

FREQUENTLY ASKED QUESTIONS (FAQ's)

1- Who is the Point of contact if Date of joining had to be preponed or postponed?

Ans: Your respective recruiter would be the Point of contact for changes on Date of Joining, On the Offer

Letter and Document request mail your respective recruiters and their managers are being CC'ed for your reference.

2- What is the Password to be used to open the Offer Letter?

Ans: It's a combination of Date of Birth and Mobile Number. Three letters of Date of Birth and Last four numerical of mobile number.

For example, if the Date of Birth is 19th March 1980 and Mobile number 9880281925, the password should be entered as Mar1925

3- Who is the point of contact to discuss the Salary component Changes / Queries?

Ans: Your respective recruiter would be the Point of contact for Salary compensation, On the Offer Letter and Document request mail your respective recruiters and their managers are being CC'ed for your reference.

4- When does the Onboarding confirmation will be sent for Joining and point of contact?

Ans: You will receive the Onboarding confirmation note two days prior to your confirmed date of joining. If there are any changes, your respective recruiter will communicate the same.

5- How to fill the New joiners form – excel sheet?

Ans:

a. Only the personal information form needs to be filled manually and rest of the forms the details will be updated automatically with reference from the filled personal information form.

b. Type of Employment – Please select "Employee" from the drop down.

c. All the star marked ones are mandatory to be updated in the personal information sheet.

d. Employee id Column can be left blank as it will be given on the day of joining.

e. Blood group is also mandatory to be updated in the personal information sheet, If not – Have the information available to update on the day of joining.

f. If Physically disabled, it is mandatory to get all the necessary documents issued by the government which contains percentage (%) of disability.

- g. If you have passport it is mandatory to update the information in the personal information sheet. The details can be left blank if do not have the passport.
- h. Societe Generale has tie up only with 3 Banks (HDFC, Axis and ICICI) for salary crediting, If you are having an existing bank account with the above said banks then the same can be updated in the personal information form. If not leave the field blank so we can help you open a new account on the day of joining.
- i. Please fill in the correct PAN card number in the income tax PAN details.
- j. Dependents (father, mother, spouse and children) Date of birth mandatory to be updated in the personal information form. If not now the data has to be ready on the date of joining.
- k. UAN (Universal account number) is mandatory to be updated. If not aware please check with your previous organization and provide the information, if fresher or has huge gap in the employment and if the UAN number is not generated from the previous employer then the field can be left blank.
- l. Please fill in the details and send the same to us via mail in excel format only. Do not convert the excel sheet into PDF.
- m. Do not click on "Validation" button on the personal information form.
- n. Do not edit any details on the other sheets apart from personal information form.

6- I am not able to validate New Joiners Form (Excel Sheet), please suggest?

Ans: Fill in all the mandatory details which are * marked, once the details are filled click on validate.

7- Do I need to share my current company experience letter documents as I am still active with the employer?

Ans: No need not have to submit the Experience letter before Date of Joining with Societe Generale.

8- Do I need to bring the Last working day proof/ resignation acceptance letter?

Ans: Last Working Day proof is mandatory.

9- I will be moving to another location in next month. In this case, what location I should mention as current location?

Ans: Update the address you are currently present at the time of form filling.

10- What are the valid documents considered for updation of Name in records?

Ans: Name will be considered as per the priority list of documents given below.

- i. Passport
- ii. Pan Card
- iii. 10th Marksheet

11- Will Societe Generale provide accommodation to the Outstation / Relocation candidates?

Ans: Yes, accommodation for 14 calendar days will be provided. This needs to be discussed & confirmed with recruiters during your interview process.

For any further queries, please contact your respective recruiters or GSC-recruitment-support@socgen.com

12.Are you/were you a Public Official or close relative of a Public Official (over the last 12 months)? *

Ans: If yes, please provide details: position, dates, organizations concerned, etc. to Societe-Generale-Campus-Recruitment IN-HR-Campus@socgen.comQ.

13. Do you have a personal or other financial interest, direct or indirect in certain matters that raises or may raise a conflict with your employment at SG GSC such as:

- a) Directorships or outside interest / employment;
- b) Interest's in business enterprises or professional practices;
- c) Share ownership with other organizations; (15% or more of the voting equity capital);
- d) Beneficial interests in trusts or other organizations;
- e) Personal or Professional associations or relationships with the Vendors, Suppliers, Service Providers & Sub-contractors of SG GSC
- f) Other situations you consider may put you in a conflict of interest situation (If it does not fall under the categories mentioned above please specify the details):

Ans: If Yes, please write back immediately to Societe-Generale-Campus-Recruitment IN-HR-Campus@socgen.com