

## Joining Document Checklist- ESME Consumer (P) Ltd

S. No.	Documents to be submitted	Status
1	<b>Educational certificates</b>	
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	<b>5 passport size photographs</b>	
3	<b>Pay slips of last two working months</b>	
4	<b>Resignation letter</b>	
5	<b>Acceptance of the resignation letter confirming the last working day with your current employer</b>	
6	<b>Relieving letter from current employer</b>	
7	<b>Joining From</b>	
8	<b>PF Nomination From</b>	
9	<b>From F</b>	
10	<b>ESIC From</b>	
11	<b>Declaration Form</b>	
12	<b>PAN Card Copy</b>	
13	<b>Adhaar Card Copy</b>	
14	<b>Resume Hard Copy</b>	
15	<b>Bank Details – Passbook or Cheque leaf</b>	
16	<b>Medical Insurance Form</b>	
17	<b>Policies Acknowledgement Form</b>	
18	<b>Appointment Letter</b>	