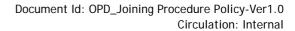


Joining Procedure

Version 1.0





Revision History

Ver No	Ver date	Written/Revised By	Comment	Reviewed By	Approved By	Approved Date
1.0	January 9 th 2006	Sumitra Seshan	Basic Content	Sumitra Seshan		



TABLE OF CONTENTS

1.0	PURPOSE OF THE DOCUMENT	4
2.0	INTRODUCTION	4
3.0	PROCESSES	4
	1 GET COPIES OF OFFICIAL DOCUMENTS	
	2 OPENING A BANK ACCOUNT	
	3 EMPLOYMENT AGREEMENT	
3.4	4 Access Card	. 5
3.	5 Hand over of Company Hand Book	. 5
3.6	6 ENTRY INTO THE CORPORATE INTRANET SYSTEM - PAY IT	. 5
3.	7 Email Id	. 5
3.8	8 INTRODUCTION TO FELLOW EMPLOYEES	.5
2 (9 ODIENTATION	5



1.0 Purpose of the document

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

2.0 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 of 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.

3.0 Processes

3.1 Get Copies of Official Documents

As soon as a candidate reports for duty the HR/Admin Executive shall get copies of the following documents from the candidate:

- 1. Secondary School Leaving Certificate
- 2. Higher Secondary School Leaving Certificate
- 3. Bachelors degree
- 4. Masters degree (if applicable)
- 5. Ph.D degree (if applicable)
- 6. Relieving letter from the previous organization (if applicable)

3.2 Opening a Bank Account

A bank account shall be opened in the name of the candidate for depositing his monthly salary

3.3 Employment Agreement

The candidate is asked to sign the employment agreement which includes the confidentiality agreement and the assignment of intellectual property.



3.4 Access Card

The candidate is provided an access card to access the company premises.

3.5 Hand over of Company Hand Book

The company hand book which contains the basic and useful information regarding the company, such as, organization structure and all the polices, shall be handed over to the candidate.

3.6 Entry Into the Corporate Intranet System - Pay IT

The candidate is included in the Pay IT intranet system which includes the weekly time sheet and tracks the work done by the employee according to the planned activities of the project the candidate shall work.

3.7 Email Id

The candidate shall be provided an email id in the company's domain account.

3.8 Introduction to fellow employees

An introduction of the candidate is broadcasted via email to all the employees of the company.

3.9 Orientation

The employee is inducted into the company orientation program by an assigned mentor. However the employee is put through a company's induction program which is normally scheduled once in a quarter.