

| Joining Document Checklist- ESME Consumer (P) Ltd | | |
|---|--|--------|
| S. No. | Documents to be submitted | Status |
| 1 | Educational certificates | |
| 1.1 | Mark sheets of X | |
| 1.2 | Mark sheets of XII | |
| 1.3 | Degree of Graduation | |
| 1.4 | Mark Sheet of Graduation | |
| 1.5 | Degree of Post Graduation (if applicable) | |
| 1.6 | Mark Sheet of Post Graduation (if applicable) | |
| 1.7 | Diploma Certificate (if any) | |
| 2 | 5 passport size photographs | |
| 3 | Pay slips of last two working months | |
| 4 | Resignation letter | |
| 5 | Acceptance of the resignation letter confirming the last working day with your current employer | |
| 6 | Relieving letter from current employer | |
| 7 | Joining From | |
| 8 | PF Nomination From | |
| 9 | From F | |
| 10 | ESIC From | |
| 11 | Declaration Form | |
| 12 | PAN Card Copy | |
| 13 | Adhaar Card Copy | |
| 14 | Resume Hard Copy | |
| 15 | Bank Details – Passbook or Cheque leaf | |
| 16 | Medical Insurance Form | |
| 17 | Policies Acknowledgement Form | |
| 18 | Appointment Letter | |