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. **Previous Employment documents–**
   a) Latest offer letter / Incremental letter
   b) Last Three-month Salary slip and bank statement displaying the credit of the salary
   c) Relieving letter - From all previous employers including the last employer
   d) Copy of resignation mail/ letter duly acknowledged by last employer, if relieving letter isn't available currently.

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