

Congratulations on being selected for Wipro!

To ensure seamless on-boarding on the day you report, we need you to complete Pre-joining formalities as per the below guidelines. Adherence to completion of these formalities is mandatory before joining.

1) Medical Test (Mandatory): It is mandatory to complete the Pre-employment medical check up. You are required to complete this from the Wipro designated Hospitals. The medical authorization letter & the hospital details are enclosed. Please visit one of these hospitals to complete the medical formalities.

Note: Your medical reports are valid for 90 days from the date of test. Please ensure you undergo the test within the stipulated duration. **Void medical tests are not accepted**

On completion of your medical test, please send an e-mail to medical.examination@wipro.com along with your medical reference number, date of test and hospital name and location. We would reach you for clarifications (if any).

Please carry the following documents for the medical check up:

- Appointment letter from Wipro
- Medical test authorization letter
- Photo Id proof

We also advise you to complete the medical test 5 days before your reporting date so that your Fitness status reach us on time.

2) NSR Registration (Mandatory): Wipro is associated with the National Skills Registry (NSR) initiative of NASSCOM. This initiative requires all employees working in the IT/ ITES domain to register their personal information, qualification and career details in the NSR database. To register yourself, you will have to enter your details by logging into <https://nationalskillsregistry.com>. Please do login into the site and register yourself.

3) PAN Registration: Please visit the site <https://tin.tin.nsdl.com/pan/index.html>, to apply and learn more about Permanent Account Number (PAN).

4) Passport: In case you do not possess a valid passport, we want you to apply for the same and share the acknowledgement copy with us at time of joining. Please visit <https://passport.gov.in>, for more details and to apply for the passport.

Checklist

Documents Required on the Day of Reporting

You are mandatorily required to carry with you the following documents on the day of reporting: (Originals and one set photocopy of each - A4 size)

Note: In the absence of the below documents, you will not be allowed to go through the joining formalities

Particulars	Details
Offer Letter	Both copies. 1 copy has to be submitted during the joining formalities
Passport size photographs	6 copies
Mark Sheets	a. Post-Graduation (if applicable) – all Semesters b. Graduation – all semesters/ years c. 12th Standard or equivalent d. 10th Standard
Final Degree Certificate / Provisional Certificate	Final Degree Certificate / Provisional Certificate
NSR Registration / Acknowledgment copy	NSR Registration Certificate or copy of the Acknowledgement
Medical Test Acknowledgement slip with the Blood Group	Blood group is mandatory to generate the Wipro ID card Valid Medical test acknowledgement receipt issued by the hospital is required only on the reporting day.
Service and/or Relieving Letter from all previous organizations	If applicable
Government issued ID Proof – to include Nationality	Passport/Voter ID/Driver's License/PAN Card

Note: Course completion certificate, letters on College/University letterhead stating course completion, mark sheet copies downloaded from the internet will not be accepted.

Note: In the absence of the below documents, you will need to send the scanned version of the documents to joining.documents@wipro.com within 15 days mentioning your Employee ID after joining.

Passport	Photo Copies of Passport or Passport Acknowledgement slip
PAN Registration	Photo Copies of Pan Card or Acknowledgement slip

Joining Criteria

Please note that joining is subject to the following:

a) Consistent academic performance & on successful completion of your course.
Details are as provided:

Domain	X	XII	UG	PG
WASE	50	50	60	N/A
WiSTA	Pass	Pass	50	50
Engineering*	50	50	60	60*

Percentages are as specified or with equivalent CGPA

*Engineering stream includes MCA

Exception for Pune / Mumbai University

Domain	Criteria (Minimum Aggregate or Equivalent CGPA)	X	XII	UG	PG
WASE	UG from colleges affiliated to Pune/Mumbai University	50	50	55	N/A
Non Engg.	UG & PG from colleges affiliated to Pune/Mumbai University	50	50	55	55
Engineering	UG & PG from colleges affiliated to Pune/Mumbai University	50	50	58	58

- Aggregate calculation is - sum of marks obtained in all years/semesters including languages, divided by maximum marks. Aggregate calculation other than Wipro norms will not be considered.

- Aggregate of 59.9 will not be considered as equal to 60.

- CGPA scores are computed as per the University / Board norms as mention in your certificates.

b) Should be from a Full time Degree course recognized by the Central / State Government of India

c) Arrears/Backlog: All Arrears and backlogs need to be cleared on/before the final semester b. Should have cleared your final semester exams in the first attempt and should not have any arrears or backlogs.

d) Should have completed all exams / Viva-Voice / Training and should not have any pending attendance requirement with your college.

e) Should have completed all exit formalities in all previous organization (wherever applicable).

f) Obtaining certificate of medical fitness by the concerned doctor

The decision of Manager Campus is final, in situations where there is doubt on interpretation of the joining criteria.

Confirmation from Manager Campus in the form of hard copy needs to be submitted at the time of joining in case of exceptions.

Service Agreement:

Since Wipro will invest in your training, you are required to sign the service agreement with Wipro Technologies. As per the agreement, you shall not leave the services of the Company for a definite period commencing from the date of completion of the training period. If you leave the Company before the expiration of the period or if the Employee's services are terminated before the expiration of the period, you shall pay to the Company liquidated damages as applicable. You will be assisted on the agreement further during your Joining formalities.

There is no advance deposit received for signing the service agreement. If the service has to be withdrawn during the training period which shall be due to non-performance the above schedule would not apply.

Agreement period:

Graduate Engineering E.g.: B.E/B.Tech/M.E/M.Tech/MCA/MS/MSc Engg: 15 months

Graduate non-Engineering E.g.: BSc, MSc, BCA, B.Com: 24 months

Academic Integrated Program E.g.: WASE, WiSTA: Till the duration of the Study program

In case you do not meet the above mentioned criteria you will not be entitled to join Wipro. In the event it is found upon your joining Wipro that your Marks scored do not meet our eligibility criteria, then Wipro shall have the right to take necessary legal action including termination of service.

You can contact our Helpdesk team at Toll free number 1800 103 4678 or email manager.campus@wipro.com for clarifications on your date of joining between 8.30 am to 6.00pm. Monday to Friday (1PM to 1:45PM is lunch hour)

Please confirm your joining us by writing to manager.campus@wipro.com

Travel & Accommodation Details

Travel

1) Applicable only to candidates originating from a city other than the city of reporting - Candidates are allowed travel up to 2nd class A/C Train. The travel expenses need to be cleared by the candidate and would be reimbursed at actuals by providing tickets. This reimbursement is also given to a candidate who travels to his/her location of posting on completion of training. (E.g. Student travels to Chennai- the city of final Placement, after completion of training at Bangalore)

Accommodation

- 1) You would be entitled for Rs.400 per day for 8 days (total amount of Rs. 3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- 2) If your posting location (the location where you would be based out of after training) is different from that of the training location (location where you undergo initial training), you would be entitled for Miscellaneous and Settlement Expenses of Rs.1, 200 per day for 7 days (total amount of Rs. 8,400). You may utilize this amount towards accommodation, food & other miscellaneous expenses. This amount will be paid as a lump sum and you would not need to submit bills towards usage of this amount.
- 3) The payment under clause 2 will be done only after the changes in posting location are done in SAP. If the posting location is not changed in SAP/ MyWipro, the employee has to contact the Staffing Manager/Resource Managers of the respective BU/ Verticals for further process.
- 4) Campus joinees would not be eligible for accommodation at the company guest houses.

Note: Accommodation payments will be centrally managed once the SAP data is uploaded. You are not required to submit bills to this effect.

Looking forward to meeting you at Wipro!



WIPRO TECHNOLOGIES

Fix
your
Photograph

HEALTH EXAMINATION REPORT

(CONFIDENTIAL WHEN COMPLETE)

MEDICAL EVALUATION	<p>For Doctor's use only</p> <p>Physical fitness summary :</p> <p><input type="checkbox"/> fit for the position <input type="checkbox"/> fit after corrective measures</p> <p><input type="checkbox"/> fit for limited duties <input type="checkbox"/> unfit for the position</p> <p>Blood Group <input type="text"/></p> <p>Remarks :</p>				
POSITION	Brief description of position and health standards :				
IDENTITY	Ref. No. / Resume No. :				
	Name :				
	College Name :				
	Sex :	Date of Birth :	Age :	Yrs :	
	Address :				
HEALTH HISTORY	Past :				
	Present :				
ENVIRONMENTAL HISTORY	Pre-employment history (home life, education etc.):				
	Employment History :				
	Habits :	Diet :	Tobacco :	Alcohol :	
		Sleep :	Drugs :		
	Advocations :				

FAMILY HISTORY		If living, age & state of health	If deceased, age at death and cause		
	Father				
	Mother				
	Brothers				
	Sisters				
	Spouse				
	Children				
<p>Check any of the following which have occurred in blood relatives :</p> <p> <input type="checkbox"/> Allergies <input type="checkbox"/> Diabetes <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> Cancer <input type="checkbox"/> Tuberculosis <input type="checkbox"/> Epilepsy or convulsive disorder <input type="checkbox"/> Emotional or mental disorder <input type="checkbox"/> Others </p>					
GENERAL EXAMINATION	Appearance : <input type="checkbox"/> Slender <input type="checkbox"/> Medium <input type="checkbox"/> Heavy <input type="checkbox"/> Obese				
	Height :		Weight :		
	Temperature :		Pulse Rate :	BP :	
	Visual acuity	Eyes		Right	Left
		Distant	Without glasses		
			With glasses		
		Near	Without glasses		
	With glasses				
			Visual Field		
			<input type="checkbox"/> Normal <input type="checkbox"/> Defective		
			Details :		
	Colour perception		<input type="checkbox"/> Normal <input type="checkbox"/> Defective		
		Details :			
Depth perception		<input type="checkbox"/> Normal <input type="checkbox"/> Defective			
		Details :			
Hearing acuity (without hearing aid) :		Right Ear :	Left Ear :		
Audiometry :					
Denture :		<input type="checkbox"/> Normal <input type="checkbox"/> Defective : Details :			

	Normal	Abnormal	Remarks
CLINICAL EXAMINATION	Head		
	Eyes (external examination)		
	Eyes (ophthalmoscopic examinations)		
	Nose		
	Ears & Drums		
	Mouth & Throat		
	Neck & Thyroid		
	Chest & Breasts		
	Lungs		
	Heart		
	Perip. Artery		
	Perip. Veins		
	Abdomen		
	Hernia		
	Genitalia		
	Anus		
	Rectum		
	Prostate		
	Extremities		
	Spine		
	Skin		
	Lymph. Node		
	Cranial Nerves		
	Sensory Perception		
	Knee / Ankle jerks		
	Gait		
	Apparent emotional state		

LABORATORY & X-RAY	Urine :	Acetone :		Bile pigment :		
		Albium :		Spec. gravity :		
		Sugar :		Microscopic :		
		Deposits :		Bile Salt :		
		Group :	WBC :	MONOS :		
	Blood :	HGB :		POLYS :		EOS :
		RBC :		LYMPHS :		BASOS :
		Serology :				
	Chest X-Ray					

VACCINATION & INACULATION		YES	NO	REMARKS
	BCG			
	BPT			
	Polio			
	Typhoid / Paratyphoid			
	Tetanus Toroid			

EXAMINED BY				
	Date :	Signature :		
	Place :	Name :		Dr.

MEDICAL ACKNOWLEDGEMENT SLIP

Note : Please submit this on the day of reporting

Name : Dr. Signature _____

Ref. No. : Seal

College Name: _____

Hospital Name : _____ Date : _____

Frequently Asked Questions

1. What should I do first when I reach the Wipro campus?

Please present yourself at the Reception area and mention that you are a new joinee. You will be given a temporary pass. Please ensure that this pass is always worn and visible on your person inside the campus.

Your reporting will be followed by Document collection & verification.

2. What is the Dress Code that I should follow?

The Dress Code is formal on all days except Fridays where smart casuals are allowed. The men may wear trousers / shirt and closed shoes. Ladies may wear trousers / shirt or Indian formal wear. Open T-shirts, cargoes, capris or casual wear are not permissible under the Wipro dress code.

3. Will my training location and project location be the same?

Not necessarily - the project location depends on the business requirement that you are allocated and the allocation will be communicated to you in advance.

4. Could we take leave during the training?

No - You are expected to be in training for the complete duration, as applicable.

5. Are there any formalities that I need to complete before joining Wipro?

Yes, there are a few formalities which are mandatory and have to be completed before joining Wipro. Please refer the link

6. What will I need to carry with me - books / study material, etc?

All study material will be provided to you during the Induction. You need to carry a pen/small note pad to note down any important information.

7. What are the reimbursements which we can claim for travel?

Please refer the travel & accommodation policy in our pre-joining formalities.

Please retain your travel tickets along with a photocopy as this would be required for processing reimbursements. If you are travelling in a group, you can submit a photocopy of the ticket for reimbursement.

8. Is there a canteen facility in the office?

Yes, there are multiple options to choose from at the office canteen. Tea and coffee is also available.

9. Can I bring my personal laptop / will I be given one once I join?

In line with the Wipro Security Policy, personal laptops / pen drives, etc are not allowed. You will be assigned a desktop to work on at the appropriate time during the technical Induction.

10. Wipro is such a vast organization. Is there someone who I can reach out to, in case I need help in Wipro?

You can contact our Helpdesk team at Toll free number 1800 103 4678 or email manager.campus@wipro.com for clarifications on your date of joining between 8.30 am to 6.00pm. Monday to Friday (1PM to 1:45PM is lunch hour)

11. Are there any helpline to help me plan my stay and transport since I am new to the place?

On the day you report, you would be provided with real estate contact details.

You may also refer to the local Just Dial number (0 888 888 88 88 from mobile)* or check on internet for suitable accommodation options based on your requirements.

12. Are there any suggested areas to stay in?

The stay will depend on your training / work location. We will keep you informed on the training/project locations in advance to enable you to plan for long term accommodation.

13. Would I be able to postpone my joining date?

We advise you to join us on the scheduled date.

For emergencies you may e-mail manager.campus@wipro.com supported with valid reason and documents (if any). We would reply to your request within 48hours based upon Business availability.

14. Do I need to carry Service and/or Reliving letter from my previous organization?

Yes - As part of Wipro's integrity we would need you to complete all the formalities with your previous employers, as applicable.

15. Can I take my parents for joining?

No, as a part of security measures, parents cannot be accompanied during your formalities.

Sl.No	Name of the Hospitals List.	Sl.No	Name of the Hospitals List.
	AHMADABAD		KOLKATA
1	SRL Ranbaxy Ltd , Premises NO.1 to 8, The Grand Mall 1st Floor, Ambawadi, Ahmedabad(Gujrat) 079-39401111	1	The Apollo Clinic Medstar Clinics Private Limited Premlata', 39, Shakespeare Sarani Near Kala Mandir, Kolkata 700 017 (033) 2283 7407/08/09 (033) 2289 3022 shakespearesarani@theapolloclinic.com
	BANGALORE		
1	The Apollo Clinic - Koramangala No. 51, Jyothi Nivas College 5th Block, Koramangala Bangalore - 560095 080-25633833	2	The Apollo Clinic - Salt Lake City centre, office Tower Sector 1, Salt Lake Kolkata – 700064 033-23581021
2	The Apollo Clinic - Electronic City No.60/3, Konappa Anna Agrahara, Electronics City, Next to Andhra Bank, Opposite Infosys convention center, Hosur Main Road, 560 100 (080) 67345000		KANNUR The Apollo Clinic - Kannur CW 35/2935, City center, fort road, Kannur – 670001 0497-2768041/42/43
3	Lotus Diagnostic Centre 493, CMH Road, Near ICICI Bank Indiranagar Bangalore - 560038 25284000/50392		KOTTAYAM DDRC-Piramal Diagnostic Opp. Medical College, Gandhi Nagar, Kottayam – 686 008 0481 2599590
4	Speciality Ranbaxy NO: 47, MILLERS ROAD OPP. BHAGWAN MAHAVEER JAIN Hospital, Bangalore - PIN-560052 PH:51137331/2		MUMBAI The Apollo Clinic - Andheri (East) 1st Floor,A Wing,Ambika Apts, Mahakali Caves Road,Andheri (E) Mumbai – 400093 022- 2826 2741/ 42
5	FORTIS HOSPITALS BANNERGHATTA ROAD #154/9,BANNERGHATTA ROAD OPPOSITE IIM BANGALORE - 560076 PH: 080 66214444/4128/4129	2	The Apollo Clinic - Kandivali M.G.Road,Near Kala Hanuman Mandir, Kandivali(west) Mumbai 022-2861 7416-18/14/16/17/18
6	SUPER RELIGARE LABORATORIES # 9, TKN TOWERS NEXT JAL BHAVAN OPP SHOBHA APT BANNERGHATTA ROAD BANGALORE - 560076 PH - 08039401111/ 30745214	3	The Apollo Clinic - Vashi The Emerald,Plot No. 195, Sector-12 Besides Neel Siddhi Towers,Navi Mumbai Vashi - 400703 022-2788 1322/24/562/397
			NEW DELHI
	CHENNAI	1	The Apollo Clinic Apollo Health and Lifestyle Ltd. F-4, East of Kailash New Delhi 110 065 (011) 4162 1500/1600 (011) 4162 1347 eastofkailash@theapolloclinic.com
	Hitech Diagnostic Centre 13, Dr. Nair Road T.Nagar Chennai - 600017 28151247/1348		
	SUPER RELIGARE LABORATORIES WELLNESS CENTRE AB-46,1ST Street, 6th Main Road,(Opp Iyappan Temple) Annanagar,	2	The Apollo Clinic - Rojouri Garden Bharti Medicare Pvt. Ltd. C-70, Major Sudesh Kumar Marg New Delhi - 110027