

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



CFMG

- Jagadeesh Kuncham (Head, CFMG), Hyderabad
- Mamta Mudgal (Lead, Regular Fresher Batch Management Team), Mumbai
- Abinash Mohapatra (Lead, Premier Talent Fresher Batch Management Team), Hyderabad
- Minakshee Gupta (Lead, Regular Fresher Batch Management Team), Mumbai

L&D

- Mahima Sharma (Head – Fresher Pool Training, L&D), Pune

HR

- Swapnali Sonkar, (Lead – Fresher Pool BU HR Partner) Bangalore
- Sharad Dixit, Mumbai sharad.dixit@capgemini.com
- Uday Kumar, Hyderabad uday.kumar@capgemini.com
- Sony Nakkeeran, Bangalore sony.p-k@capgemini.com
- Onkaramurthy Shivanna, Bangalore onkaramurthy.shivanna@capgemini.com
- Thanganila Palanimegam, Chennai thanganila.palanimegam@capgemini.com

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...

Swapnali Sonkar



Welcome to Capgemini!

I am pleased to have you join us as a part of Capgemini family, and on behalf of the Human Resource fraternity, I extend my warm welcome to you all!

We at Capgemini, take pride in welcoming new talent and fostering their career. My team and I from Human Resources are committed to provide you a seamless experience and support your assimilation into the organization. Since it is the beginning of your journey in the corporate world, you may have certain questions or queries. To help you settle in your job, I and my team is committed, and you can approach us for any support or guidance.

Capgemini believes in providing career not just a job. I am looking forward to each one of you have a long and successful career here. There would be plenty of opportunities for you to learn, grow and achieve. All you need to do is to have the zest, passion and enthusiasm to learn and deliver.

Congratulations again! Wishing you good luck on your journey and building a career with Capgemini!



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 approx. 15 days prior to completion of your 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'
9. All **BE / B. Tech** Fresher Graduates will be expected to complete Online Apprentice Registration Form
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 / www.livewell.optum.com
11. **Guidelines for Social Media:** There is a Pre-identified & Pre-approved list of Spokespersons, who are authorized to speak to the Media or at Public forums. No Employee, outside the identified & approved Capgemini Spokespersons list should talk to the Media. You are expected to read the complete guidelines on: <http://www.in.capgemini.com/social-media-guidelines>

Useful Links



1. Capgemini Intranet "Talent" URL: <https://talent.capgemini.com/in>
2. Interactive assistant for Human Resource related queries: [MAiA for HR: My AI Advisor](#)
3. Expense Report: [My Expenses](#)
 - To Claim internet bill reimbursement -> Start a Claim->Create a New Expense Claim->Next->Submit
4. Timecard, Attendance & Leave: **India Application Portal**
 - For Filling Timecard: Finance->Timecard-> [Timecard Summary](#)
 - For Applying Leave: People-> [LMS](#)
5. Payroll Related Information, View Salary Slip, Investment & OAAR Declaration: **Hinduja Global Solutions (HGS)**
6. To Update Salary Bank A/c. No. & PAN: **MyConnect**->Access Your Personal Data (ESS)->Personal Information->View/Update Bank Details & View/ [Update National ID](#)

Useful Links...



7. Corrections For Payroll Queries: please raise a ticket on the [Payroll \(HGS\)](#) > QRMS
8. please raise salary related query ticket on India Talent Page -> Helpdesk and Support -> [ServiceCentral](#) -> India Payroll.
9. Path for Raising Payroll Ticket : Talent page -> Servicecentral->Order or Request->catalogs->Non IT Tickets->Category->Global Function->Finance->India Payroll Support.
10. For Online Query Posting: Helpdesk & Support - [India Service Desk](#)
11. For enabling official emails on personal smart phones: <https://talent.capgemini.com/viewer.html?file=/getDocs/95FEC4A1-81B0-23C9-2CDC-A63AEC7A103F/>
12. For checking emails through Webmail: <https://outlook.office365.com> & <https://webmail.capgemini.com>
13. Visit: <http://talent.capgemini.com/in/pages/supportfunctions/icres> and [procurement/health and safety/process policies/](http://talent.capgemini.com/in/pages/supportfunctions/procurement/health_and_safety/process_policies/) for individual City handbooks. It contains helpful information about Transport, Wellness Centers, Seat Management etc.

Useful Contacts



1. **MAiA**, a virtual HR Advisor on Talent page to answer your HR queries instantly
2. Emergency Response Team: Extension: **4001 / 1800 267 4001**
3. Info Security / ITICS Helpdesk from your mobile/Landline: +91 22 6755 7744 / Extension: 484357
4. Global IT Service Desk: ithelp.global@capgemini.com
5. Payroll Queries: Email id: **Hinduja Global Solutions (HGS)**
6. Expense Query - financeexp-reimburse.in@capgemini.com
7. Salary Bank Ac Queries/Challenges: centralonboarding.in@capgemini.com
8. PF Queries: Email id: retiralshelpdesk.in@capgemini.com & cgretirals@allsectech.com
9. Insurance Related Queries: employeeinsurance.in@capgemini.com & capgemini@mediassistindia.com
10. COVID-19 Centralized Command Center for Medical Emergencies Dial : **1-800-833-1558**
11. To Obtain Project ID/Code: cfmg.in@capgemini.com
12. For HR Queries: buhrcfmg.in@capgemini.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.

Visit us at www.capgemini.com. *People matter, Results count.*

Learn more about Capgemini in India at www.capgemini.com/in-en.