

**CGI Information Systems and Management Consultants Pvt.** Ltd.

Regd. Office: e.city, Tower 2, No.95/1 & 95/2, Electronic City, Phase I (West) Bangalore – 560 100. India Tel +91-80-6642 2222 | Fax +91-80-6642 1200

cgi.com

CIN: U72200KA1990PTC019138

Puspita Shrestha 3/1, Chandrabas Apartment, Prabhuram Sarkar Lane, Tangra Gholpara Kolkata West Bengal - 700015 **Personal and Confidential** 

30 August 2025

Dear Puspita,

I am delighted to offer you a role at CGI Information Systems and Management Consultants Private Limited ("CGI" or "Company") where we strive to create an environment in which we enjoy working together and, as owners, contribute to building a company we can be proud of. We are very excited about the prospect of having you join us, and look forward to welcoming you.

As part of the leading information technology companies in the world, there are many opportunities for growth and development, both individually and as part of a large professional community. I hope you will choose to be part of our CGI Global Community, a team of extraordinary people building a company that reflects their aspirations and is supported by our shared vision and values.

We are offering you the position of **Senior Systems Engineer** and your Total Target Earnings is **INR 1,568,640**/ in accordance with the terms and conditions contained below.

You are requested to report at our **Bengaluru** office on **03 October 2025.** Your appointment will be effective on your joining date. If you do not confirm your acceptance within the timeframe mentioned below, this offer will be considered withdrawn unless extended in writing by the Company.

- You are required to communicate your acceptance of this offer via email to your assigned Recruiter's CGI e-mail id on or before 06
  September 2025 and confirm your date of joining. Any request for changes to the date of joining mentioned above will be subject to confirmation from CGI. You will also be required to read, understand and execute the CGI Candidate Declaration that will be issued to you on your joining date.
- Your reporting time on the joining date is 8:30 a.m. Kindly note that it is important to be on time to complete the joining formalities.
- On your joining date, please bring the originals and one set of photocopies of the documents mentioned in Annexure-A.
- Please contact us at 080- 41940000 (Monday to Friday between 9:30 a.m. to 5:30 p.m.) or via email to your CGI designated recruiter for any queries regarding your employment offer.

The terms and conditions governing your employment are as under:

- Your employment with the Company is at all times subject to you having and maintaining a valid work permit from the Government of India (if applicable). A copy of the work permit needs to be furnished by you on the date of on boarding failing which you will not be permitted to join. You hereby agree that you shall undertake all necessary steps to keep such work permit valid and subsisting throughout the term of your employment with the Company.
- This offer is conditional upon your having a valid passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Being part of consulting organization, it is your responsibility to monitor the validity of your passport and renew it in advance. Should you be denied a passport, or if you are otherwise unable to produce a copy of your passport, CGI shall be entitled to terminate your employment forthwith without notice or pay in lieu thereof. It is a condition of your employment that you have a valid passport at all times.
- During your employment with CGI, you may get opportunities to work on multiple platforms/skills at the sole discretion of CGI. CGI encourages and appreciatesflexibility to work on different technologies.
- Your initial posting will be in Bengaluru. However, your services are transferable anywhere in India as also anywhere abroad within the CGI group of companies or other third parties. In case your services are transferred to any of our group companies or affiliates of the Company, you are required to abide by the rules and regulations pertaining to that company. You will carry out your dutiesas per the instructions of your superiors from time to time.



• Your remuneration is strictly confidential. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should not be shared with anyone.

- Code of conduct: You will abide by CGI policies including all amendments as may be carried out from time to time at sole
  discretion of CGI ("CGI Policies"), and the applicable rules and regulations in force from time to time and will also be required to
  sign and abide by the Code of ethics and conduct as elucidated by the Company as part of your performance appraisal process. Any
  breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or
  compensation.
  - a) You will not carry on any business other than for the Company or enter for any part of your time in any capacity in the services of other person or persons and company or companies. You will devote your whole time and attention to your duties to promote the interests of CGI and you will not utilize or divulge to any person or persons any of our trade secrets or confidential information.
  - b) In the course of your employment with CGI, you shall not, without the previous written consent of CGI and which consent CGI may in its absolute discretion and without assigning any reason, withhold and/or refuse to accord directly and/or indirectly solicit and/or engage in the collection and donations for any trust or other organizations and/or institutions for charitable work and/or any other purposes and person/s and/or bodies corporate/institutions with whom you come into contact and/or have dealings with in the course of employment with CGI.
  - c) During your employment with CGI and perpetually thereafter, you will not transmit, disclose or otherwise use confidential information related to CGI, the affiliates or group companies of CGI, or the clients of CGI or its affiliates and group companies, to any unauthorized person, except as may be required in the course of discharging your duties in connection with CGI's business. Confidential information means and includes information which is confidential and proprietary to CGI and its affiliates and group companies, and/or to certain third parties with which CGI has relationships, and disclosed to or obtained by you from CGI and/or such third parties, whether (without limitation) in graphic, written, electronic or machine readable form on any media or orally and whether or not the information is expressly stated to be confidential or marked as such and includes, but is not limited to information of value or significance to CGI and/or its competitors (present or potential) including but not limited to CGI's intellectual property; client names; project related information; content; data; techniques; plans; designs; programs; customer information; identity and job descriptions of CGI's personnel; organizational structure; financing relationships or terms; service provider or vendor relationships or terms; processes; methodologies; compensation or bonus data; the terms of this appointment letter; or any other information, not in the public domain pertaining to the business or affairs of CGI; but does not include information that is in the public domain other than by your breach of this appointment letter and/or of any other agreement to which you are bound by. You will not divulge confidential information to anyone, including family, friends, and especially others in the same or similar competing businesses. You will sign a Confidentiality and Non-Disclosure Agreement to protect CGI's confidential information at the time of your onboarding and any time upon request during your employment with CGI. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
  - d) For the purpose of representing and improving the Company's brand image and being able to interact with senior level decision makers in the industry in a satisfactory manner, you are required to follow the following norms:
    - Maintain complete confidentiality and high level of integrity in all your actions performed on behalf of the Company;
    - ii. Practice high level of professionalism in business etiquette, selection of attire, choice of language in conversation and documents, meeting commitments and in overall conduct; and
    - iii. You shall help in maintaining congenial, disciplined, participative and supportive work environment to encourage team spirit and high performance standards.



Intellectual Property: You irrevocably, absolutely and perpetually assign to the Company worldwide right(s), title(s), e) and interest(s) under any statute or common law including patent rights; copyrights including moral rights; trademarks, designs, anywhere in the world, whether negotiable or not in respect of your contribution(s) during the term of the employment, free from encumbrances of any kind for the full term of each and every such right, including renewal or extension of any such term. All of the Intellectual Property (created solely or jointly with others) given, disclosed, created, developed or prepared in connection with your employment with the Company shall be deemed to be 'work for hire' and/ or inventions developed in the course of employment with the Company within the meaning of the copyright laws of all jurisdictions, including and without limitation, India, and the Company shall be deemed to be the sole author thereof in all jurisdictions for all purposes. If under any applicable law, any results and proceeds of your services are not deemed to be works and/ or inventions developed in the course of the employment with the Company, then to the fullest extent allowable and for the full term of protection otherwise accorded to you under such applicable law, you hereby assign and transfer to the Company any/all right(s), title(s), and interest(s) in such works and/ or inventions. You further irrevocably, absolutely and perpetually assign to the Company the worldwide rights in respect of: (a) any licences, permissions and grants in connection with any Intellectual Property therewith; (b) applications for any of the foregoing and the right to apply for them in any part of the world; (c) right to obtain and hold appropriate registrations in Intellectual Property, (d) all extensions and renewals thereof; and (e) causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same. Further, you hereby agree to waive any right to and refrain from raising any objection or claims pursuant to Section 19(4) and Section 30-A of the Copyright Act, 1957.

For the purpose of this agreement, "Intellectual Property" includes ideas, concepts, creations, discoveries, inventions, improvements, know how, trade or business secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, works of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs, data, documents, instruction manuals, records, memoranda, notes, user guides, in either printed or machine-readable form, the whether or not copyrightable or patentable, or any written or verbal instructions or comments.

- f) You will be responsible for the safekeeping and return in good condition all the Company property and all material or documents (including reproductions and excerpts) containing Confidential Information and any letter of authority or power of attorney issued to you, which will be in your use, custody or charge.
- Non-solicitation: During your period of employment with CGI and for a period of twelve (12) months commencing from the last day of your employment with CGI, you will not directly or indirectly: (i) solicit any employee of CGI to terminate his/her employment with CGI, or to accept any other employment; and/or (ii) solicit or do business with any clients or customers or potential clients or customers of CGI with whom you have had dealings during the last twelve (12) months of your employment with CGI.
- Communication: Please approach your immediate supervisor for any queries pertaining to project or organization related concerns, suggestions which you may have from time to time. In addition, the HR team is always available to discuss any of your needs or suggestions.
- **Shift:** You shall have no objection to work on shift / staggered duty in case business warrants that. Please note that it is management's prerogative to decide which CGI partner will work on shift and management's decision in this regard will be final. Your project will also decide the shift allowance that will be payable and will be based on project requirement. This will be governed by the existing Shift Allowance Policy.
- You may be required to travel on Company work and you will be reimbursed expenses as per Company Policies.
- Unauthorized absence from work: Your unauthorized absence from work for a continuous period of more than three days without leave or obtaining your manager's approval will be treated as absconding from duty, triggering disciplinary action. In the event, that you do not report for work within eight days from the date of unauthorized absence it will be treated as "voluntary abandonment ofservice" and itshall be deemed you are no longer interested in the employment and your employment will be terminated. In such an event you shall be liable to refund the salary in lieu of shortfall in notice period and other dues payable to the Company, as specified.



## • Termination of employment:

i. Termination without cause: Your services may be terminated at any time giving two month's notice ("notice period") or two month's salary in lieu of notice period, in writing by either side. Whilst the Company reserves the right to release you upon your resignation prior to conclusion of your notice period with or without paying notice pay for the balance notice period, decision to allow notice pay in lieu of notice is at the sole discretion of the management. If you decide to leave without completing due notice and handing over formalities as per the requirement of CGI; you will not be eligible to get any certificates which indicate employment with CGI immediately or in future. No references will be entertained from any authority/institution seeking details of your case.

- ii. **Termination for Cause:** Notwithstanding anything contained in this appointment letter, the Company may terminate the employment contemplated hereunder at any time without requiring to serve notice period or payment in lieu of notice period, for 'cause'. For the purpose of this Agreement 'cause' shall include:
  - (a) inattention or negligence in the performance of duties and obligations under this appointment letter;
  - (b) repeated failure to comply with lawful directions of the Company and its officers;
  - (c) conviction in a criminal case or framing of charges in a criminal case;
  - (d) breach of the terms of this appointment letter and breach of representations and warranties contained herein;
  - (e) unethical business conduct:
  - (f) breach of any statutory duty or for any act or omission adversely affecting the goodwill, reputation, credit, operations or the business of the Company;
  - (g) fraud, misappropriation or dishonesty in respect of the property or the business of the Company;
  - (h) commission of any act not in conformity with discipline or good behaviour or acceptance of any illegal gratification;
  - (i) habitual neglect of your work or gross or habitual negligence in the performance of your duties;
  - (j) unauthorised disclosure of any Confidential Information of the Company; and/or
  - (k) any act or omission that could be construed as misconduct under applicable law.
- iii. **Termination for ill-health or disability:** If you, at any time, are prevented from ill-health or accident or any physical or mental disability from performing your duties hereunder, you shall inform the Company, either through yourself or any of your relatives, and supply it with such details as it may require and if you are unable by reason of ill-health or accident or disability, for a period of 60 days or more to perform your duties hereunder, the Company may forthwith terminate your employment.
- iv. **Project Engagement:** You understand and acknowledge that the business of the Company is dependent on the projects that it receives from its clients and that you have been employed to primarily work on such projects. If the project that you are working on requires a lower headcount or is winding up, you will no longer be required to work on such project. You will be informed at least 30 days prior to the date from which you will no longer be required to work on such project. In the event that either CGI or you are unable to find an alternate project that you can be staffed on within 45 days of your last project, your employment shall be deemed redundant and shall be terminated in accordance with applicable law and the terms of this letter. Notwithstanding the foregoing, you expressly agree that if you refuse two or more opportunities that are offered to you by CGI to be placed on an alternate project, it shall be deemed that you are voluntarily resigning from your employment with CGI. You understand and acknowledge that if you fail to upskill / reskill as required by and to the satisfaction of the Company, the Company will not be able to place you on an alternate project. Being placed on an alternate project is subject to availability of roles and your skill sets, and is not an obligation of the Company.
- You may be assigned to certain engagements that require Knowledge Transfer from client/other BU's/CGI partners within the engagement. During assignment or after obtaining such Knowledge Transfer, you are required to serve the stipulated rotation period. This is in addition to the notice period requirement mentioned above.
- Non-Competition: During the term of your employment with CGI, you shall not directly or indirectly compete with CGI in any
  manner whatsoever.
- Restriction of Employment with Client/Customer: For a period of twelve (12) months following the end of your employment with CGI, you agree not to, directly or indirectly, as employee, consultant or otherwise, work for or provide services or trade in goods, whether solely or with others, whether as an employee, officer, director, agent, partner, consultant, member of any company or other commercial enterprise or otherwise, to clients or customers or with any competitor or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company or to whom you provided services on CGI's behalf during the last twelve (12) months of your employment with CGI.



- You will keep us informed of any change in your residential address/contact details.
- If you resign from the service or your employment is terminated for any reasons before completing one (1) year of service, you will fully reimburse the Company, the joining bonus, transition bonus, notice pay and relocation expenses, if any.
- It is your responsibility to notify the Company of any changes in your personal information within three working days. It shall also be your responsibility to notify the Company of any legal action or suit, of a criminal nature initiated against you. Additionally, you shall also be responsible for notifying CGI of any proceedings which may impact your ability to fulfill your job responsibilities. Failure to notify will result in breach of the appointment terms. All notices shall be considered duly and properly delivered to the address on file with the Company.
- You will retire from the services of the Company on attaining the age of superannuation. The retirement age in CGI is sixty (60) years.
- The benefits as outlined herein and in CGI Policies are subject to change at the Company's discretion. You will be entitled to leaves in accordance with the Company's policy as applicable from time to time.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company including but not limited to documents, machines, data, files, books etc. (including but not limited to leased properties).
- We provide support to global customers from various locations in India & abroad to suit customers' differing time needs including 24x7 bases. You may be asked to operate from any of the CGI locations and in any of the shifts, including night shift, at the sole discretion of management, as may be required by the Company keeping in mind business needs and deliverable requirements to customers. Your work schedule will be provided to you by your Manager / Supervisor upon your joining. Your weekly off days may not be on weekends.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- Condition of Hire: Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. CGI will conduct background checks to verify your identity, education, professional qualifications, employment history and references (Level 1), and will include, depending on the nature of your position or at a client request, a criminal record check (Level 2) and credit verification (Level 3) if you have access to CGI and/or client sensitive or critical information, facilities or assets and/or your role requires handling of financial transactions. In addition, during the course of your employment on need basis or on a recurring basis at fixed intervals fixed by CGI and in the context of change of role, a complete re-verification including background checks as per CGI policies including, criminal record checks (Level 2) and credit verifications (Level 3) may be conducted, if applicable. Also, dual employment checks could be conducted at any time during the course of your employment. By signing this Employment Agreement, you are providing a free, informed and ongoing consent to all such verifications before and during the course of your employment as per CGI's policies and you agree to sign any forms required for such verifications at the appropriate time. Successful clearance of background verification is a mandatory requirement for employment confirmation. Unsuccessful clearance of background verification will lead to termination of employment without notice. CGI reserves the right to audit the submitted educational & previous work experience(s) documents at any point of your tenure in CGI, as part of which you are obligated to furnish any/all such relevant documents on demand. Failure to furnish the same and / or the submitted education & work experience proving to be false or unverifiable as per CGI standards, may lead to termination of employment without notice. The basis of the offer is authentic and verifiable education and work experience as per CGI standards. You are accountable for providing documents that enable appropriate authorities in the relevant educational institution(s) and previous employer Organization(s) to validate your claims. CGI is not liable for the inability of the aforementioned authorities to validate your credentials basis your submissions. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer.



If any information furnished by you in your application for employment or during the selection process is found at any time during
your employment to be incorrect or false, and/or if you have suppressed any material information; the Company may terminate your
services without notice or compensation.

- Data Protection and Privacy: The Company may, in connection with your employment, receive personal data relating to you or third parties associated with you (such as spouse or children). Such data may be received directly from you or from other sources, and some personal data may be recorded directly or indirectly by internal security systems (such as CCTV cameras) or by other means. The Company may process such data for relevant and limited purposes. By agreeing to employment with CGI, you hereby expressly consents to the following:
  - (a) the processing of your personal data by the Company or such third-party appointed by the Company;
  - (b) the collection and processing of sensitive personal data or information (as defined under applicable laws) about you for limited purposes;
  - the transfer worldwide of personal data held about you by the Company to other employees and offices of the Company's worldwide organization and to third parties where disclosure to such third parties is required in the normal course of business or by law; and use of your personal images and voices in marketing material, videos, etc.; and
  - (d) treating any personal data to which you have access in the course of your employment strictly in accordance with the Company's policies and procedures and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you.
- Subject to insurance policies that the Company may have and other statutory insurances, you may be eligible to receive compensation under the Employees Compensation Act, 1923, for injuries arising out of and in the course of employment.
- Women employees of the Company shall be entitled to maternity leave in accordance with the Maternity Benefit Act, 1961 (as applicable), i.e., eligible women employees shall be entitled to 26 weeks of maternity leave for the first 2 surviving children, and 12 weeks of maternity leave for every subsequent child.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you
- Your **Total Experience** will be part of our professional records.

Total Experience = Relevant Experience + Weighted/ Non-relevant Experience					
7.2 Yrs.	=	7.2 Yrs.	+	0.0 Yrs.	
Relevant Experience in CGI	e = 7	Total number of mon	ths the candid	ate has worked on the skill	I/role for which the candidate is being hired
Weighted Experience are being hired in C		A weighted percentag	ge is given to	our non-relevant experien	ce, either to your role or skill, for which you

- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion. Breach of any one of
  the conditions will render you liable to termination of your employment without notice.
- This letter supersedes all oral or written communication exchanged between you and CGI prior to the date of this letter and commitments, if any, made during the selection process. You acknowledge that you have read and understood the terms and conditions of this offer letter and to confirm your acceptance of this offer letter, please sign in on all the pages & in the space specified below and return the signed copy to CGI on your onboarding day.
- If any provision of this letter is held to be unenforceable, the remaining provisions shall remain valid, binding and in full force to the maximum extent possible. If any portion of this letter is held to be unreasonable, such provision shall be given effect to the maximum extent possible by narrowing or enforcing in part that aspect of the provision found overbroad or unenforceable.



• Your employment with the Company and this letter shall be governed by and construed and enforced in accordance with the laws of India, without regard to conflicts of laws. You agree to the exclusive jurisdiction and venue of the courts in Bangalore for the resolution of all disputes arising under this letter.

- No waiver by the Company of any breach of this letter shall be valid unless in writing and signed by the Company. The waiver by the Company hereto of any provision of this letter shall not operate or be construed as a waiver of any subsequent breach by you, nor shall any waiver operate or be construed as a rescission of this letter.
- You shall, at all times during the course of your employment with the Company (and even after its termination) agree to indemnify and keep indemnified the Company, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which the Company may suffer or incur or which may be made against the Company as a result of any misrepresentations or breach of this letter, acts or omissions by you during the course of employment.
- You shall not at any time without limitation, publish or communicate any disparaging remarks, comments or statements concerning the Company, its holding company, group companies, affiliates or associate companies or any of their respective shareholders, directors, officers or employees. For this purpose, 'disparaging' means any remarks, comments or statements that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of the Company, or reflect negatively upon, the individual or company being disparaged
  - Compensation Pay Components:

Pay Components	Monthly (INR)	Annual (INR)
Basic (Inclusive of D.A.)	63,000	756,000
House Rent Allowance	31,500	378,000
Flexible Compensation Plan <sup>-1</sup>	19,910	238,920
<b>Base Compensation</b>	114,410	1,372,920
Provident Fund Company Contribution	7,560	90,720
Gratuity Fund Contribution	3,030	36,360
Gross Compensation	125,000	1,500,000
Share Purchase Plan Company Contribution <sup>-2</sup>	3,432	41,184
Profit Participation Plan <sup>-3</sup>	2,288	27,456
Total Target Earnings	130,720	1,568,640

- <sup>1</sup> Flexible Compensaton Plan: Option to allocate to components like Meal Vouchers, Conveyance, National Pension Scheme, LTA etc
- CGI will contribute towards **Share Purchase Plan (SPP):** As part of our ownership culture, we enable those who join CGI to become an owner through our Share Purchase Plan. It is an opportunity for you to buy shares in CGI, become an owner, and benefit from any long-term appreciation in the CGI share price. When you choose a percentage to contribute, CGI will match your contribution 100% (up to 3% of your Base Compensation). Contributions are done on a monthly basis towards the purchase of CGI shares and you can start, stop and change your contribution at any time. Only those CGI partners who enroll for this benefit are eligible for receiving the company contribution & will need to contribute an equal amount on a monthly basis towards the purchase of CGI shares
- Profit Participation Plan: This plan distributes a portion of our profits based on the achievement of CGI's financial objectives, as well as individual performance. The Target Profit Participation Plan (PPP) is at 2% of Base Compensation on pro rata basis, and can be more or less basis the performance of CGI, performance of Business Units and performance of Individuals. All regular CGI partners employed as of Jun 30th of CGI Inc. fiscal year (Oct-Sept) are eligible and should be active on rolls as on Dec 31st to receive the payout. The Corporate guidelines of PPP may be amended from time to time Eligible CGI partners will be paid statutory bonus as per the provisions of the Payment of Bonus Act, 1965. Where CGI partners are eligible for both statutory bonus as well as the PPP, the company shall deduct from the PPP allocated to a CGI partner the amount of statutory bonus payable under the Act for such corresponding period and the difference will be paid as the actual PPP



In addition to the above you are eligible for:

• INR 25,000/- towards annual insurance premium to cover self, spouse & up to two dependent children under Group MediClaim Insurance and to cover self under Group Personal Accident Insurance & Group Term Life Insurance

The tax liability arising out of the above payments now or in the future, due to changes in income tax provision shall be borne by you. I look forward to your acceptance of this offer and to welcoming you to our team. I am confident that in this new role, you will make a valuable contribution to CGI and our continued success.

Yours sincerely

For CGI Information Systems and Management Consultants Pvt. Ltd.,

Sarika Pradhan

**Vice President Corporate Services** 

I have read the terms and conditions of employment and also the contents of the employment agreement and in token of my acceptance I duly acknowledge the receipt of the letter of employment (please sign below to confirm that you agree with the terms and conditions stated in this letter).

Signature & Date



## Annexure -A

We request you to bring all the originals, on your date of reporting to CGI for verification.

Please note that the below documents are mandatory for your employment with CGI and will be subjected to **background verification**. Non submission of these documents will impact your employment and, profile with CGI and may also have serious impact on project and client requirements, hence your cooperation in this is crucial.

#	Documents
1	Acceptance copy of CGI's appointment letter signed by you on all pages
2	Valid Work Permit issued by Government of India, if applicable
3	Passport (all pages – wherever the entries are made)
4	Income-Tax Permanent Account Number Card (PAN Card)
5	Passport size photograph – 05 nos.
6	10th class mark sheet & certificate
7	12th class mark sheet & certificate
8	Bachelor degree mark sheets (all semesters)
9	Bachelor degree certificate / convocation certificate
10	Master degree mark sheets (all semester)
11	Master degree certificate / convocation certificate
12	Diploma mark sheets (all semesters)
13	Diploma certificate
14	Any other certificates
15	Appointment letter, pay slip, relieving letter & experience certificate of all previous Co.
16	Present company's appointment letter
17	Present company's relieving letter & resignation acceptance letter from HR
18	Present company's experience certificate
19	Present company's salary slip with employee number (last two months)
20	Aadhaar / Voters ID / Driving License / Rental agreement /Bank passbook (address page only)
21	Blood group and RH type report