

Please be informed that your employment with openDr Business Services Pvt. Ltd. will be **subject** **to** successful submission of the below mentioned documents.

Document Checklist	Quantity
Passport size photographs	4
PAN Card [1 Colored + 2 Black & White]	3
Photo ID Proof [Driver license/ Passport/ Pan Card/ Voters ID]	2
Address Proof [Driver license/ Passport/ Ration Card/ Rent Agreement/ MTNL Bill]	2
Marriage certificate (if applicable)	2
Blood Group Details	1
Educational Proof [Mark Sheets & Passing Certificate are Mandatory for all Degrees Earned]	
a] SSC	2 Sets
b] HSC and	2 Sets
c] Graduation/Diploma	2 Sets
d] Post Graduation	2 Sets
Employment Documents [For all Employers in last 5 yrs.]:	
a] Offer Letter or Appointment or Confirmation Letter	2
b] Latest 3 months Salary Slip and	2
c] Proof of Resignation or Experience or Relieving Letter	2

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Thank You for your co-operation,
Human Resources Team