Joining Procedure

Version 2.0

Document Revision History

Date	Version	Content Added/Revised	Prepared by/Revised by	Approved By
January 9th 2006	1.0	Basic Content	Process Team	Sumitra Seshan
June 24th 2018	2.0	Updated as per current practices	Aparna Dutta	Sumitra Seshan

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1   Purpose of the document

This document is intended to explain the processes followed on the first day of induction of a new candidate into Fifth Generation Technologies India Ltd (5G).

2   Introduction

5G follows a systematic set of processes when a new candidate reports for duty.

These processes are aimed at providing the candidate an orientation towards the company and to set up the infrastructure for the candidate to work. The following sections describe in detail the various steps that are followed on the first day of a new hire.

3   Processes

3.1 Employee Profile

The new-joinee is asked to fill the employee profile sheet which is available in the below link:
https://mindshare.fifthgentech.com/static/5gpal_Files/Employee_Profile_Sheet.pdf
(Intranet:
 http://192.168.1.102:9073/static/5gpal_Files/Employee_Profile_Sheet.pdf)

3.2 Official Documents

The following documents are collected from the new employee:

1. Copy of Secondary School Leaving Certificate
2. Copy of Higher Secondary School Leaving Certificate
3. Copy of Bachelors degree certificate
4. Copy of Masters degree certificate (if applicable)
5. Copy of Ph.D. degree certificate (if applicable)
6. Copy of Relieving letter from the previous organization (if applicable)
7. Copy of Passport
8. Copy of Aadhaar Card
9. Copy of PAN Card
10. Proof of UAN
11. Passport size photos

The received copies are verified against the original documents.

3.3 Offer Letter and Employment Agreement

The new employee is asked to sign the offer letter and the employment agreement which includes the confidentiality agreement and the assignment of intellectual property.

3.4 Access

The new employee is provided a provisional access card to access the company premises.
The finger-print access is setup and the name and other details of the employee are updated in the finger-print system (ESSL).

3.5 ID tag

Creation of employee ID tag (with name, employee ID and blood group) is initiated.

3.6 Workplace and PC

The employee is assigned a workplace and a PC/laptop along with login credentials.

3.7 Email Id

The employee is provided with an email id in the company's domain account.

3.8 Intranet System - Mindshare

An account is created in Mindshare for the employee and the employee's profile details are updated.

3.9 PF account

A PF account is created for the employee.

3.10 Bank Account

A bank account is opened in the name of the employee for depositing his monthly salary.

3.11 Introduction to fellow employees

An introduction of the new employee with a photo is broadcasted via email to all the employees of the company. The mail should be addressed to hr-desk @fifthgentech.com, CC: new-hire's email ID, BCC: 5gindia@fifthgentech.com

3.12 Basic amenities

The new joinee is informed about the pantry inside the office, lunch area on the terrace, canteen facility, coffee-machine, paid snacks, etc.

3.13 Orientation Training

The employee is put through the company's orientation training program by the HR/Admin team.
The following points are covered in the training program:
- Introduction to 5G businesses and technologies
- 5G Policies with emphasis on leave policy, HR policy
- IP rights
- Usage of Mindshare such as timesheet, leave application, IT requests, etc.

3.14 Online test

An online test is conducted at the end of the training program to judge the employees' understanding of the subjects covered in the induction and orientation program.

4   Glossary

PAN	Permanent Account Number
PF	Provident Fund
UAN	Universal Account Number

-End of Document-