

eInfochips Private Limited

Annexure B – Documents

Following are the list of documents to be submitted (photocopy) over the email.

Education:

- ❖ Credentials (All documents as mentioned below)
 - I. SSC Mark Sheet & Certificate
 - II. HSC Mark Sheet & Certificate
 - III. Graduation Mark Sheets (All semester) & Degree Certificate
 - IV. Master's Mark Sheets (All semester) & Degree Certificate
 - V. Diploma Mark Sheet (All semester) & Diploma Certificate
 - VI. Other Relevant Mark Sheets & Certificate

Proof of Identity:

- ❖ Identity proof (All documents as mentioned below)
 - I. Passport - 1st, 2nd, Remarks & observation and last page (Passport must be typed, not handwritten. In case you have not procured a passport, please apply for the same as soon as possible)
OR
Driving License / Unique ID Card / Election Card
 - II. PAN Card
 - III. Aadhaar Card
- ❖ School leaving Certificate OR Birth Certificate (Anyone)
- ❖ Address proof in respect of residence where a person has stayed for the longest duration in the last 7years. (Any utility bill OR electricity bill OR telephone bill)
- ❖ Professional passport size photograph with white background.
- ❖ Offer letter (LOI) given by the HR Recruitment Team of eInfochips.

Kindly note that if you have your current address different from permanent address, we request you to have any of the below proof of your current address handy:

- ❖ Rent agreement OR Any utility bill OR Electricity bill OR Telephone bill OR Credit card bill.