

Atos Syntel Communication | Joining Intimation

5 messages

campusbgv <campusbgv@syntelinc.com>
To: "shivani raocheeti06@gmail.com" <shivani raocheeti06@gmail.com>

Fri, Dec 6, 2019 at 7:27-PM



Dear Shivani Cheeti,

Congratulations! We are pleased to confirm your joining at Atos Syntel as per the details mentioned in this email.

As we welcome you to be a part of Atos Syntel, we request you to kindly go through the details and guidelines on the joining formalities to ensure that you have a smooth on-boarding experience with Atos Syntel.

Date of Joining: 18th December 2019, Wednesday

Reporting Time: 9:00 AM

Dress Code: Business formals

Joining Location: Chennai

Work Location Address:

Atos Syntel Pvt. Ltd.

Atos SYNTEL Pvt. Ltd., SEZ Unit,

Plot. H7 & H8, SIPCOT IT Park,

Siruseri, Chennai – 603103

Direction Map: <https://goo.gl/maps/9aqZpb7ws9Jr59hg9>

Important Instructions

Please read the instructions mentioned in the attached joining kit carefully.

- You will be covered under the "Atos Syntel Induction Program" on your date of joining. Please ensure that you arrive on time at the induction venue



+91 91211 54826

1/12/2021 at 10:40



Atos | Syntel

December 16th, 2019
Shivani Cheel

S-1-118 / Nijo Gotaveni Khani, Karimnagar, 505216

Subject: Employment Letter

Dear Shivani Cheel,

We are pleased to inform that you have been selected for employment with us as **Associate Consultant (AC AC1)**. Your total emoluments are **Rs. 34000/-** per annum, and are as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter. Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party may terminate the employment agreement by providing a notice period of three months, or payment of basic pay in lieu of such notice, to the other party.

This offer letter is subject to completion of below mentioned Terms and Conditions:-

You shall successfully complete and submit the **Graduation/Diploma/Post-Graduate certificate** from your college/university, with a minimum percentage of 60% or higher, within 180 days from your date of joining the company, further there should be no standing backlog. If you fail to successfully complete your examination, you shall be deemed to have accepted the offer and you shall be required to submit the offer stands automatically withdrawn, without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. The Company reserves the right to accept or reject the completion of background verification. By accepting this offer, you agree to abide by all Atos Syntel policies as well as to comply with the terms and conditions and any communication regarding your terms of employment, or compensation must be made in writing and signed by an authorized human resource representative of Atos Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

You may be assigned and / or deputed to any other location / subsidiary / affiliated companies / divisions / associates whenever the Company may deem fit. Failure to report to an assignment will be grounds for disciplinary action, including but not limited to termination of employment.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when deemed necessary.

You are requested to report for duties in our Chennai office, on or before **December 16th, 2019** at 10.00 am.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you into Atos Syntel family and look forward to a very fruitful association with you.

Yours sincerely

For SYNTEL PVT. LTD.

Shivani Cheel - Human Resources

I, Shivani Cheel, hereby accept the offer on the above mentioned terms and conditions and I shall join Atos Syntel on 18-12-19 date and signature Shivani Cheel

Special Thanks to: Shivani Cheel, for accepting the offer and joining Atos Syntel. Shivani Cheel - Human Resources



Atos Syntel



5066103

Cheeti Shivani



Atos Syntel

Syntel Private Limited, SEZ
Plot no: H7 & H8, SIPCOT IT Park,
Siruseri, Tamil Nadu - 603 103. India
Tel: +91-44-47423800
www.atos-syntel.net

December 18th, 2019
Shivani Cheeti

5-1-118 / Ntpc Godavari Khani, Karimnagar, 505216.

Subject: Employment Letter

Dear Shivani Cheeti,

We are pleased to inform that you have been selected for employment with us as Associate Consultant (AC AC1) Your total emoluments are Rs. 340000/-per annum, and are as described in Annexure A.

You will be on training for a period of one year, or any other period as the Company deems necessary, from the date of commencement of your service and you will be required to sign a separate agreement, by way of which you agree to remain in the employment of the Company during such period of training, and for a period of one year thereafter. Such agreement will also form part of your employment terms with the Company.

On successful completion of training, your services will be confirmed in writing by the Company and thereafter, subject to any other agreement or understanding between you and the Company, either party can terminate the employment agreement by providing a notice period of three months, or payment of basic pay in lieu of such notice, to the other party

This offer letter is subject to completion of below mentioned Terms and Conditions: -

You shall successfully complete and submit the Graduation/Diploma/Post-Graduate certificate from your college/university with a minimum percentage of 60% or higher within 90 days from your date of joining the company, further there should be no standing backlog. If you fail to successfully complete your exams as mentioned above and/or to submit the above mentioned documents in timely manner, this offer stands automatically withdrawn without any further consent from you. The company reserves right to modify the terms and conditions as and when needed.

The Company shall conduct reference checks/ background checks and drug test through a third party agency at its sole discretion to verify and authenticate the details and all the documents furnished by you to the Company. This offer is subject to your satisfactory completion of background verification. By accepting this offer, you agree to abide by all Atos Syntel policies and procedures as well as the terms and conditions annexed hereto. Any communication regarding your terms of employment, or compensation must be in writing and signed by an authorized human resources ("HR") representative of Atos Syntel. You agree that no commitments have been made by the Company that are not expressly contained in this letter. No other communication, document, etc. will be binding or effective unless expressly agreed to in writing and signed by an authorized HR representative of Syntel Pvt. Ltd.

You may be assigned and / or deputed to any other location / subsidiary / affiliated companies / divisions / associates whenever the Company may deem fit. Failure to report to an assignment will be grounds for disciplinary action, including but not limited to termination of employment.

Your retention in Company's employment will be subject to your continued medical fitness. Company reserves the right to ask you to undergo background verification/ medical examination if and when considered necessary


You are requested to report for duties in our Chennai office, on or before **December 18th, 2019** at 10.00 am.

Please return the acceptance copy (attached) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you into Atos Syntel family and look forward to a very fruitful association with you.

Yours sincerely

For SYNTEL PVT LTD,


Sujay Puthran
Global Head - Human Resources

Enc: Acceptance Copy & Annexure A, Terms and Condition & Checklist I accept the offer on the stipulated terms and conditions and shall join Atos Syntel on 18-12-19 date and signature Shivani

Fwd: Atos Syntel Communication | Joining Intimation

1 message

shivani raocheeti <shivaniraocheeti06@gmail.com>
To: Sidhunaga@gmail.com

Tue, Dec 10, 2019 at 2:38 PM

----- Forwarded message -----

From: **campusbgv** <campusbgv@syntelinc.com>
Date: Fri, 6 Dec, 2019, 7:27 PM
Subject: Atos Syntel Communication | Joining Intimation
To: shivaniraocheeti06@gmail.com <shivaniraocheeti06@gmail.com>

 cid:image001.jpg@01D5AC6A.839CCD60**Dear Shivani Cheeti,**

Congratulations! We are pleased to confirm your joining at Atos Syntel as per the details mentioned in this email.

As we welcome you to be a part of Atos Syntel, we request you to kindly go through the details and guidelines on the joining formalities to ensure that you have a smooth on-boarding experience with Atos Syntel.

Date of Joining: 18th December 2019, Wednesday**Reporting Time:** 9:00 AM**Dress Code:** Business formals**Joining Location:** Chennai**Work Location Address:****Atos Syntel Pvt. Ltd.**

Atos SYNTEL Pvt. Ltd., SEZ Unit,

Plot. H7 & H8, SIPCOT IT Park,

Siruseri, Chennai – 603103

Direction Map: <https://goo.gl/maps/9aqZpb7ws9jr59hg9>**Important Instructions****Please read the instructions mentioned in the attached joining kit carefully.**

- You will be covered under the “Atos Syntel Induction Program” on your date of joining. Please ensure that you arrive on time at the induction venue

- As per policy, outstation candidates can avail the guest house accommodation facility if required, for a period of **seven calendar days** only; details of place of accommodation will be sent soon
- All outstation candidates are advised to be at their joining location a day in advance to avoid any delays and hence your guest house bookings are accordingly made
- You need to submit your PAN card on the date of joining. This is an important document for processing your pay. In case you do not hold a PAN card, you are required to mandatorily apply for the same before joining and submit the "Acknowledgement Copy" on your date of joining
- It is mandatory to carry all the documents mentioned in the attachment on your date of joining, for completing your joining formalities
- The allocated joining location is definite and the date of joining is non-extendable
- Read about Atos Syntel on www.atos-syntel.net

Looking forward to your on-boarding and wishing you a wonderful career with Atos Syntel.

Important note:

- Failing to join us on mentioned date of joining - 18th December 2019 will result in your earlier "**Letter of Intent (LOI)**" issued to you stands cancelled

For any queries please reach out to campushelpdesk@syntelinc.com

Warm Regards,

Human Resources | Campus Recruitment Team

This Internet message may contain information that is privileged, confidential and exempt from disclosure. It is intended for use only by the person to whom it is addressed. If you have received this in error, please (1) do not forward, print or use this information in any way, and (2) contact the sender immediately. Neither this information block, the typed name of the sender, nor anything else in this message is intended to constitute an electronic signature unless a specific statement to the contrary is included in this message. Any personal data contained in this internet message may be subject to additional confidentiality and regulatory requirements.

3 attachments



image001.jpg
7K



image001.jpg
7K

 **Joining Kit 2019.pdf**
98K