

## **NEW JOINEE CHECKLIST**

***Kindly Carry Self-attested Photocopies of the following documents along with the originals for verification.***

**Please note all documents are mandatory. Kindly declare any missing document to the Induction officer before attending the induction.**

### **Past Employment**

- Relieving letter and Service Certificate from all past employers
- Last 3 months pay slip / Salary certificate
- Accepted copy of Resignation from Past employer

### **Education Proof**

- Xth & XIIth marksheets and passing certificates
- Software certification (if any)
- Graduation, PG all semester's marksheets and Degree certificate

### **Personal Details**

- Date of birth proof (Birth Cert/License/Pan Card/ School Leaving Certificate)
- Address Proof (Ration Card/License/Affidavit/Passport/ Bankers Verification letter/Electricity Bill/ Landline Telephone Bill/Notarized rent agreement/Aadhar Card)
- 9 passport size coloured photographs
- Copy of Passport/ Acknowledgment Receipt
- Copy of Pan card / Acknowledgment Receipt
- Copy of Aadhar card
- Marriage Certificate, if applicable / Application copy
- Cancelled Cheque (Only for existing ICICI / HDFC or Citibank account Holders)