

ANNEXURE – B

[A] Details for joining day:

Reporting time	9.00 am sharp
Reporting place	SunGard Solutions (India) Private Limited, *3 rd Floor, Westend Center one, Survey No. 169/1, Sector II, Aundh, Pune – 411 007
Contact person	Kusum Singh

[B] Documents required on day of joining:

1. You are required to submit originals and photocopies of the following documents on the day of joining the company:

#	Document	Type
1	Passport is an essential document. (In case of a candidate holding Foreign passport must inform in advance to the concerned recruiter.)	Mandatory*
2	10 th Std / SSC mark sheet / Certificate	Mandatory
3	12 th Std / HSC mark sheet / Certificate	Mandatory
4	Diploma Final Year mark sheet <u>AND</u> Certificate (if applicable)	Mandatory
5	Degree Final Year mark sheet <u>AND</u> Certificate (post course completion)	Mandatory
6	Post Graduate Degree Final Year mark sheet <u>AND</u> Certificate (if applicable, post course completion)	Mandatory
7	Reliving letters from all the previous organizations	Mandatory
8	Experience letters from all the previous organizations	Mandatory
9	Latest salary slip of the current employer	Mandatory
10	PAN Card Xerox	Mandatory*
11	2 Passport size color photographs	Mandatory
12	All the supporting and relevant documentation indicating Nationality Status and the due authorization to work in India	Mandatory
13	Marriage Certificate (for Female employee)	Mandatory

**If you do not possess a valid passport / PAN card, you are required to apply for the same immediately and submit a Xerox of the same thereafter.*

The originals will be returned to you after verification of the photocopies. These documents are required to enable us to process your first salary. So please ensure you carry all documents with you at the time of joining.

2. SunGard conducts background verification of educational qualification as well as previous employment particulars of all candidates through a third party screening agency. Verification will be initiated after you accept the offer from SunGard. Also, while accepting the offer, you will be required to sign a release for conducting this

verification. Failure in this screening process will entail suitable action by the company which may include withdrawal of offer and termination of employment.

3. Please get the certificate or excel working from the previous company regarding your total gross salary for the year starting from April till the day you are on their payroll along with the total tax deducted and paid by them. This would be necessary to fill in Form 12-B which you will be submitting to SunGard. This is necessary for the exact calculations of your TDS for the remaining of the year.
4. Authorization to work in India – For candidates who fall under the following categories:
 - POI – Person of India Origin
 - OCI – Overseas citizen of India
 - FN – Foreign National.

[D] Overview of some of the Policies, benefits and facilities:

1. Leave and Attendance Policy

- SunGard follows flexible working timings. The core working hours at SunGard are usually between 11:00 am and 4:00 pm. Core working hours are defined by the manager depending on business needs. However the working hours of every employee may vary according to the multi shift policy in place at SunGard.
- All employees are eligible for 27 days of leave (13 – Privilege leave and 14 – Casual leave) in a year.
- In addition to the above, there are 10 public holidays in a calendar year.

2. Continuing Education Policy

- Cover all courses / certificate relevant to one's area of work.
- Employee is required to obtain a pre-approval from his / her M3 and above Manager and TS Team before enrolling for the course.
- 85% of the course fees are reimbursed, on successful completion of the Course; subject to cap of Rs. 50,000/- p.a.
- 100% of the certificate fees are reimbursed, on successful completion of the certification; subject to cap of Rs. 50,000/- p.a.
- 85% of the Seminars / conferences and Membership Fees to Professional Institutes are also covered under CEP.
- Annual Cap of Rs. 50,000/- is applicable for employee from April – March

3. Relocation Policy

- Only outstation candidates are eligible for relocation benefit.
- Employees will be reimbursed air travel by economy class for themselves and their immediate dependent family (Spouse and Kids). Reimbursement will be providing against original tickets and boarding passes only.
- Amount reimbursed for relocation goods is at actuals – up to Rs. 15,000/- (in case of relocation from cities within 500 km from SunGard location), and up to Rs. 25,000/- (in case of relocation from cities beyond 500 km from SunGard Location) – and on submission of original bills and receipts only. Please ensure to verify below mentioned details / documents as mandatory requirement for approving Relocation claims:
 - Service Tax registration number duly reflected on the vendor invoice.
 - Submission of Lorry receipt, issued by the vendor.
 - Receipt issued by vendor as acknowledgment for payment.

- The relocation claim needs to be submitted within 3 months of joining. In case of any exceptions prior written approvals is to be obtained from the HR Head or reporting manager.
- Initial accommodation will be provided to employee and spouse up to 10 calendar days in a guest-house / hotel as decided by SunGard.
- The relocation expenses (travel for joining and or moving in expenses) reimbursed are fully recoverable in the event the employee leaves the organization within six months of joining.

Note: This document gives indicative details of various SunGard policies and benefits, which may change from time to time without prior notice, at management discretion. Latest details are specifics of these

**** Please note candidates joining after 13th of every month will be receiving their present month salary in the following month along with the arrears.**