

Dear Candidate,

**Greetings from Capgemini !!**

As a next step, please fill the attached documents and send them along with other documents mentioned in the list below.

S. No.	Details of Documents and Information Needed
1	3 months latest Salary slips or Salary Certificates  In case of missing salary slips(one or two) substitute the period with bank statement showing the transaction of salary to your bank account.(i.e. If the salary slip for April and June and the person is supposed to join us in July, he can provide the salary slips for April and June along with the bank statement for the month of May)
2	Increment /salary revision letter (if applicable on promotions, appraisals etc) or the initial Offer Letter copy of current company-
3	For Variable Compensation – If the hike/ Offer letter doesn't indicate the variable component, please provide letter for payouts clearly stating the variable amount. The variable amount will include all payouts received by you at Actuals . This will exclude one-time awards/rewards.
4	Highest Degree Certificate (Full Time)
5	Highest Degree - Consolidated Marksheet / All Semester Mark sheets (Full Time)
6	Passport size coloured photograph in JPEG format only
7	Previous Company Experience Letter/ service letter
8	Background Verification Form (Attached)
9	IRF (Manually signed) (Attached) - Please note in IRF : Date of authorization is the date on which the candidate is filling the form in DD/MM/YYYY format
10	Govt. ID Proof – Pan Card / Passport (Any One)
11	Address Proof (Self-attested Copy of any one): <ul style="list-style-type: none"> <li>Self-Attested Bank Statement - Not more than 3 months old</li> <li>Self-Attested Electricity bill - Not more than 3 months old.</li> <li>Self-Attested Telephone bill [Landline / mobile] - Not more than 3 months old</li> <li>Self-Attested Valid Passport [Should not be expired]</li> <li>Self-Attested Voters Identity Card and Information Needed</li> </ul>
12	Candidate documentation form : Candidate Information Sheet (Excel) filled by candidate

Also please fill the Check list to confirm the documents you have submitted.

S. No.	Documents Required	Provided Yes/No	Please state the reason if you have no attached any document
1	3 months latest Salary slips /salary certificate	Choose an item.	yes
2	Increment /salary revision letter /Offer Letter	Choose an item.	yes
3	Highest Degree Certificate (Full Time)	Choose an item.	yes
4	Highest Degree Consolidated Marksheet / All Semester Mark sheets (Full Time)	Choose an item.	yes
5	Passport size photo scan	Choose an item.	yes
6	Updated Resume (soft copy)	Choose an item.	yes
7	Experience /Service Letter(s) for all previous employment (Start date and end date should reflect)	Choose an item.	yes
8	Background Verification Form	Choose an item.	yes
9	IRF (Attached)	Choose an item.	yes
10	Govt. ID Proof	Choose an item.	yes
11	Address Proof	Choose an item.	yes
12	Candidate documentation Form	Choose an item.	yes.