Document Check List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No** | **Check list** | **Hard copy** | **Soft copy** | **Remarks** |
| **Documents Required** | | | | |
| 1 | Copy of Educational Certificates |  |  |  |
| a) 10th Certificate |  | Yes |  |
| b) 12th Certificate |  | Yes |  |
| c) Graduation Certificate ( Consolidated and Provisional) |  | Yes |  |
| d) Post Graduation Certificate (If any) ( Consolidated and Provisional) |  | No |  |
| e) Certifications (If any) |  |  |  |
| 2 | Passport (Both Front & Back) |  | Yes |  |
| 3 | PAN card |  | Yes |  |
| 4 | Aadhar Card |  | Yes |  |
| 5 | Service /Relieving letter from the latest employer |  |  | Yet to receive |
| 6 | Last hike letter / If no hike then offer letter |  | Yes |  |
| 7 | Last 3 months Pay slips |  | Yes |  |
| 8 | Form 16 from the existing employer |  |  | NA |
| 9 | Statement of Full & Final Settlement |  |  | Yet to receive |
| 10 | Passport Size photo |  | Yes |  |
| 11 | Current Address Proof |  | Yes |  |
| 12 | Permanent Address Proof |  | Yes |  |
|  | | | | |
| 13 | New Employee Data Form |  | Yes |  |
| 14 | PF & ESI Data Form |  | Yes |
| 15 | Background Check Authorization Form |  | Yes |  |
| 16 | BGV Details Form |  | Yes |  |