

## **Instructions to fill the joining forms**

The joining forms are self-explanatory; the instructions highlighted are the doubts that are frequently asked.

In all the joining forms Employee Number/ID and Department/IBU need not be filled. This could be filled on your joining day.

Kindly ensure that you bring the completed forms on A4 size paper on your joining day. In case of clarifications, please leave the respective column blank to be clarified on the day of joining.

### **Scholastic Averages Sheet**

#### **Board/University:**

Name of the Board needs to be written against Class 10 and Class 12.

In case you hold a dual graduation or Post-graduation degree, Graduation 2 and Post- graduation 2 columns are applicable.

#### **Simple average percentage:**

Please include the language marks while computing the simple average percentage for all academic qualifications.

In case of an annual system of Graduation/Post-graduation, you may combine 2 semester rows and provide the necessary details.

In case of a Grade Point System you may directly the write the CGPA/SGPA scores.