**Notes:**

1. **All the below mentioned documents should be self-attested (Signed by employee) and scanned (Images of documents are not to be uploaded).**
2. **You must fill and attach the checklist along with the documents.**

|  |  |  |
| --- | --- | --- |
| **Joining Checklist** | | |
| Employee Name | Priyanka Negi | |
| Employee Code |  | |
| Designation | Cloud Engineer | |
| Date of Joining | 02/11/2021 | |
| Location | Noida | |
| Department | Delivery | |
| **List of Documents – To Be Submitted** | | |
| 1 | PAN Card & Aadhar Card (Copy) | Done |
| 2 | Address Proof (e.g. Ration Card, Electricity Bill, Phone Bill, Passport) Copy | Done |
| 3 | All Educational & Professional Mark sheets (Copy) | Done |
| 4 | All Educational & Professional Certificates (Copy) | NA |
| 5 | Appointment letter (Previous Employer) | Done |
| 6 | Last Increment/Promotion Letter (Previous Employer) | Done |
| 7 | Relieving Letter (Previous Employer) | Done |
| 8 | Experience letter (Previous Employer) | Done |
| 9 | Last three months’ salary slip (Previous Employer) | Done |
| 10 | Soft copy of your photo | Done |
| 11 | Copy of Bank account document for salary account (Passbook/Checkbook) | Done |
| 12 | Anti-corruption Test Certificate & New employees details sheet | Done |
| 13 | Resume Copy | Done |
| **Documents to be Filled and Submit** | | |
| 1 | PF Form 2 (Nomination and Declaration Form) | Kiran Arora to Share |
| 2 | PF Form 11 (Declaration Form) | Kiran Arora to Share |
| 3 | Gratuity Form F (Nomination Form) | Kiran Arora to Share |
| 4 | Offer Letter (Softline) | Sumitha Naidu to share |
| 5 | Appointment Letter (Softline) | Sumitha Naidu to share |