**Guidelines to upload documents – Candidate specific**

Step 1: Candidate to receive document upload link on his / her personal email id

Step2: Candidate will open the link & download BGV application form

Step3: Candidate will print BGV application form

Step4: Candidate will manually update BGV application form with all required mandatory fields

Step5: Candidate needs to upload duly filled BGV application form

Step6: Candidate will upload all years’ marks sheets & degree certificate for highest qualification in the education tab

Step 7: Candidate needs to upload previous employment documents – Service certificate, relieving letter, pay slips and any other documents in previous employment tab

Step 8: In case candidate has worked only in one company prior to joining HCL, he /she will have to select “Not Applicable” check box

Step 9: For criminal / Identity component – Candidate needs to upload one photo id proof & permanent address proof

Step 10: In case of additional document request. The recruiter will update the candidate the list of additional documents to be uploaded in “Others” category / Tab

Note: In-case there is multiple documents for a specific category; you are requested to scan the multiple copies in one .pdf/ .doc file and upload the same.

Documents partially uploaded will be saved. Please ensure that all the mandatory documents are uploaded before clicking Submit button, as after submission portal will not be accessible.