



Sandesh Deshmukh <sandesh.deshmukh@avcoe.org>

Fwd: Syntel Communication | Joining Email (Joining kit and UAN Generation Process attached)

2 messages

KHUSHBOO BHATT <khushboo.bhatt08@gmail.com>
To: sandesh.deshmukh@avcoe.org

Tue, Aug 13, 2019 at 12:34 PM

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

From: **Ganguly, Ankita** <Ankita_Ganguly@syntelinc.com>
Date: Fri, 20 Jul 2018, 6:17 pm
Subject: Syntel Communication | Joining Email (Joining kit and UAN Generation Process attached)
To: khushboo.bhatt08@gmail.com <khushboo.bhatt08@gmail.com>

Description: Description: cid:image002.jpg@01D395B9.8EAD8060

Dear Khushboo Bhatt ,

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

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

Date of Joining: Monday, July 23, 2018
Reporting Time: 9:00 AM
Dress Code: Business formals / Business casuals
Joining Location: Pune

Work Location Address:

SYNTEL PVT LTD
Plot No: B1 & B2,
MIDC – Software Technology Park,
Talawade, Pune – 412114

Direction Map: <https://goo.gl/maps/faAh5eSWF9x>

Important Instructions

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

- You will be covered under the “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 Syntel on www.syntelinc.com

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

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

Warm Regards,

Ankita Ganguly

Campus Recruitment Team

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4 attachments



image001.jpg
14K



image001.jpg
14K

 **Generation of UAN for First time.pdf**
1015K

 **Joining Kit 2018.pdf**
521K

Sandesh Deshmukh <sandesh.deshmukh@avcoe.org>
To: KHUSHBOO BHATT <khushboo.bhatt08@gmail.com>

Tue, Aug 13, 2019 at 12:41 PM

Thanks for your email.

[Quoted text hidden]