

New Joinee Documentation/Process Checklist

*We welcome you to Zenmonics whole heartily. **Congratulations** on becoming a part of Zenmonics family!!*

You are required to bring the following documents along with you on joining date:

1. Copies of following degree certificates and Mark sheets
 - a) X
 - b) XII
 - c) Graduation/Diploma
 - d) Post-Graduation (if any)
2. Proof of Date of Birth
3. Valid Address proof for –
 - a) Permanent Address (DL, Passport copy, Electricity/Land phone bill etc.)
 - b) Present Address (Rental agreement, electricity bill, etc.)
4. Copy of Passport (all relevant pages)
5. Copy of PAN card and AADHAR card
6. Previous employment documents
 - a) Resignation letter/acceptance mail
 - b) Appointment letter
 - c) Relieving letter
 - d) Experience certificate/Service Certificate
 - e) Form 16 (If available)
 - f) 3 Months salary slip
 - g) 3 Months bank statement where salary account was held
7. Copy of relieving/Experience letters from all previous employers
8. Passport size photographs – Three (3) in number

Kindly, also bring the **originals** for above mentioned documents for verification purpose.

**We welcome you once again and wish you a very successful and rewarding career with
us.**