Date of Campus Drive 06-02-2018

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| **Profile Offered (Eligible Streams)** |
|          **Finance & Accounting (B.Com/ B.Com+ MBA only) (CTC 1.5 LPA-1.8 LPA)** |
|          **Banking Financial Services and Insurance (Any graduate- Except Technical Graduate) (CTC 1.35 LPA-1.65 LPA)** |
|          **Voice (Customer Services/ Collections) (Any graduate including Technical Graduate) (CTC 1.35 LPA-2.0 LPA)** |
|          **Healthcare Process** (**B.Sc. (Life Science/Zoology/Botany/Biology/Biotech/Bio Medical Science/Micro Biology/Biochemistry), B. Pharmacy/BPT/MPT) – 1.55 LPA onwards basis skill set/experience** |

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| **Finance & Accounting (B.Com only)**    -          Should have strong accounting knowledge.  -          Able to explain theoretical concepts & accounting principles.  -          Should have proficient communication skills  -          Open for 24\*7 working Environment.    **Banking, Financial Services and Insurance (Any graduate except Tech graduate)**    -          Should have Knowledge of Banking, Financial Services and Insurance.  -          Data Analysis, Interpretation, Data Review.  -          Investigate and make decision.  -          Good Analytical skills  -          Basic computer skills  -          Excel Skills – Basic  -          Typing speed – 25 - 30 WPM with 90% accuracy.  -          Proficient written English skills (Good grammar and vocabulary)  -          Good Communication Skills  **Voice (Customer Services/ Collections) (B.Tech/BCA and Any graduate)**  -          Should possess basic Technical Support/ Network Troubleshooting.  -          Should be Comfortable with Customer Service/ Customer Support.  -           Should have excellent communication skills.  -          Open for 24\*7 working Environment.    **Life Sciences Profile**    **Key Skills**    -Basic knowledge of medical terminology, clinical diagnoses, impairments & treatments    -Good communication skills (Written & verbal)    **Key Responsibilities**       -Claims Processing & Adjudication basis the hospital invoice received and payer specific policies and guidelines    -Analyze the insurance Policy document and make decision on claims eligibility.     -Call Hospital provider and have conversation around the impairment, procedure & diagnosis codes.     -Working in Healthcare process wherein assess claims for Client products.     -Work on the commission reports sent by the client. |

**As a prerequisite to conduct the Campus Drive request to arrange the following:-**

- Auditorium or Room with LCD / Projector for the pre-placement talk/presentation.

- 2 rooms for the GD/ PIR or a Conference Room

- 3-5 telephone lines preferably handsets for **Voice Assessments to be conducted on a Toll Free Number in a Silent Zone**

**Request you to provide us the total number of students available as per course.**

**FAQ’s:**

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| **About Genpact**:    ·         Presence in 18 countries, with 70 delivery centers.  ·         68000+ employees and Growing with Robust supply chain of talent  ·         800+ Clients with 4700+ Processes  ·         Education @ Work – Management courses from IIM, XLRI, IMT etc. Finance courses like CFA, CPA,   Management Accounting etc. Insurance, software, analytics etc.  ·         Various online trainings from Harvard Business Publishing.  ·         Competitive compensation  **You can visit**[**www.genpact.com**](http://www.genpact.com/)**for further information.**  -          Eligibility – Graduate(Final year students)  -          Position offered – Process Associate  -          Openings – Multiple opening (Approx. 1000)  -          Package/ salary – Compensation totally depends on the profile. However the minimum salary offered  is 10K in hand + incentives + insurance + other benefits PM.  -          Place of Job – Delhi NCR/Gurgaon/Noida  -          Training period – Depends on the profile, but typically training is for 6-8 weeks for most of the profiles. Post successful completion of training, the candidate should be comfortable with signing service agreement for an year.  -          Bond – There is no bond, however, any employee travelling on foreign assignment needs to sign a bond for 2 years as it involves investment from company.    The hiring activity will start at 10 AM and will include the mentioned rounds to complete the hiring procedure    Round 1 : HR  Round 2 : VNA(I-Speak)      **Candidates clearing above mentioned will be given conditional offer letter and can join after completion of course subject to clearance of managerial/business line round at the time of joining**    **Candidates must possess valid Aadhar Card and PAN Card at the time of joining.**  .  **Please Note: Objective of this Institute Placement is to provide job opportunities in various cities/ states of India.** |