

Welcome to Polestar Solutions & Services India Pvt. Ltd.

List of documents to be submitted on the date of joining: -

- 1. A print of Joining form filled online**
- 2. Educational Qualification Certificate:**
 - a) Certificate and Mark-sheets of Post-Graduation
 - b) Certificate and Mark-Sheets of Graduation
 - c) Mark-Sheet of 12th Standard
 - d) Mark-Sheet of 10th Standard
- 3. ID Proof:**
 - a) **PAN Card (Mandatory):**
(If you don't have your Pan card please apply your Pan card immediately & submit the same within 15 days)
- 4. Address Proof:**
 - a) **Aadhar card (Mandatory)**
(If you don't have your Aadhar card please apply your Aadhar card immediately & submit the same within 15 days)
 - b) **If you don't have your Aadhar card currently, please submit below-mentioned document (Any One)**
 - Passport
 - Driving license
- 5. Photograph:** 1 Passport size (Please bring your formal photograph with black & White background)
- 6. Employee Profile (Updated Resume):** (Self-certified)
- 7. Cheque towards bond Value:** An A/c Payee cheque in the name of "Polestar Solutions & Services India Private Limited" for Rs. 200,000 (Rupees Two Lakh only) towards Service Agreement. DO NOT PUT DATE on the cheque.
- 8. Verification of Cheque:** Bank statement from your existing Bank account (Name should be written in Bank statement for Verification of Cheque)
 - If Your Name is printed on the Cheque you don't need to bring Bank Statement

Note:

Please carry all your original documents mentioned above along with one self-attested photocopy of all the documents to complete your Joining Process.