

DOCUMENT CHECKLIST			
Document Name	Yes/No	Discrepancy	HR Remarks
<u>All Marksheet</u>			
SSC Marksheet	Yes	No	
HSC Marksheet	Yes	No	
<u>Diploma Marksheet</u>			
Diploma semester1	NA	NA	
Diploma semester2	NA	NA	
Diploma semester3	NA	NA	
Diploma semester4	NA	NA	
Diploma semester5	NA	NA	
Diploma semester6	NA	NA	
<u>Degree Marksheet</u>			
Degree semester1	Yes	No	
Degree semester2	Yes	No	
Degree semester3	Yes	No	
Degree semester4	Yes	No	
Degree semester5	Yes	No	
Degree semester6	Yes	No	
Degree semester7	No	No	
Degree semester8	No	No	
<u>Post Degree Marksheet</u>			
Post Degree semester1	NA	NA	
Post Degree semester2	NA	NA	
Post Degree semester3	NA	NA	
Post Degree semester4	NA	NA	
Post Degree semester5	NA	NA	
Post Degree semester6	NA	NA	

<u>All Provisional/Passing Certificates</u>			
Diploma Provisional/Passing Certificate	NA	NA	
Degree Provisional/Passing Certificate	No	No	
Post Degree Provisional/Passing Certificate	NA	NA	
Proof Of Age	Yes	No	
Driving License	Yes	No	
Passport	No	No	
PAN Card	Yes	No	
Letter of Undertaking	No	No	
Non-disclosure Agreement	No	No	
Annexure	No	No	
Information Security Policy	No	No	
Pre-employment Medical form	No	No	
Appointment Letter	No	No	
Trainee Application Form	Yes	No	
Offer Of Intent	Yes	No	
Completed	13		
Not Completed	11		

GUARANTOR DETAILS	
<u>Guarantor 1 details</u>	
Name:	
Address:	
Country:	
State:	
City:	
Telephone:	
Relation:	
<u>Guarantor 2 details</u>	
Name:	
Address:	
Country:	
State:	
City:	
Telephone:	
Relation:	
<u>Medical Report details</u>	
Exam date:	
Blood Group:	
Fit for work:	