



Mandatory Document List

On the day of joining Oracle, we request you to bring a set of below-mentioned documents (photocopies only)

Educational Qualification

- Graduation – degree certificate and/or marks cards of all years / semesters.
- Post-Graduation – certificate and/or marks cards of all years / semesters.
- For campus hires only - Course Completion Certificate from college.

Work Experience

Experience & relieving certificates or resignation acceptance letter of your current employer (prior to joining Oracle)

Experience Letter – indicating start date and end date of employment	OR	Last Working Day Proof - can be any of the below. Relieving letter - stating end date of employment. Message generated by exit tool with last working day mentioned in it. Approved resignation letter/email with last working day mentioned in it.
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Other Documents

- Proof of identity (e.g.: Passport, Driver's license, Ration card, Voter ID card).
- Copy of PAN card.
- Copy of Work Permit (applicable for Foreign Nationals)
- 4 passport size color photographs with bright white background only

PHOTO SPECIFICATION

PHOTO BASICS

- Submit a color photo, taken in last 6 months.
- Use a clear image of your face. Do not use filters commonly used on social media.
- Have someone else take your photo. No selfies.
- Use a plain white background.
- Head should be centered with 2 to 4 inches of space showing above the top of the head down to the top of the shoulders.
- Photo must be normal proportions, no stretched photos.

RESOLUTION, PRINT SIZE, AND QUALITY

- Submit a high-resolution photo that is not blurry, grainy, or pixelated.
- The photo must be a minimum of 640px by 640px
- The correct size of a badge photo is:
- Photo must be square, the width and height must be the same.

POSE AND EXPRESSION

- Have a neutral facial expression or a natural smile, with both eyes open.
- Face the camera directly with full face in view.

ATTIRE

- No sunglasses or similar items can be worn.

- Wear clothing normally worn on a daily basis.
- You cannot wear a uniform, clothing that looks like a uniform, or camouflage attire.
- You cannot wear headphones or wireless hands-free devices.
- You can wear jewelry and keep on your facial piercings as long as they do not hide your face.

Note

- Please carry an ID proof in original for Oracle security check on the day of joining.
- Failure to submit any of the aforementioned documents might defer your joining at Oracle.