

General Guidelines to fill up Online Background Check (BGC) Form

Please go through all the guidelines carefully and fill up the Background Check Form providing all the required details and documents, to enable us to carry out Verification diligently.

Your details as available with the organization are pre-populated in this form. Please validate the same and edit/enter data wherever required. Please ensure that it is edited and correct dates are provided.

Note: Session time out is set at 10 minutes. Please do not change the user id and password.

Personal Details (Candidate Home page)

1. Please enter your Personal details in candidate Home page & save the form.
2. Please click on the corresponding tab to provide necessary Address, Education & Employment details.
3. Click on Attach Files on the bottom of the page to upload the required documents.

Address Details

1. Please provide your **Present Address without fail**. If present and permanent addresses are one and the same, please select "Same as Present" check box given near the Permanent address field.
2. Please mention your complete residential address with Flat No./Door No., Street Name, and Area Name with correct Pin code.
3. A prominent landmark near your address must be mentioned.
4. Please select the country, state, city from the drop down which would appear automatically when the first three characters of these respective fields are typed.
5. Once you complete entering the details, kindly click save and move to next tab.

Education Details

1. Please provide **complete valid information in the fields available in the "Education Details" tab pertaining to your highest academic qualification.**
2. Please type the first 3 characters of the Educational Institution Name where the qualification has been obtained in the drop down list. If there are many items listed in the drop down after typing the first three characters, kindly type in more characters to narrow down the search and select the correct institution name.
3. If the institution name is not available in the drop down list, please enter the Educational Institution Name manually in that field.
4. 'Candidate Name as in degree': Please mention your name as available in your Education Records.
5. Once you complete entering all the details, kindly click save and move to next tab.

Employment Details

1. Please provide **valid information in the fields available in the "Employment Details" tab**

pertaining to your last two employments.

2. The latest/current employment details are entered in 'Emp1' Tab and the previous employment details are entered in 'Emp 2' tab (Kindly note that the word 'Employment' has been abbreviated as 'Emp' in the Emp1 and Emp2 tabs).
3. Please type the first three characters of the Company Name in the drop down list. If there are many searches listed in the drop down after typing the first three characters, kindly type in more characters to narrow down the search and select the correct company name.
4. If the Company Name is not available in the drop down list, please enter the Company Name manually in that field.
5. Type of employment (Permanent/Temporary/Contract); if on contract, please provide the agency details (if any) -complete address and contact details in the 'Remarks' field. If you were deputed to another company from the main company please mention the same in the 'Remarks' field.
4. Kindly provide the Reporting Authority Name and his/her Contact details in the Reporting Authority Column.
5. Once you complete entering the details, kindly click save and move to next tab.

Reference Details:

1. Kindly provide reference details in the below format.
- Reference 1 – Details of Reporting Manager from the Previous organization In case if you have prior experience
- Reference 2 – Details of HR and Reporting Manager from the Current organization, we shall not get in touch with your Current organization before your LWD
- For Fresher's Reference Details is Not Applicable

Uploading Documents:

1. Once all the details have been entered in all the tabs, kindly click Attach Files option available at the bottom of the page to upload the required documents.
2. Any number of documents of any size could be uploaded, however files of types - .doc, .docx, .pdf, .xls, .xlsx, .RTF, .jpeg, .jpg, .htm and .html only can be uploaded.

Mandatory Documents:

- **Documents for Highest education check :**
 - **In case of Graduation & Above**
 - ✓ Degree Or Provisional certificate
 - ✓ All Semester/Year Mark sheets
 - **In case of 10th and 12th**
 - ✓ Mark sheets
 - ✓ Passing certificate
- **Documents for last two employments check**
 - Offer letter/Appointment letter
 - Last three month salary slips
 - Resignation letter with acceptance.
 - Relieving letter

- Service/Experience Letter

- **Documents for Address and Criminal check :**

- Permanent address proof [Driving license (with front & rear page) **Or** Aadhar card (with front & rear page) **Or** Ration card (with front & rear page) **Or** Passport (with front & rear page) **Or** Voter Id (with front & rear page) **Or** Electricity bill]
- If a candidate does not have a permanent address then he can submit rental agreement **Or** landline phone bill of his/her current address.

Submit

1. Please ensure that you have provided all the required details and documents as per the guidelines and then click 'Submit Button' to finally submit the form for processing, as after this your login will automatically expire.
2. Once you click 'Submit', a Declaration and Authorization letter would appear. Please check and click 'Accept'. This is mandatory without which the form will not be submitted for processing.
3. Once you click 'Accept', you will view a confirmation message that 'Your form has been successfully submitted for processing' and your Id will be deactivated.
4. If the page is closed without accepting the Authorization letter, your form will not be submitted for processing.
5. Please remember to select 'Save' in each page (Address details, Education details, etc.) to retain the entered data. You can login any number of times and update the information till you select 'Submit'.
6. Your login will automatically be **deactivated in 4 calendar days Or Completion of the BGC forms** whichever is earlier.