Frequently Asked Questions

1. **What is the iCIMS Onboarding portal?**
   iCIMS is our pre-onboarding portal, which enables recording all necessary information for your employment with the firm, while helping us onboard you smoothly.

2. **How many tasks am I required to complete in the module?**
   You will have 14 tasks assigned to you as part of the module, and you would need to complete all the tasks in order for us to move ahead with your onboarding process.

3. **What am I expected to fill in the references field of the iForm?**
   If you have a prior **full-time** work experience, you can fill your previous organization's manager/HR details. This will help our background verification team reach out to the provided contacts and verify your employment.

4. **Is there a deadline to complete the module?**
   Once you begin the module, you will have 3 days to complete all the tasks assigned to you.

5. **What documents am I required to upload on the iCIMS portal?**
   You are required to upload the below documents on the portal:
   - Class 10 Mark sheet/Certificate
   - Bachelors' degree and official marks transcripts (all semesters)
   - Masters' degree and official marks transcripts (all semesters) (if applicable)
   - Any professional degree and official marks transcripts (all semesters) (if applicable)
   - Experience letters of all **full-time** previous employments (if applicable)
   - PAN
   - Aadhaar
   - Passport

   Please upload your original ID proofs as mentioned above. In case you are uploading an electronic ID, kindly ensure that the digital signature of the relevant authority is in place.

6. **I do not have certain documents, what are some acceptable alternatives?**
   Please find below some alternative documents you can attach in case the preferred documents are not available with you yet:
   - Relieving letter: If your previous organization has not issued a relieving/experience letter to you yet, you can upload your resignation acceptance letter, which mentions your last day of work.
   - Bachelors'/Masters' degree: If your college has not issued your degree certificate yet, you can attach your provisional degree certificate.

- Bachelors'/Masters' marks transcripts: If you do not yet possess the originals for your marks transcripts, you can attach your digital transcripts. However, please ensure your details such as name, roll number, course name, etc. are visible on the transcript.
- Required ID proofs: In case you do not possess one of the ID proofs as mentioned above (Aadhar/PAN/Passport), you can submit the rest at the time of joining.

Please note: The documents stated above are only temporary alternatives and you are required to submit your relieving letter/degree/original marks transcripts/other ID proofs as soon as they are available with you.

7. **I am unable to find my College/University information in the drop down list in the "Education History" field, what is the alternative?**
   If your College/University is not available in the drop down list, you can choose 'Others', and submit the required information.

8. **Am I required to upload all the experience letters pertaining to my previous roles?**
   Yes, you are required to upload all the experience letters pertaining to roles previously performed in a full-time capacity.

9. **Should I submit experience letters for my internships as well?**
   No, you need not upload your internship certificates.

10. **What is the Kotak Life Insurance Form? How do I fill the form?**
    Kotak Life Insurance form is to be filled for your life insurance. You can nominate your immediate family member/(s)* as your beneficiary/beneficiaries. Below details need to be filled in the form.

- Name of beneficiary
- Proof of identity (Ex: Aadhar number)
- Relationship with the life assured (ex. Mother/Father)
- % share of benefit (e.g.: 100% if you are nominating one parent, and split share if you are nominating both)
- Bank details of the beneficiary (name, branch, account number, and account type) [Ex: of both your parents in case you are nominating both/one of your parents if you are nominating one].

You can skip the rest of the information such as policy number, plan number, and employee number.

'Immediate family members' include one/both of your parents/spouse/children/parents-in law

Please note: you can only nominate beneficiaries as mentioned above – there are no exceptions to the same.

11. **Are there any pre-requisites to fill the Kotak Insurance Form?**
It is mandatory for all our employees to fill out the Kotak Form.
The Kotak Insurance form is ***not*** dependent on -
    - Your role, i.e. whether you are joining us as a Full-time employee/Consultant/Intern
    - Your insurance tie up, i.e. whether you have previously opted for insurance from Kotak
    - Your bank (ex: Kotak Mahindra, Axis, Citi, HDFC, etc.)

12. **I do not have an account with the banks the firm has listed. Will the firm help me open a new account with one of these banks?**
If you are joining us as a full-time employee: Yes. Once you gain access to our Intranet, you will find contacts of representatives from our three tie-up banks. You could reach out to the POC of the bank of your choice and they will assist in opening a Salary Account for you.
If you are joining us as an Intern/Consultant: You can choose to submit details of any other bank that you have an account with, in case you do not have an account with one of the above three banks. Alternatively, if you do not already have an account and would like to open a new one with one of our tie-up banks, you could follow the same process as mentioned above.

13. **I do not have a laptop/PC, will the firm help me with the same?**
Yes, once you gain access to our Intranet post your joining, you will find various Home PC infrastructure benefits that you can avail. However, if you do not have a laptop that is in a working condition for your day of joining, please notify your recruiter about the same and arrange a laptop for the interim, in order for us to proceed with your onboarding.

14. **When can I expect to physically come to office?**
The firm is currently following a mandatory work from home policy, wherein no employee can access the office premises. Our leadership will keep us posted of any developments in this regard.

Please note:

- Please fill in all the applicable fields in the iForm. This will ensure we have all the necessary information for your Onboarding.
- Once the iForm/or a particular field in the iForm is submitted, changes cannot be made to the same.
- Please keep the Gratuity, Form 11, and P.F. form filled and ready. If you are unsure as to how to fill the same, you can simply keep a copy of the form ready, and we will help you fill the same on your date of joining.