**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.