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Do's and Don'ts In IT Company
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Don't s
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-> We should not send any emails from company mail to personal gmail with project information.

Ex: BRD, FDD, Test Cases, Bug Reports etc..

-> If you send project/client information to your personal mail then you will loose your job.

-> Don't open social media sites in office system because everything will be tracked in office system by networking team.

Ex : Facebook, Gmail etc..

-> You should not discuss your package (salary) with anybody in the company and you shouldn't ask anybody about their salary.

-> If you get the job with fake experience don't tell to anybody about your fake experience in the company.

-> Don't connect Hard Disc / Pendrive to office laptops.

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Do's
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-> You should be good team player (You should have good rapo with all team members)

-> For every one month setup one-to-one meeting with your lead & manager to discuss about your work performance and discuss about improvements to get into next level.

-> Declare your investments in HR portal for Tax deductions (Talk to CA)

-> Declare your's and your family memebers details in Insurance Portal (Talk to Insurance Dept in Company)

-> Every month payslip you can send from office mail to personal gmail

-> Every Year Form-16 will be generated that you can send to your personal gmail.

-> If you have long leave plan, take permission from your lead / manager one month in advance (vacation / marriage)

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Joining Formalities
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-> On the day of joining in the company 'On Boarding HR' will assit you to complete all joining formalities

-> Employment documents we have to fill up

-> Collect Laptop from IT department

-> Collect Salary Account from Bank Representative team.

-> Enter your salary account details in HR portal.

-> Collect ID card from Badge Department.

Note: Attend Company Induction program to know more about company rules & policies.

-> After joining formalities are completed interact with 'Resource Manager' to get the project in the company.

-> Resource Manager find sutiable project for your skillset and they will schedule meeting with Project Manager.

-> Once Project Interview got completed you will be allocated to project.

-> Once you got allocated to project, they will provide KT (Knowledge Transfer)

-> After KT got completed, they will assign work to you.

Note: In few projects intially they will assign "Code Reveiw / Sonar Issues Fixing / Unit Testing" etc

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Exit Formalities
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-> Once you got offer letter from another company setup one-to-one meeting with your manager and tell him/her that you are planning to resign.

-> Manager will ask the reason for the resign (Tell that you got good offer with better package for carreer growth)

-> Manager may ask you to stay back in the same company (He will tell some benefits)

-> After discussion completed with manager, then resign in HR portal.

-> Once you resign you will get mail from HR team with last working date.

-> While serving Notice period we should not take any leave.

-> While serving notice period we have to hand over all our work to existing team members

-> Provide KT to team members

Note: While serving notice period we can cancel our Resignition.

-> On last working date send email to all the team members with Good Bye message

-> Submit your ID card, Laptop and all company belongings to respective team.

-> Once your last working date is completed with in 30 days company will do 'Full and Final Settlement' and will send salary, experience certificate and reliving letter to your email.

Initial Docs

Offer letter
3 months payslips
Hike letters
Company Email ID

Once you got selected in the company, you have to share above docs to company to get offer letter.

-> At the time of joining / after joining they will ask you to submit
"Reliving Letter & Experience Letter".

Note: Consultancy person will provide all required documents.