

# Welcome To Central Fresher Management Group



# Central Fresher Management Group (CFMG)



## CFMG

Central fresher management group (CFMG) is designed to cater manpower requirements of various Business Units across Capgemini, India based on business demand forecast. CFMG hires Fresh Graduates from all possible sources like Campus, Off-Campus, Training Institutes & HTD partners, and train them centrally through dedicated team from Learning & Development department (L&D).

CFMG enables Fresh graduates to take first step in a bold new direction. A career at Capgemini offers Fresher the opportunity to follow an existing passion or cultivate new ones in collaboration with L&D and HR.

The program comprises of the following phase:

- Fresher Selection & Offer Management
- Background Verification
- Joining/Onboarding Formalities
- Discover Corporate Induction Program
- Learning
- Project Deployment

# Meet Your Business Unit Leadership Team...

## Jagadeesh Kuncham



**Hearty Congratulations** on getting employment opportunity with Capgemini! It is a pleasure welcoming you onboard into Capgemini family.

You are going to experience very important transformation in your life - **Transition from being a student to becoming an IT professional!**

Since the last few years, you may have been witnessing the rapid pace at which technology is changing and business models are evolving. To be a successful IT professional, you need to be geared up and adapt yourself to ever changing environment. And, the only way you can achieve this is by learning continuously. While 'Learning' will equip you with the required knowledge, it is essential that you apply knowledge and harness your skills through diverse opportunities that are provided. And, always stand out as a valuable contributor in the team and to the organization.

While you may have been hired through a standardized assessment process, we believe each one of you bring unique strengths to Capgemini. It is very important that you understand your strengths and optimally leverage the opportunities to demonstrate them in your journey with us. We also believe that leadership is not a position or designation or a title. Each of you can demonstrate leadership through your beliefs, values, knowledge, skills and the excellence in the work you do. It is the individual leadership and '**La niaque**' (*fighting spirit*) in each of us that positions Capgemini as '**Leader for Leaders**'.

With close to three decades of experience in the industry, I can confidently say that **career is a marathon, not a sprint!** Everything you do, be it a piece of code you write, a bug you fix, a test case that you execute or a spec that you produce is important and helps you learn and grow. You are in a truly global and multi ethnical organization that provides diverse opportunities and enables you to choose a career track aligned to your strengths and aspirations. Make the best use of every opportunity you get and build a strong career with us.

Lastly but more importantly, I would emphasize the seven core values – **honesty, boldness, trust, freedom, fun, modesty and team spirit** that have been at the heart of Capgemini's corporate culture. You would experience these values in every interaction in the organization and we want you to live by these values and join us in the successful journey of Capgemini.

Welcoming you once again and wishing you the very best for a great career ahead with Capgemini.



# Meet Your Business Unit Leadership Team...

## Mahima Sharma



It gives me great pleasure to welcome you to Capgemini India. Learning & Development team is very excited to have you onboard with us!

I hope you are as excited to learn new things, indulge in fresh discoveries, and challenge yourself to continue growing as a life-long learner at Capgemini .

While you join Capgemini as a fresher, you will undergo various technical & soft-skills training that would help you gain technical excellence, faster project deployment and industry readiness.

During this time, you would also get an opportunity to meet business leaders and learn from their rich experiences.

Throughout all of this, you will use technology as a tool to enhance your learning.

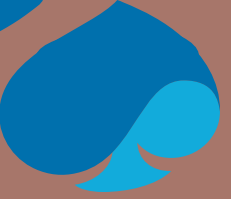
All you need to bring along with you is passion for learning new things & desire to deliver quality outcome.

I am looking forward to seeing you all



# Meet Your Business Unit Leadership Team...

## Chithra Arun



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Looking forward to seeing you all





# Employee Care '**COVID 19**'

1. **24x7 Emergency Number:** Call 1-800-833-1558
2. **Quarantine:**
  - **Portea:** [porteahomecare.in@capgemini.com](mailto:porteahomecare.in@capgemini.com) & [icreshse.in@capgemini.com](mailto:icreshse.in@capgemini.com)
  - **Accommodation:** Write to: [covidcare.in@capgemini.com](mailto:covidcare.in@capgemini.com) with the subject line: *Quarantine Accommodation*.
3. **Project Good Food:** Write to: [goodfood.in@capgemini.com](mailto:goodfood.in@capgemini.com)
4. **Insurance Related Queries:** [capgemini@mediassistindia.com](mailto:capgemini@mediassistindia.com) & [employeeinsurance.in@capgemini.com](mailto:employeeinsurance.in@capgemini.com)
5. **Psychological & Emotional Well Being:** Call 1-800-102-7293 & can also download Sanvello app. Under Employee Assistance Program
6. **Vaccination:** On & Off Campus vaccination drives are being conducted periodically. Check official emails for notifications.

*Refer MAiA for HR Support Queries about COVID 19 care initiatives*





# Employee Insurance Benefits

- 1. Group Medical Insurance:** All employees are covered under the Group Medical Insurance Policy from Day 1. It covers the employee, spouse (if married) and children.
- 2. Group Personal Accident Insurance:** Coverage is for all Full Time Employees only & Employees on Secondment for less than or equal to 1 year. Benefits extended are as per the nature of the accident and losses incurred by Employee.
- 3. Group Term Life Insurance:** Full Time Employees only & Employees on Secondment for less than or equal to 1 year are covered under this Policy from Day 1. Policy benefits in the event of death of a member from any cause (Natural or Accidental). Sum insured is linked with salary of the employees.
- 4. Voluntary Parental Insurance:** Employees can buy additional Insurance for their Mother, Father, Mother-in-Law And Father-in-Law. Premium has to be paid through recovery from employee salary in 3 to 6 consecutive equal monthly instalments.

For more information:

- Refer to the Employee Insurance Benefits document on Talent Page: About Us -> Human Resources -> HR Policies -> Employee Insurance Benefits.
- In case of queries please write to: [capgemini@mediassistindia.com](mailto:capgemini@mediassistindia.com) or Contact Call Centre at 24 X 7 Customer Service Centre - 1800 425 4033 / 9036 00 1656



# Benefits '*Leave & Public Holidays*'

- 1. Public Holidays:** 8 Defined Holidays and 2 Optional Holidays. Employees at the client's site or on projects working as per client calendar, shall follow the client list of holidays.
- 2. Privilege Leaves:** A total of **22** days of PL's can be availed as per the accruals in a calendar year. 02 days of PL's is accrued every month, except for the months of June and December, where only 01 day of PL is accrued.

**PS:** We do not encourage freshers taking leave during their training period as it can have adverse impacts on the training outcomes. Please adhere,

- 3.** In addition to the above Leave, other categories of Leave can be availed by the Employee in case of specific requirements e.g. Maternity/Paternity Leave, Leave Without Pay, Bereavement Leave and others.

For more details please read the document on the Talent Page: About Us -> Human Resources -> HR Policies -> Leave Policy.

*Refer to MAiA for more information.*



# Basics '*To Know*'



- ✓ All Capgemini facilities are access controlled. While in Offer, carry the access control cards, display at all the times & Avoid Tailgate. **ID Card** will be issued later when you will be expected to operated from Capgemini Office
- ✓ **MAiA**, Your Next Gen AI Advisor. A virtual HR advisor available on Talent Page to support you with HR queries being responded instantly
- ✓ **General Shift Working Hours** – 8.30 am to 6.00 pm, Monday to Friday. However, your training sessions will continue to be scheduled on Saturdays till end of the training period.
- ✓ **Line of Technology:** Will be informed to you by L&D Coordinators and/or CFMG. It is finalized subject to identified business requirements & hence, cannot be changed or swapped.
- ✓ **Project & Location Transfers Post Training:** Freshers will have to accept the allocated Project by BU & be prepared to Report to Project Location Office if expected due to business requirements.





# Basics '*To Know*'... Manual Attendance

- ✓ **Manual Attendance:** To mark attendance in the system, update **Timecard** post getting assigned to a Project Code. CFMG team will assign Project ID in the next few days.

❖ For queries on Project ID, write to: [cfmg.in@capgemini.com](mailto:cfmg.in@capgemini.com)

❖ For Technical/Access related queries, raise ticket: [Service Central->Report an Issue->India Timecard](#)

The Path: **Useful Tools -> Time Card Application -> Time Card Summary -> Pick Project ID -> Timecard # -> Submit**

India Intranet Homepage | Talent X India Application Portal X Time Card Management System X

timecard.in.capgemini.com/ASPx/FrmTimeCardSummary.aspx

Employee Name : Dixit, Sharad SBU Head : Week Ending : 06 Jun 2021

Approver : SUB BU Head : Leave Code :

BU Head : Operating Unit : IN72 Holiday Code :

Project Details

Project ID-

Project Name : Start Date : 01 Jan 2015 End Date : 31 Dec 2021

Period : Jun 2021

Sel	Timecard #	Submitted	Hrs.	Week Ending	Approved	Status	Comments
<input type="radio"/>		19-Jun-21	36.00	06-Jun-21	19-Jun-2021	Approved	
<input type="radio"/>	NEW			13-Jun-21		Over Due	
<input type="radio"/>	NEW			20-Jun-21		Due	
<input type="radio"/>	NEW			27-Jun-21		Not Due	
<input type="radio"/>	NEW			30-Jun-21		Not Due	

Note : Click Time Card # to view Time Card

Capgemini

Welcome Sharad Dixit

Timecard Summary Approve Adjustment Summary Search Missing Overdue Timecard Reportee (Proxy) Rejected Timecard Report Dashboard Help

Enter Timecard Can I Assist You? Back

Emp. ID : 104210 Week Ending : 06-Jun-21  
Name : Dixit, Sharad Standard Hrs :  
Approver : Bharatiya, Sweta [46007190] Time Card # : Next

Sel.	Project	Project Name	Task	Mon 31 May	Tue 01 Jun	Wed 02 Jun	Thu 03 Jun	Fri 04 Jun	Sat 05 Jun	Sun 06 Jun	Total
<input type="radio"/>			NBT		9	9	9	9			36
<input type="radio"/>											0
<input type="radio"/>											0
<input type="radio"/>											0
<input type="radio"/>											0
Leave details for the period (01-Jun-21 to 06-Jun-21)				0	9	9	9	9	0	0	36
Shift rostered (EMPULSE)					G1	G1	G1	G1	WO	WO	

Please enter a minimum of 1 hour on all the days you were On Call

Add Line Delete Line Line Details View Task List View Summary

Comments :

Save Save & Return Submit

Server Name: T2

# Basics '*To Know*'...



## ✓ **Salary Bank Account:**

- ❖ Follow the guidelines informed by Central Onboarding Team.
- ❖ You can even update your existing Ac no. with any of these listed Bankers in MyConnect as Salary Ac no.
- ❖ Due to restrictions imposed by the Pandemic situation, you can even open an Salary/SB Ac. in one of the listed Banks, in a branch near to your residence. You can convert the Savings Ac. into Salary Ac. post 3 months of 1<sup>st</sup> Salary.
- ❖ Update salary account no. in MyConnect on or by 18<sup>th</sup> of the current month. In case of delay in doing so, your first salary will be processed in the subsequent/next month pay cycle.
- ❖ You are permitted to share only the 1<sup>st</sup> Page of the Offer Letter, Employee ID & Official Email ID as proof of your Employment with the Bankers.
- ❖ In case of queries/challenges, write to [postonboarding.in@capgemini.com](mailto:postonboarding.in@capgemini.com) from your official email ID.

## ✓ **Payroll & Salary Payout:**

- ❖ Salary is credited in Salary Bank Ac on the last working date of every month
- ❖ Do not make any declaration under OAAR as these options should be exercised by Employees, who earn salary more than INR.: 5.00 Lacs per annum. For more details read the policy document: Talent Page -> About Us -> Human Resources -> HR Policy -> OAAR Policy
- ❖ For queries on Salary, raise ticket on Talent Page under Payroll (HGS) -> QRMS and/or Service Central -> India Payroll



# Basics '*To Know*'... Salary Bank Account

Update **Salary & Reimbursement Bank Account in MyConnect:**

The Path:

- **Myconnect -> ESS -> Personal Information -> Personal Profile -> View/Update Bank Details-> Salary Ac & Reimbursement Ac**

View/Update Bank Details - SAP NetWeaver Portal - Google Chrome

myconnect.capgemini.com/irj/portal?NavigationTarget=ROLES%3A%2F%2Fportal\_content%2Fcom.sap.pct%2Fevery\_user%2Fcom.sap.pct.erp.common.bp\_folder%2Fcom.sap.pct.erp.common.roles%...

Options ▾

**View/Update Bank Details for Employee: Sharad Ramesh Dixit**

Check | Send | Save Draft

▾ View/Update Bank Details

**Salary Account**

\*Bank Name: ICICI BANK LIMITED ▾

\*Bank Account Number:

**Reimbursement Account**

\*Bank Name: ICICI BANK LIMITED ▾

\*Bank Account Number:

\* Please note any changes made on or after 25th of the calendar month will be reflected in the next month payroll



# Basics '*To Know*'...

- ✓ **Personal Information in MYCONNECT:** Check & update in Myconnect through 'Access Your Personal Data (Employee Self Service ESS)'. Ensure the following information has been updated correctly:
  - ❖ Salary & Reimbursement Bank Ac No.
  - ❖ PAN
  - ❖ Aadhaar No.
  - ❖ Date of Birth
- ✓ **Apprentice Registration:** All eligible freshers to receive an email from the NATS Team: [apprentice.in@capgemini.com](mailto:apprentice.in@capgemini.com), after 1 month of joining. Please follow the instructions and register on the NATS Portal, by adhering to the mentioned Compliance period.
- ✓ For **PF Related Queries** write to Email ID: [retiralshelpdesk.in@capgemini.com](mailto:retiralshelpdesk.in@capgemini.com) & [cgretirals@allsectech.com](mailto:cgretirals@allsectech.com)
- ✓ **Background Verification:** For submission of pending documents, write to [stdbgvinsufficiency.in@capgemini.com](mailto:stdbgvinsufficiency.in@capgemini.com)

# Basics '*To Know*'...

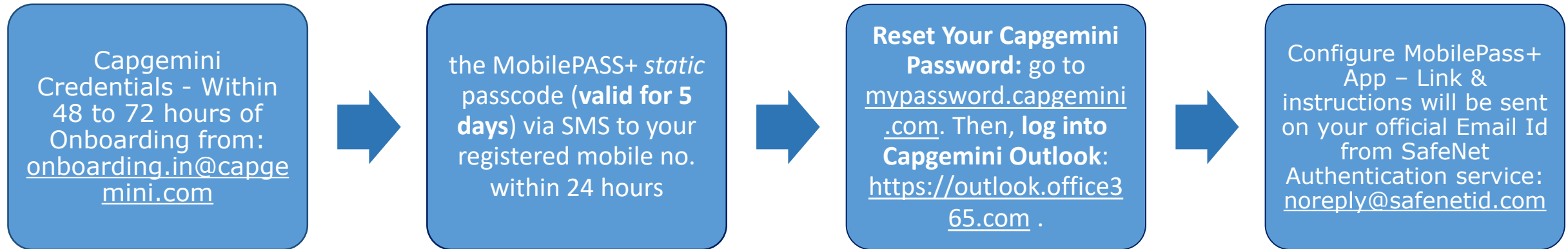
- ✓ **Update your Phone No. in Outlook:** To ensure effective communication between yourself, your Manager and other Team members. Please follow the Path: Outlook -> File -> Office Account -> About Me -> Update Profile -> Contact Information -> Add Mobile
- ✓ **Document Submission:** It is mandatory to submit Authentic Documents e.g., Proof of Educational Qualification, Pre-Capgemini employment (if applicable), PAN, Aadhaar Card, Medical Documents, Internet Bills etc., to the Company Personnel in support of any claims made by any employee. It is a mandate as per Company Policies and Statutory Obligations.

**P.S. In case of any violation or non-compliance, suitable disciplinary action will be initiated against the non compliant employee(s).**

# Basics '*To Know*'...



## ✓ Login Credentials & Password



How to reset Password – Android/iOS users: Follow the instructions received from the Onboarding Team: [onboarding.in@capgemini.com](mailto:onboarding.in@capgemini.com)

Visit [mypassword.capgemini.com](https://mypassword.capgemini.com) -> Forgot Password -> Enter Username (Corp Id) -> Send Request -> Use static MobilePASS+ passcode (on SMS) -> Sign On -> SMS Validation -> Enter SMS OTP (to be sent on SMS) -> Enter New Password -> Re-enter New Password -> Reset!

**Note:** Please allow 20 minutes for password sync to happen, then proceed to log into your Capgemini Outlook.

Oppo, Xiaomi, RealMe users: Follow instructions received along with the credentials from the Onboarding team.

In case of queries/challenges please write to both: DL IN Data Push [datapush.in@capgemini.com](mailto:datapush.in@capgemini.com) & [ithelp.global@capgemini.com](mailto:ithelp.global@capgemini.com)

**For technical assistance contact IT Help Desk:**

Dial in number : +91 22 6001 130

Phone Conference ID: 513 739 297#



# Capgemini First Login



- ✓ Using your personal devices Log-in to Office 365: <https://outlook.office365.com> OR <https://webmail.capgemini.com> ->> Sign In to access all Microsoft Apps (Outlook – Email, Teams, Word, Excel, etc) on your Personal Device
- ✓ Please Note: Corp Id = User ID

## 1. Enter Email ID & the 'New' Password

India Intranet Homepage | Talenti | Capgemini SSO | Sign In

sts.capgemini.com/adfs/ls/?client-request-id=ae710603-598f-49fb-9841-51da05cf361c&wa=wsignin1.0&wttrealm=um%3afederation%3aMicrosoftOnline...

### Safe Computing Practices:

- Protect your mobile device by ensuring it's locked with a security code (PIN).
- Keep the data in the cloud and do not download it to your device, especially mobile devices. If you do download data, remember to delete it when you no longer need it on the device.
- Do not copy information from O365 services to any local applications.
- When mobile, only use trusted Wi-Fi for Internet access.
- Set your mobile devices Bluetooth configuration to "non-discoverable" mode by default.
- Install only trusted mobile applications to your device.

Sign in with your organizational account

gaury.shubhang-burde@capgemini.com

password

Sign in

Enter your Capgemini Email Address and Password to Sign-In

By accessing this service through personal device (computer/smartphone/tablet), I agree to abide by safe computing practices.

## 2. Use static MobilePASS+ passcode – Received via SMS

microsoft 365 - Bing | Gemalto ADFS Multi-Factor Stro... |

https://sts.capgemini.com/adfs/ls/?login\_hint=gaury.shubhang-burde%40capgemini.com&mkt=en-US&client-request-id=e2ad3bd...

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- Install only trusted mobile applications to your device.

Welcome CORP\gshubhan

For security reasons, we require additional information to verify your account

Please enter SafeNet passcode below

Passcode:

Submit

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# Basics '*To Know*'... Talent



Capgemini Intranet 'Talent' URL: <https://talent.capgemini.com/in>

User Id – Ex. lakshmddev

talent capgemini - Bing x Capgemini SSO x

https://sso.capgemini.com/opensso/XUI/?realm=%2FCapgemini&service=Employees&locale=en&goto=https%3A%2F%2Fsso.capgemini...

Capgemini ABOUTUS HELP CHANGE PASSWORD

SIGN IN

CORP ID

MobilePass Passcode

☐ Remember my username

LOG IN

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Welcome Sharad Dixit | [edit profile](#)

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Capgemini's BSV powers up TPI Composites' F&A processes t... May 10 3 11

Bosszilla to Bosschilla – tips for first-time leaders and... May 10 4 24

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Going digital to combat plastic consumption wit... May 07 7 GLOBAL

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https://talent.capgemini.com/in/news/18339 t researchers call the world's smallest Gen2-compatible RFID chip: Retweet 3 hours ago

7:27 PM 5/16/2021



# Basics '*To Know*'...

- ✓ **Information Security Management System:** Capgemini India has an ethical obligation and a legal mandate to protect sensitive and personal information. ISMS directs the philosophy and strategy for application of information security within the company to minimize the likelihood and potential impact from such threats. For more details; please visit Information Security Policy Doc on Talent Page: Talent Page -> About Us -> ISMS -> ISMS Policy Document

The objectives of the “Information Security Policy” are:

- **CONFIDENTIALITY** – to prevent Unauthorized disclosure of information stored or processed on Capgemini India’s information systems
- **INTEGRITY** – to prevent Unauthorized accidental or deliberate alteration of information
- **AVAILABILITY** – to prevent Unauthorized accidental or deliberate destruction, disruption or deletion of information or information systems necessary for operations

**P.S. In case of any violation or non-compliance, suitable disciplinary action will be initiated against the employee/s.**



# Basics '*To Know*'...

- ✓ **Group Social Media Guidelines:** There are Pre-identified & Pre-approved Spokespersons, who are authorized to speak to the Media or at Public forums. No Employee, outside the identified & approved Capgemini Spokespersons should talk to the Media.
- ✓ **Feedbacks & Survey:** At Capgemini, we value transparency which is why, we constantly seek feedback about our processes to better ourselves. You will receive a survey link Pulse Powered by Peakon, please participate & let us know how your experience, working for Capgemini Group is.
- ✓ **To Connect with your Partners in your *Journey of Transformation*,** write to:
  - HR Business Partners: [buhrcfmgin@capgemini.com](mailto:buhrcfmgin@capgemini.com)
  - Onboarding: [postonboarding.in@capgemini.com](mailto:postonboarding.in@capgemini.com)
  - CFMG: [cfmg.in@capgemini.com](mailto:cfmg.in@capgemini.com)



# Basics '*To Know*'...

- ✓ **POPSH:** We encourage employees & other Company associates to report any forms of Sexual Harassment without any fear of reprisal to: [speakup\\_popsh.in@capgemini.com](mailto:speakup_popsh.in@capgemini.com)
- ✓ **Grievance Review Committee:** (GRC) is meant to provide a forum for employees to escalate their concerns and get them addressed through a formal process, & without prejudice to his or her position within the Company: [speakup\\_grc.in@capgemini.com](mailto:speakup_grc.in@capgemini.com). The concerns raised should be ones that the immediate supervisor or a higher up cannot address e.g., Bias, Threatening Behaviour, Discrimination, Unprofessional Conduct, or any other form of non-sexual Harassment, preventing employees from performing their duties diligently.
- ✓ **Internet Bill Reimbursement:**
  - ❖ In the current Pandemic and 'Work from Home' situation, Internet connectivity has become essential. All Capgemini Employees are eligible to claim their Internet Expense up to ₹ 1000 by raising a claim in the 'MyExpense' Portal, after completing 1 month of association with the Company.
  - ❖ Till you are in Fresher Pool, undergoing Level 1 (L1) Training, please use Fresher Pool Project ID for Reimbursement Claim: **100771499**. Thereafter, the Project ID to be used for Internet Bill Reimbursement has to be obtained from the assigned Business Unit RMG Team and/or assigned Supervisor.
  - ❖ For queries, write to: [financeexp-reimburse.in@capgemini.com](mailto:financeexp-reimburse.in@capgemini.com)
  - ❖ For more details, read the Travel & Expense Policy document on Talent page.



# Mandatory Digital Induction Program – Discover Capgemini

- ✓ It is mandatory for all New Joiners to complete ALL 5 PATHWAYS (*Capgemini Overview, Career, Compensation and Benefits, Essentials, Motivation*) within one month of joining Capgemini.
- ✓ Available on the degreed platform: <https://degreed.com/dguserqwyen3r/dashboard>
- ✓ In case you face any challenges in accessing or attending the modules, you are advised to raise a ticket: Service Central - >> Report an Issue ->> MyLearning (service) ->> Data Configuration

For more details please refer to the Instruction Manual sent through an Email on your personal Email IDs

Microsoft Office Home | India Intranet Homepage | Talent | Home - SumTotal | Degreed | Degreed

degreed.com/plan/1675678#/

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## DISCOVER Capgemini

A Pre-Onboarding Digital Induction Program, designed to introduce you to Capgemini India.

Visible to organization

Purpose: Skill Plan

### Get The Future You Want - Capgemini India

A global leader in consulting, technology services and digital transformation, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Founded by Serge Kampf in 1967 as an enterprise management and a data processing company, Capgemini has now grown to a family of 2,70,000 team members across 50 countries.

With our seven values at heart, we are truly driven by our purpose of "Unleashing human energy through technology for an inclusive and sustainable future."

In this section, we invite you to explore more about our organization, where opportunities to learn, grow and lead are limitless.

Welcome To Capgemini.

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degreed.com/plan/1675678#/

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### Multipronged People Strategy

At Capgemini, we take your care, by enabling you to envision your career, providing you a positive work environment with the most appropriate and relevant employee benefits. Learn more about Career Planning, Our practices as Architects of Positive Futures and our Benefit Policies at Capgemini India. (Please ensure that after completing any learning content you 'Mark It Complete')

PATHWAY - COMPLETED

Career

PATHWAY - COMPLETED

Motivation

PATHWAY - COMPLETED

Compensation and Benefits



# Mandatory E-Learning Modules

- ✓ All Capgemini Employees are required to complete the Mandatory Learning modules available on 'My Learning' portal. <https://capgemini.sumtotal.host/rcore/c/dash/learningfocus/initial?isDeepLink=1>
- ✓ You can also follow the Path: [Talent page](#) -->> [Access all](#) -->> [My Learning](#) -->> [My Mandatory Courses](#)
- ✓ We urge you to complete the Mandatory Learning modules **within the stipulated timelines.**



# Points to Remember...

1. Post Completing Onboarding/joining formalities on Day-1, your status is converted to an employee of the Company. Hence, you have to abide by all the Terms & Conditions, policies & procedures of the Company.
2. You will undergo intensive training for the next couple of weeks. All you need to do is focus, stay committed and collaborate!
3. Be open to new experiences and eager to learn. Flexibility leads to personal and professional growth!
4. You will receive training details from CFMG and/or L&D Team soon. If you do not receive the details, please write to **[cfmg.in@capgemini.com](mailto:cfmg.in@capgemini.com)**.
5. For availing Leave/justifying your absence from training due to medical reasons, you will have to Submit relevant documents, such as medicine prescription, Lab reports, Doctor's certificate, etc. The submitted documents will be examined by the in-house doctor for further validation.
6. If you are unable to attend training due to unavoidable circumstances, write to your Batch Mentors / N+1 / **[buhrcfmgin@capgemini.com](mailto:buhrcfmgin@capgemini.com)**. In case of abandonment of duties without authorisation, there will be disciplinary action taken against the absconding individuals.
7. RTPCR Test Report is mandatory for availing Leave and other benefits due to Covid-19.
8. If you wish to discontinue your association with the Company, please send your Email 'Resignation' to **[buhrcfmgin@capgemini.com](mailto:buhrcfmgin@capgemini.com)**. However, there will be liabilities to be borne against the Notice Period Shortfall.
9. If you fail in your Final L-1 Examination, your employment ceases effective immediately & you will be released without Notice Period or Service Agreement Liabilities.

# Important Information



1. Onboarding & Training Location (City) will remain same for initial period of 2 months approximately. We advise you to arrange accommodation stay accordingly
2. Information about BU Allocation & Tentative Location (as applicable due to business requirements) will be shared by CFMG team in approximately 2 weeks after completion of training.
3. It is mandatory for you to accept BU/Project Allocation with Location transfer (if required) to any of the Capgemini office locations across India as it is subject to Business requirements and without prejudice
4. Maintain Time Discipline while attending Training
5. Taking Leave during Training period is not encouraged as you will miss out on substantial amount of curriculum
6. Do not indulge in Proxy Attendance, and in any act of malpractice/dishonesty while undergoing Training & subsequent, Evaluation/Test as it mounts to serious misconduct, and is liable for suitable disciplinary action in line with the Company policy.
7. While attending Test Through Online Mode, we expect you to follow these instructions:
  - ✓ Do not move away from the Test Window
  - ✓ Your face should stay focused on Webcam during the entire Test session
  - ✓ Avoid looking at any other Device kept around you
  - ✓ Avoid speaking on Mobile Phone and wearing Headset

# Important Information



8. **Maintain Hygiene & Decorum** while you are in Office/external Training locations as you are representing 'Brand Capgemini'
  
10. **Wellness@Heart** is a program that provides free counselling/assistance on topics like Family, Work, Personal Crisis, Managing Personal Finance etc. To avail service, you can call: 1800 102 7293 / 1800 209 8424 / [askanexpert@optum.in](mailto:askanexpert@optum.in) / [www.livewell.optum.com](http://www.livewell.optum.com)



**People matter, results count.**

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## About Capgemini

A global leader in consulting and technology services, Capgemini is at the forefront of innovation to address the entire breadth of clients' opportunities in the evolving world of cloud, digital and platforms. Building on its strong 50-year heritage and deep industry-specific expertise, Capgemini enables organizations to realize their business ambitions through an array of services from strategy to operations. Capgemini is driven by the conviction that the business value of technology comes from and through people. It is a multicultural company of 200,000 team members in over 40 countries. The Group reported 2016 global revenues of EUR 12.5 billion.

Capgemini in India comprises almost 100,000 team members working across 12 locations— Mumbai, Bangalore, Kolkata, Hyderabad, Pune, Bhubaneswar, Chennai, Salem, Trichy, Gandhinagar, Noida and Gurgaon.

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