

DOCUMENT CHECKLIST			
Document Name	Yes/No	Discrepancy	HR Remarks
<b><u>All Marksheet</u></b>			
SSC Marksheet	NA	NA	
HSC Marksheet	NA	NA	
<b><u>Diploma Marksheet</u></b>			
Diploma semester1	NA	NA	
Diploma semester2	NA	NA	
Diploma semester3	NA	NA	
Diploma semester4	NA	NA	
Diploma semester5	NA	NA	
Diploma semester6	NA	NA	
<b><u>Degree Marksheet</u></b>			
Degree semester1	NA	NA	
Degree semester2	NA	NA	
Degree semester3	NA	NA	
Degree semester4	NA	NA	
Degree semester5	NA	NA	
Degree semester6	NA	NA	
Degree semester7	NA	NA	
Degree semester8	NA	NA	
<b><u>Post Degree Marksheet</u></b>			
Post Degree semester1	NA	NA	
Post Degree semester2	NA	NA	
Post Degree semester3	NA	NA	
Post Degree semester4	NA	NA	
Post Degree semester5	NA	NA	
Post Degree semester6	NA	NA	

<b><u>All Provisional/Passing Certificates</u></b>			
Diploma Provisional/Passing Certificate	NA	NA	
Degree Provisional/Passing Certificate	NA	NA	
Post Degree Provisional/Passing Certificate	NA	NA	
Proof Of Age	NA	NA	
Driving License	NA	NA	
Passport	NA	NA	
PAN Card	NA	NA	
Letter of Undertaking	NA	NA	
Non-disclosure Agreement	NA	NA	
Annexure	NA	NA	
Information Security Policy	NA	NA	
Pre-employment Medical form	NA	NA	
Appointment Letter	NA	NA	
Trainee Application Form	NA	NA	
Offer Of Intent	NA	NA	
Completed	0		
Not Completed	0		

GUARANTOR DETAILS	
<b><u>Guarantor 1 details</u></b>	
Name:	
Address:	
Country:	
State:	
City:	
Telephone:	
Relation:	
<b><u>Guarantor 2 details</u></b>	
Name:	
Address:	
Country:	
State:	
City:	
Telephone:	
Relation:	
<b><u>Medical Report details</u></b>	
Exam date:	
Blood Group:	
Fit for work:	