Cognizant

Dear Ashwin Kumar R P ,

Candidate ID: 12380740

Welcome to Cognizant, the fastest growing global top-tier consulting, IT services and BPO company!

We are delighted that you have accepted our offer of employment and we look forward to welcoming you onboard. Please Click here to accept your Date of joining (DOJ).

> Reporting Time : 7:30 AM
> Joining Venue : Cognizant Technology Solutions India Pvt Ltd, KITS Campus (CKC) , Plot No. 1 & 2, Elcot IT Park, Survey, No. 602/3, Shollinganallur Village, Tambaram Taluk, Kancheepuram District - Chennai - 600119, India
> Date Of Joining : 22 Jun 2019

Online Form Completion

To facilitate a smooth integration into Cognizant, we request you to **login** to One Cognizant & ensure that you complete the online forms & photo upload at least **3 days** before your DOJ.

Date of Joining Acceptance & Onboarding Pass

Please accept the DOJ in the onboarding (1C) portal at least **two days** before your DOJ. Onboarding Pass would be generated **one day** before your DOJ, only upon completing all the forms (including photo upload) & accepting DOJ. Kindly print the Onboarding Pass & bring it on your DOJ.

The option to accept the DOJ in the 1C portal would be disabled **one day** prior to the DOJ. Recruits who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status. There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

Login credentials

User Name: Email ID validated during registration process
Password: Password that was created by you after registration

Please use the authentication key **(87D7E9384CF3068B)** to digitally sign the online forms.

On your first day

Please bring the following applicable mandatory documents at the time of joining:

Marksheets & Certificates (Original & 2 Xerox copy attested by Notary public member or Gazette officer)

For 2017 Batch pass outs

1. Latest Degree - All Semester-wise marksheets or consolidated marksheet
2. Latest Degree - Provisional or Degree or Convocation certificate issued by the University

For 2015 & 2016 Batch pass outs

1. 10th Standard marksheet
2. 12th Standard marksheet

3. Diploma marksheet & Diploma certificate (only applicable for recruits who have completed diploma)

4. UG-All Semester-wise marksheets or consolidated marksheet (mandatory for both UG & PG recruits)

5. UG-Provisional or Degree or Convocation certificate issued by the University (mandatory for both UG & PG recruits)

6. PG-All Semester-wise marksheets or consolidated marksheet (mandatory for PG recruits only)

7. PG-Provisional or Degree or Convocation certificate issued by the University(mandatory for PG recruits only)

Government ID proofs (Original & 1 Self-Attested Xerox copy)

1. PAN Card (issued in your Name)

2. Valid Indian Passport (Front & Back) or Passport acknowledgement receipt with Appointment details generated post payment

3. Aadhaar Card (issued in your Name) or Aadhaar Card Enrollment Acknowledgement slip

Other Mandatory Documents

1. Onboarding Pass
2. Four passport-size color photographs

- Please have the electronic copy of the all the above documents available in your personal mailbox.

- If any of the above mandatory documents are not available, you would not be considered for onboarding.

- In case any of the original marksheets are lost and duplicate attested marksheets are available. Please bring the FIR copy for the old marksheets as well as the duplicate attested copy.

- Please note that the offer letter will be declared invalid and treated as revoked in the event of any discrepancy in your records, documents and information that you have submitted to Cognizant.

Dress Code:

Broadly, the dress code policy is as follows:

For Day 1: Business Formals with appropriate footwear.

Please avoid on all days:

Ladies: Shorts, cargo trousers, capris, round-neck t-shirts, short/multi-colored skirts, t-shirts / shirts with competitor's logos/controversial messages.

Gentlemen: Open shoes, slippers, sandals, shorts, cargo trousers, round-neck and muscle fit t-shirts, shirts with competitor's logos/controversial messages.

Kindly do not bring any laptops, storage (USB) devices, Cameras, other gadgets (except mobile phone) to the premises on the day of joining.

Should you have any clarification, please follow the below steps to help you navigate to the FAQ section on our Campus2Cognizant (C2C) portal :-

- Step 1: Login to https://campus2Cognizant.cognizant.com using your 1C Onboarding portal credentials.
- Step 2: Navigate to the **FAQ tile** on the Landing Page
- Step 3: Search for the question in the FAQ bank and find the answer
- Step 4: If your query is not available in the FAQ bank, navigate back to the FAQ tile
- Step 5: Use the **Write to Us option** to send us your query with screenshots if applicable
- Step 6: Find your answer in the **My Questions Section** under FAQ tile, once we respond back

Regards,
Cognizant-Human Resources

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