



Shell

Experienced Hire Final Assessment

Travel Information – Gurgaon

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WELCOME TO SHELL – INTRODUCTION

Well done progressing to the Final Assessment! We look forward to meeting you soon and finding out more about your background and great experiences. This guide should help you arrange your travel and answer any questions you have regarding travel arrangements. If you do have any further questions or queries, please do not hesitate to contact your scheduling coordinator. We wish you the best of luck with your assessment on the day! Thanks for applying to Shell.

Please click [here](#) to watch a video about Shell's Employee Value Proposition.

TRAVEL AND LOCAL INFORMATION

YOUR SAFETY

At Shell we care about your safety and are committed to ensuring that Health, Safety, Security and Environment (HSSE) features as a key element of our recruitment events. With this in mind, we have produced some safety advice to help you stay safe during your visit. Please be sure to read our [safety guide](#).

Additionally, you will also have to review your India specific safety information and ensure you complete the safety checklist with you scheduling Coordinator.

If you need to fly to your assessment location, our travel agency Carlson Wagonlit Travel (CWT) will book and arrange payment for your flights or train. To arrange travel you must complete an authorization form. Once a date for the assessment is confirmed the Scheduling Coordinator will send you the authorization form.

JOURNEY MANAGEMENT PLAN

In keeping with Shell's commitment to safety, please complete the [Candidate Journey Management Plan](#) and return to your scheduling coordinator no later than 48 hours before your assessment.

PERSONAL INSURANCE

It is your responsibility to arrange any appropriate travel insurance. Shell is unable to accept liability for loss or damage to any items of luggage. It is advisable to take out appropriate cover with your travel agent but you will need to cover the cost of this yourself.

Welcome to Shell – Travel Information

CANDIDATE TRAVEL BOOKING PROCESS

SHELL TRAVEL AGENCY (India)
Carlson Wagonlit Travel (CWT)

Tel: +91 (80) 67367070
Fax: +91 (80) 41887010
Email: shelltravel.in@contactcwt.com

Hotel & Air/Train Transportation

Shell will be providing air/train transportation facilities for those candidates based outside Gurgaon. The fastest route will be chosen by the scheduling coordinator.

NOTE: Accommodation will be arranged if return flight options are not available for the same day. Please follow the guidelines below for the booking process:

1. Within 24 hours, forward the invite email to CWT at shelltravel.in@contactcwt.com. Your email should be in this specific template. Subject: **Interview Arrangement- Booking code (IN-XP India)**

2. Please include the following details together with Travel Approval Form in your email:

- Name as per Identity Card / Passport: XXX
- Nationality: XXX
- Email Address: XXX@XXX.com
- Mobile / Contact Number: XXX
- Travel Flight Details/Train Details
- State if Hotel Options are required. CWT will provide you the hotel options closest to the office.

3. Attach the Travel Approval Form (PDF File) and share it with CWT marking your Scheduling Coordinator.

4. CWT will share the flight/train ticket and hotel options(if applicable) with you.

5. Once you make your choice, CWT will email you confirmed E-ticket and Hotel booking (if applicable)

6. Should you have any issues, please contact your scheduling coordinator.

You are required to select flight options where the arrival and return time of flights needs to be minimum of three hours before and after your final assessment. This will be able to meet any delays on route to Shell office/airport.

Any enquiries regarding air/train travel booking & hotel accommodation reservation please contact your scheduling coordinator.

ASSESSMENT VENUE

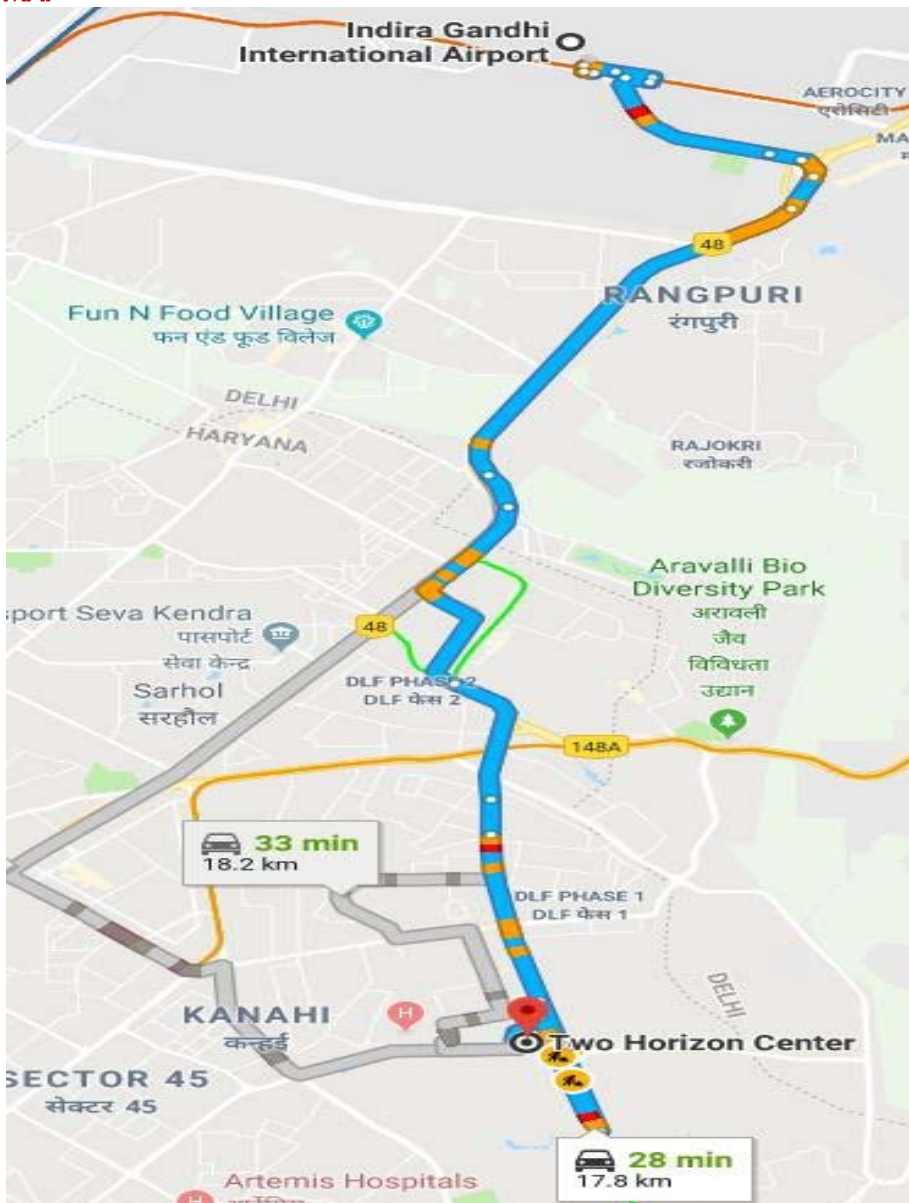
OFFICE ADDRESS

Shell Companies in India,
Level 9A, Two Horizon
Centre Golf Course Road,
DLF Phase V Sector – 43
Gurgaon – 122002
Haryana

Tel no: +91 124 6661500 /
+91 124 6271500

Distance from Airport: 17.8KM (via NH48)

MAP



Welcome to Shell – Travel Information

ACCOMMODATION

Your hotel accommodation will also be booked by CWT using the same authorization form you will fill for travel. Please note that you will be able to choose only Shell approved hotels and all payments for your stay will be directly paid for by Shell; this includes the cost of your breakfast. All incidental charges such as telephone calls, laundry, and alcohol will be paid by you. Please settle these upon departure. **If you wish to stay longer, this will be at your own expense.**

If you do not wish to stay in the hotel room or wish to cancel your booking prior to the Final Assessment, please notify your Scheduling Coordinator as soon as possible otherwise, we will be charged for your non-arrival.

You should check out of your hotel before the Final Assessment or as directed.

Welcome to Shell – Travel Information

EXPENSES

Your tickets for the travel and your airport transfers will be paid by Shell directly. We request you not to make any reservations or purchase your own tickets as the process of reimbursement is lengthy and time consuming.

We recommend train or air travel for your own safety, however, if an exceptional case arises that the only mode is taxi, please note that we will make the necessary arrangements and pay on the actuals incurred directly.

Please view the Expense Guide which provides information of expenses supported and not by Shell. For any questions on your reservation or transfers you may connect to the coordinator in charge.

Expense Guide

Accommodation	Shell will pay the hotel directly for a one night stay. If you wish to stay longer, this will be at your own expense
Airfare	Your economy return ticket will be booked by CWT and paid for by Shell.
Bus fare	Bus Travel is not supported. Your return ticket will not be reimbursed.
Meals	Please note your dinner on the previous day of Final Assessment and breakfast on the day of Final Assessment will be included and paid for by Shell. Other meal expenses need to be managed by you.
Railfare	Your return ticket will be booked by CWT and paid for by Shell.
Taxi	Taxi option for inter-city travel will only be supported in exceptional circumstances or if advised. Airport/Train is preferred mode of travel and will be paid by Shell. Your airport/railway transfers will be booked and paid directly by Shell.

Take time to read all the information carefully and make sure you are well prepared for the Final Assessment.

We look forward to meet you soon! Good Luck!