



### **Background Check - Undertaking**

Employee Name	
Applicant ID	
Date of Joining	

Fill the candidate id as per offer letter

Fill as per offer letter

Dear Sir/Madam,

This is in reference to the Offer of Employment made to me by **Capgemini Technology Services India Limited** ('Capgemini India') based on my credentials that I have shared with the Company while applying for interview / meetings / discussions thereof.

As part of my Employment Offer Letter and its 'Conditions of hire', I have agreed that I will submit relevant documents as mandated by the Company.

I am aware of the fact that the validity of the Offer of Employment and my continued employment with Capgemini India is subject to clearance of Background Verification. If in the event I fail to submit the required documents (that were already communicated to me or any additional documents as may be requested later by Capgemini India), then the company can take appropriate action in line with Capgemini India's policy and practices and the terms of my employment agreement.

I undertake to submit the below documents to the HR Department <[insufficiencydocuments.in@capgemini.com](mailto:insufficiencydocuments.in@capgemini.com)>

#### **Required Documents:**

Fill if you are a Fresher

- **Education Documents:** (Applicable only for Fresher's): on or before \_\_\_\_\_ (Date)  
Which is no later than **60 Days** from the date of joining Capgemini India

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

☐ Final Year  
Mark sheet

☐ Degree  
Certification

☐ Provisional  
Certificate

← Choose as applicable

- **Employment Documents:** (Applicable only for Previous Employment): on or before \_\_\_\_\_ (Date) which is no later than **45 Days** from date of joining Capgemini India

Company Name \_\_\_\_\_

Fill if you are Experienced

☐ Service certificate

☐ Relieving letter

← Choose as applicable

#### **Employee Declaration:**

I declare that the information provided is correct & I am aware that Capgemini India can take appropriate action as per the company policies if they find any negative remarks / antecedents against me pertaining to my Background Verification.

**Signature of the Employee**