

Company Name: FutureTech Solutions Pvt. Ltd.

Document Title: Background Verification Guidelines

Effective Date: January 1, 2024

## 1. Purpose

The purpose of this policy is to outline the Background Verification (BGV) process for new hires to ensure a safe and trustworthy work environment.

## 2. Scope

This policy applies to all full-time, part-time, and contract employees hired by FutureTech Solutions Pvt. Ltd.

## 3. Documents Required

- Government-issued ID (Aadhar Card / Passport)
- PAN Card
- Educational certificates (10th, 12th, Degree)
- Previous employment experience letters
- Relieving letter (if applicable)
- Last 3 months' salary slips

## 4. Verification Process

1. Identity Verification: Cross-checking ID documents.
2. Education Verification: Confirming academic credentials.
3. Employment Verification: Contacting previous employers.
4. Criminal Background Check: Conducted through third-party services.
5. Address Verification: Visiting the candidate's current residence.

## 5. Duration

The BGV process takes approximately 7 to 15 business days, depending on the availability of data and responsiveness of previous employers or institutions.

## 6. Non-Compliance

In case of any discrepancy or failure to provide accurate documents, the offer may be rescinded or employment terminated.

## 7. Contact

For any queries regarding the BGV process, contact:

HR Department

Email: [hr@futuretech.com](mailto:hr@futuretech.com)

Phone: +91-9876543210