Please check the boxes below)   * HSC/Graduation Mark sheet * Offer Letter (previous employer/s) * Experience Letter (previous employer/s) * Salary/Bank Statements (last 3 Months - last/current employer) * PAN Card * Address Proof with DOB / Address and Father or Mother’s name on it. * Date of Birth Proof * Photo ID Proof |  | |  | | |
| Yes |  |  |  |  |
| Yes |  |
|  | No |
| Yes |  |
| Yes |  |
| Yes |  |
| Yes |  |
| Yes |  |
|  | |  | | |
| 6 | Self-attested photocopies of Candidate documents will be used for Internal checks and  Background Verification purpose hence will not be returned. | Yes | |  | | |
| **TRANSPORT** | | | | | | |
| 7 | I live within Tech Mahindra Ltd. / Tech Mahindra Business Services Ltd. Transport boundaries and have confirmed the same with the recruiting SPOC: (If not then please respond to the  statement below) | Yes | |  | | |
| 7A | If I live beyond the above mentioned transport boundaries I am willing to relocate.  **Note:** Tech Mahindra Ltd. / Tech Mahindra Business Services Ltd. will not entertain any request for Transport outside the transport boundaries during your tenure. | Yes | |  | | |
| 8 | I am aware of the transport deduction in case I avail the company transport. | Yes | |  | | |

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| --- | --- | --- | --- |
| **INDUCTION, SALARY, TRAINING, SHIFT TIMING AND LEAVE POLICY** | | | |
| 9 | I understand it is Work from Office post Onboarding and I am willing to work as per company / Business requirements i.e. 5 days a week in and 24\*7 (rotational shifts and shifts as per the business / operations requirement) with split weekly offs. OT and shift timings will be  governed by company policy. | Yes |  |
| 10 | I have clearly understood the salary break up from my Recruiter and aware of Salary in Training and Post Training. I am aware that the Performance incentive is applicable only post  Training once I reach the process production floor after clearing the necessary trainings. |  |  |
| 11 | Notwithstanding anything to the contrary stated elsewhere in the employment contract, I  understand that I cannot avail any leaves in the first 6 months of employment. | Yes |  |
| 12 | I will adhere to the induction /Training shift timings / office working hours including but not limited to Log-in/Logout and will comply with the same. I shall not violate the same for reason  whatsoever including but not limited to religious activities. | Yes |  |
| 13 | I hereby declare that I'm not a Full time/ Part Time regular college student and would not require leaves for any exams for the next 6 months. I admit I have no plans to pursue further  studies and I do not have any backlogs of exams pending. | Yes |  |
| 14 | I agree that I do not suffer from any medical condition that will hinder my On Job  performance. | Yes |  |
| 15 | I am not required to undertake any planned hospitalization for any medical condition in the  next 6 months. | Yes |  |
| 16 | I understand that I will be eligible for any IJP/growth only posts 18 months (minimum) from  my date of joining. | Yes |  |
| **CODE OF CONDUCT** | | | |
| 17 | I have not been or not listed by any government agency as being barred, suspended, proposed for suspension or debarment, or otherwise ineligible for participation in any government  procurement programmes or contracts. | Yes |  |
| 18 | I have not at any time been found by a court in any jurisdiction to have engaged in any offence  involving bribery, corruption or similar activity. | Yes |  |
| 19 | I have not at any time admitted to having engaged in any corrupt or similar activity. | Yes |  |
| 20 | To the best of my knowledge, I have at any time not been investigated or been suspected in  any jurisdiction of having engaged in any corrupt or other similar activity. | Yes |  |
| 21 | I am not a government Official; or officials of a foreign political party or any candidate for any foreign political office or other persons who might assert a corrupt or illegal influence on behalf of either party to this Agreement or on behalf of principals, directors, employees, partners, consultants, agents, representatives, officers or shareholders of any existing or potential customer; and I will immediately notify Tech Mahindra Ltd. / Tech Mahindra  Business Services Ltd. in writing if I become aware of any breach of the above clauses. | Yes |  |
| 22 | I hereby declare to comply with the Business Data Protection policy of Tech Mahindra Ltd. / Tech Mahindra Business Services Ltd. which prohibits the usage of mobile phones, tablets, phablets or any other similar device on the operations floor & other work related areas apart from cafeterias/snacketerias. These devices have to be kept in switched off mode (applicable  to Advisors and TC/Execs) | Yes |  |

# Candidate Signature: Talent Acquisition SPOC:

**DOJ : Contact No. 9503130187**

# Location: Mumbai Process Hired for: