



JOINING MASTER SHEET

| | | | |
|---|---|-----------------|------------|
| Onboarding Checklist- Standard | | | |
| Employee Name | First Name | Middle Name | Last Name |
| | | | |
| Global ID | | | |
| Birth Date | MM-DD-YYYY | Date of Joining | MM-DD-YYYY |
| | | | |
| Sl. No. | Documents | | |
| 1 | Offer letter | | |
| 2 | PAN card | | |
| 3 | Address proof – Photocopy of any one of the below documents * AADHAAR card * Passport * Others | | |
| 4 | Higher Education certificate | | |
| 5 | Relieving letter / Experience letters | | |
| 6 | Passport size photographs | | |
| 7 | Joining Master sheet along with | | |
| | a) Insurance nomination form | | |
| | b) Nomination form (Full and Final settlement) | | |
| | c) PF Form– 2 | | |
| | d) PF Declaration Form – 11 | | |
| | e) Form 'F' nomination | | |
| | f) ESI Scheme Declaration Form | | |
| | g) Self Declaration- 1. Pre-Employment Medical Fitment 2. Disability | | |
| <u>I hereby declare that:</u> – Copies of the above documents have been submitted for the purpose of documentation and all originals have been taken back post verification – I will submit the above pending documents on or before the above mentioned date | | | |
| Candidate Signature Date | | | |
| For HR use only | | | |
| Name Signature Date | | | |



| Personal Details | | | |
|--|--------------------------|--|------------------|
| Full Name (as given in your passport with initials expanded) | | | |
| First | Middle | Last Name | |
| _____ | _____ | _____ | |
| Designation as per offer letter | Band as per Offer letter | Date of Joining | Place of Posting |
| _____ | _____ | _____ | _____ |
| Marital status: _____ | | Mobile: _____ Landline: _____ | |
| Marriage Date: _____ | | Emergency: _____ Personal Email ID: _____ | |
| Gender: _____ | | Passport No. _____ Issue Date: _____ | |
| Date of birth (MM/DD/YYYY): _____ | | Expiry Date: _____ Passport issued City: _____ | |
| Place of birth: _____ | | Pan No.: _____ | |
| Birth Country: _____ | | AADHAAR No.: _____ | |
| Nationality: _____ | | "AADHAAR number (for PF/ESI/Statutory purpose only)" | |
| | | Disability/Medical Condition (Yes/No): _____ | |
| | | (Please refer equal opportunity form) | |
| | | Nature of Disability: _____ | |

| Family Details | | | | |
|----------------|--|--|--|--|
| Particulars | | | | |
| Full Name | | | | |
| Gender | | | | |
| Date of Birth | | | | |

| Address details | | |
|-----------------|------------------|---|
| | Complete Address | Emergency contact details |
| | | Name: Relationship: Contact Number: |
| | | Name: Relationship: Contact Number: |

Disability Self Declaration

| | | |
|---|--|--|
| <p>Capgemini is an equal opportunity employer. As per the policy, employees with disabilities as mentioned in the Rights for Persons with disabilities Act, 2016 can seek required workplace adjustment. Sharing information on disability is voluntary*. The information would be kept confidential, and would be shared only with relevant stake holders or to the Emergency Team, in case you need any support during emergency situation. This information would also enable Capgemini to pass on the statutory benefits provided by the Indian Government to people with disabilities. Please submit the Disability Certificate /UDID for getting the applicable benefits.</p> | | |
| Q.1 | Do you have any disability/medical condition? (Yes/No) | |
| Q.2 | Date Learned | |
| Q.3 | Challenge Group | |
| Q.4 | Degree of Challenge | |
| Q.5 | Type of Challenge | |
| Q.6 | Issuing Authority/Reference Number | |
| Q.7 | Attached Disability Certificate | |
| <p>Employees are provided with the option to make a self-declaration regarding their disability status. This self-declaration serves to inform relevant stakeholders, including BUHR, RMG Team, Payroll, and HGS Vendors, ensuring legal compliance and enabling the provision of necessary accommodations.</p> <p>04/09/2025</p> <p>Date of Acknowledgment: (dd-mmm-yyyy, timestamp in UTC zone)</p> | | <p>I agree and acknowledge the above information:</p> <p>Electronically signed by: Venkatesan D</p> |
| <p><i>* Please Note that any information provided by the employee will be processed according to the fair principles laid down in the Capgemini Data Privacy Policy.</i> <i>The detailed text of the policy will be available on</i> http://talent.capgemini.com/media_library/Medias/Legal/Capgemini_Data_Protection_Policy_-_22.4.2015.pdf</p> | | |