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Offer has been accepted



HIG017506-8803291

Date: June 24, 2024

Dear: Manoj Kumar Naik H

Sub: Letter of Intent

Congratulations! You have been selected by Genpact India Pvt. Ltd.. ("the Company") as **Process Associate**.

Careers at Genpact

1. Your annual Cost to Company (CTC) will be **INR 490,000.00** Variable component is additional and is paid in addition to your CTC.
2. Applicability of Location specific allowances may vary according to location and/or the Company policy. Company may provide facilities in lieu of these allowances.
3. Your initial place of work will be **India>Hyderabad>Hyderabad Hitech City IN - Office**. However; the Company may transfer you to any location/process on a need basis.
4. Post consultation with you, the following has been agreed upon:
 - Date of Joining: **June 28, 2024**
 - Reporting Time: **9:00:00 AM**
 - Location: **India>Hyderabad>Hyderabad Hitech City IN - Office**

Locations	On-boarding reporting time**	Genpact Office Address
NCR	10.30	Stellar 135 Building, Plot No 5 and 6, Sec-135, Noida, 201301, U.P. ,7th Floor, On-boarding Room , Noida
HYD	10.00	Genpact, Security In Gate no 3, 14-45,IDA,opp NGRI, Habsiguda,Uppal,Hyd-500009
JPR	9.30	Genpact India, JLN Marg , Malviya Nagar, Jaipur (NHO Room)
BLR	9.00	Genpact, # 99, Surya Park, Electronic City, Bangalore - 560100
KOL	10.00	Genpact India Unitech Hi Tech Structures Ltd. - IT/ITeS SEZ Building C1, 1st Floor Infospace Complex, DH 1, 2, 3 & 3/1, New Town Kolkata
**In order to experience a smooth Onboarding, please reach the venue on time		

Genpact India Private Limited
DLF City, Phase V
Sector 53
Gurgaon, Haryana 122002, India
T +91 124 283 2000; F +91 124 402 2674

CIN : U73100DL2005PTC307363

Regd. Off:12A (Ground Floor),

Prakash Deep Building, 7, Tolstoy Marg,

New Delhi-110001

www.genpact.com

**Transformation
Happens Here**



5. If at the time of joining, your assigned place of work is different from your current location ("Relocation"), the Company Guest House can be availed by you. The Guest house can be availed for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement."
6. You shall be required to provide the Company all documents and information as set forth in Annexure I of this letter of Intent.

7. You will be entitled to leaves subject to prior approval of your supervisor/manager at the Company. Your leave entitlement and accumulation / carry-forward of leave and related aspects will be governed as per the existing Company Policy on the subject.
8. Please note you have agreed that you shall provide Genpact the Relieving Letter (if applicable) from our previous employer within 60 days from time of joining the company, failing which your employment with Genpact shall be terminated. Such termination will be without prejudice to the Company's right to proceed against you through legal means to recover any other amounts due from you to the Company.
9. The Company shall, at its discretion, conduct background, reference and medical checks including screens for substance use as per the Company policy and this offer is conditional upon the result of such checks. In the event the results of such background / reference checks or screens for substance use are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time irrespective of the fact that you may have formally commenced your training/employment with the Company.

10.The appointment letter issued to you, will, *inter alia*, contain the following terms

- The Company and/or you shall be entitled to terminate your employment by providing a prior written notice of 1 Month or salary in lieu thereof. The Company shall be entitled to recover salary for the unserved notice period unless recovery of such shortfall has been waived off by the appropriate person in the Company.
- Absence for a continuous period of eight days without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to any training and development, special education, upskilling or on the job training imparted by the Company.

11.You confirm that there is no litigation/prior conviction against you before any Court of law which involves any criminal offence or offences involving moral turpitude.

12.You consent to provide the Company the required sensitive and personal data or information for the Company's use and purpose including for the purposes of discharge of the company's obligations under applicable law, managing the social security or other benefits payable to you, ensuring health and safety of all its employees, staff and/or visitors, etc. The Company will ensure you will be made aware of the information being collected, the intended recipients, and the name and address of the agency responsible for collection and retaining the information. The Company will maintain 'reasonable security practices and procedures' for handling the sensitive personal data or information.

13.This letter of intent is valid untill July 28, 2024 from the date of issue unless otherwise specified. In case any terms or conditions are not met, this letter of intent will be considered automatically withdrawn without any obligation on part of the Company.

14.To be filled by the hiring team: Is availability of Valid passport is a precondition for employment Yes ☐ No ☐ **(Kindly sign and Initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with Genpact.**

For Genpact India Private Limited



Ritu Bhatia
Senior Vice President-Human
Resources

Accepted and Agreed

Manoj Kumar Naik H

In case of any questions / clarifications regarding your appointment letter/joining/other queries, please contact Pritpal Singh between 11 am to 7 pm (Monday to Friday).

Documents to be furnished at or before the date of joining

Listed below are the mandatory documents (in photocopy/scanned copy) you are required to furnish at or before the time of joining:

1. Professional Relieving Letter from previous employer (last employment) only (If you do not have a Relieving letter, then you will have to sign a Relieving Letter Undertaking at the time of onboarding)
2. Digital/Soft copy of your passport size picture with white background to be shared at the time of onboarding for your Genpact ID card with the respective Onboarding SPOC
3. If your salary is less than or equal to the applicable limit mentioned in the ESI Act, 1948[1] you will need to enroll for ESIC (Employee State Insurance Corporation) which is a Govt. regulation therefore please provide:
 1. Copy of recently downloaded E-Aadhaar Card
 2. Copy of self-attested cancelled cheque
 3. Insured Person number (IP number) of any existing ESIC account where you are enrolled, in case you were eligible for ESIC benefit in your previous organization.
 4. Working Mobile number
4. If already a member of a provident fund (PF) scheme with previous employer, then update the below information in the onboarding tool (TYDY);
 1. Employer's name
 2. Provident Fund account number from your previous employer
 3. Universal account number provided by your previous employer
 4. Date of joining & leaving from previous employer
 5. E-Aadhar card copy
 6. Copy of confirmation screenshot of KYC verification on Aadhaar from the member portal*

The above documents/details are required and shall be obtained, stored and processed by Genpact strictly on a need-to-know basis, as required for discharge of its statutory, administrative or regulatory obligations including those pertaining to compensation and benefits, those mandated by the Central and/or the State Governments from time to time vis-à-vis the health and safety of employees, staff and/or visitors, etc. Your records and information will be kept secure and handled strictly in accordance with the Genpact Data Privacy Policy.

[1] Please check the Company policy for the applicable limit

Note:

For IT asset, wherever applicable, IT team will connect within 24-48 hours of onboarding completion.

You can collect your Genpact ID card, whenever you visit the office premises.

Your entitlements, which will be further determined and be administered through the relevant Company Policies, are as under:

Bonus: The Company pays bonus to all its employees based on performance/productivity in accordance with the provisions of the Payment of Bonus Act, 1965 ("PBA") or applicable legislation. Your bonus entitlement during an accounting year may comprise of different categories of bonus payouts, including annual performance bonus ("APB"), variable incentive payout ("VIC") (if applicable) and other bonus payouts (if any) as communicated to you by the Company from time to time and based on parameters determined by the Company. In the event statutory bonus is applicable to you, then by accepting this offer of employment you acknowledge that this letter constitutes an agreement between you and the Company under Section 31A of the PBA or applicable legislation.

Provident Fund: In the course of your employment, the Company will deposit its share of provident fund contributions, along with your share of provident fund contribution which will be deducted as a percentage of your wages.

Gratuity: In the course of your employment, you may be entitled to gratuity in accordance with the Payment of Gratuity Act, 1972 or applicable legislation, subject to Company Policies and the total duration of your services with the Company and/or its group entities.

Medical Insurance: The Company will provide a facility of medical insurance covering hospitalization expenses. Sum insured will be INR 1,00,000/- for the employee.

Personal Accident Insurance: The Company will provide Personal Accident Insurance in case of permanent/temporary disablement for an amount, upto 3 times of your Annual Fixed Cost to the company or INR 14 Lakhs (whichever is higher)

Group Term Life Insurance: Company will provide a facility of a Group Term Life Insurance covers of 3 times of your Annual Fixed Cost to the company or INR upto INR 14 Lakhs (whichever is higher)

Additional Life Insurance: An additional life insurance cover in accordance with the Employee Deposit linked Insurance (EDLI) Scheme, 1976.

Relocation: If at the time of joining, your assigned place of work is different from your current location ("Relocation"), you are entitled to avail the Company Guest House for a maximum period of 15 calendar days. The Company shall, in lieu of the accommodation provided, make a monthly deduction of Rs.250 for a period of 24 months. Further, in case of termination of employment by either party, before such amount has been fully recovered by the Company, the Company shall deduct the balance amount from your full and final settlement.



Reimbursement of Business Expenses: You will also be reimbursed business related expenses incurred

NAME	Manoj Kumar Naik H
BAND	5A
DESIGNATION	Process Associate
LOCATION	India>Hyderabad>Hyderabad Hitech City IN - Office
COMPONENTS	AMOUNT (PER ANNUM)
BASIC PAY	322,368.00
EMPLOYER CONTRIBUTION TO PF	38,684.00
HOUSING RENT ALLOWANCE	128,947.00
FIXED PAY	490,000.00
ANNUAL PERFORMANCE BONUS*(APB)	7200
PERFORMANCE/PRODUCTION LINKED INCENTIVE(VIC)**	AMOUNT(PER ANNUM)
Best Performer	48,000.00
Average Performer	18,000.00
Low Performer	0.00
Total Earning Potential	Amount (Per Annum)
Best Performer	545,200.00
Average Performer	515,200.00
Low Performer	497,200.00
Benefits	Amount (Per Annum)
Life Insurance	3 times of your Annual Fixed Pay or INR 14,00,000/- (whichever is higher)
Employee Deposit Linked Insurance Scheme(EDLIS)	As per act
Personal Accident/Disability Insurance (For Employee)	3 times of your Annual Fixed Pay or INR 14,00,000/- (whichever is higher)
Medical Insurance (For Employee)	1,00,000
Interest Free Soft Loan (Post 6 Months)	10,000
Out Patient Medical Facilities at Office	Free
Company Contribution ESIC	As per Act
Gratuity	15,498.00
Other Attractions	
Parichay (Employee Referral Scheme)	As Per Scheme
Rewards & Recognition	As Per Performance
Education@Work : Professional Advancement Programs	As Per Scheme
Concierge Services	Subsidized Rates



b. Performance Linked Incentive mentioned above is an indicative average amount possible for the said performance level. Eligibility for such incentives, actual amount and payout timelines may vary with Business/Process.

The above-mentioned components/benefits are as per the prevalent company policy and/or applicable legislation and are subject to change.

c. The aggregate of all bonus payouts paid to you during an accounting year including Annual Performance Bonus (APB), VIC (if any), and other bonus payouts (if any) shall be in lieu of profit based bonus (if any), payable to you for such accounting year under Section 31A of the Payment of Bonus Act, 1961 ("PBA") (if applicable)

d. In the event that the PBA is applicable to you and the aggregate of APB, VIC (if any) and any other bonus payout made to you during the year is less than the stipulated payout mentioned in the PBA, for such accounting year, Genpact will pay you the difference at a later date. You are not entitled to any bonus payout other than those mentioned above, either under applicable legislations or as per your employment terms with Genpact. All amounts payable to you will be after deduction of applicable taxes.

e. Any revision to your annual compensation will be based on your performance during the performance period from January to December and the review will be effective in the month of April of the subsequent year. The cut-off date for compensation review eligibility*** is September 30.

****Therefore, if you join the Company on or before September 30, you will be eligible for the compensation revision process for the performance period of that year. If you join the Company between 1st October and 31st December, your eligibility for the compensation review process shall be for the performance period of the subsequent year.*

f. Female employees will be eligible for paid maternity leave and other benefits in accordance with the Maternity Benefit Act, 1961 or applicable legislation and Company Policies.

g. The Company reviews its compensation structure and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and will be communicated to you when such change becomes applicable.

h. Any employee deduction will be governed by applicable legislations and prevalent Company Policy and will be subject to change.

Warm regards

For Genpact India Private Limited



Ritu Bhatia
Senior Vice President-Human
Resources

Accepted and Agreed

Manoj Kumar Naik H

EOffer electronically signed by: H, Manoj Kumar Naik

EOffer electronically signed on: Jun 24, 2024 3:12 PM

EOffer electronically signed from: 202.131.134.207



The relentless pursuit of a world that works *better for people*

Contact us Locations Our purpose



