

BGC LIST

Sr. No.	Particulars	No. Of copies
1	SSC Mark-sheet & Passing Certificate	1 Copy
2	HSC Mark-sheet & Passing Certificate	1 Copy
3	Graduation - All Semesters Mark-sheets & Passing Certificate	1 Copy
4	Post-Graduation - All Semesters Mark-sheets & Passing Certificate	1 Copy
5	Diploma OR Any additional course done - Mark-sheets & Certificates	1 Copy
6	Pan Card	1 Copy
7	Aadhaar Card	1 Copy
8	Passport(Optional)	1 Copy
9	DOB Proof(Optional)	1 Copy
10	All previous Employers following documents	
	I - Appointment Letter(s)	
	II - Relieving Letter(s)	
	III - Experience Letter(s)	
	IV - Last Three Months' Salary Slip(s)	
11	Address Proof for Present & Permanent address	1 Copy
12	Passport Size Photographs	4 Photos
13	PF Account No, UAN No (If Applicable)	

NOTE :

1. Original Aadhar Card & Pan Card are Mandatory.

2. Candidate need to submit all these documents on first day of joining, if due to any reason, candidate is not able to bring some of the documents on first day then he/she will have to submit pending documents within 10 working days (2 weeks time).

3. Candidate need to bring all the ORIGINAL Documents (For Verification Purpose Only) and need to submit photo copy of each documents during joining formalities.

We welcome you to NeoSOFT Technologies and look forward to a long and mutually beneficial association.

For any queries,

Please contact Mrs. Mugdha Borhade at M: +91-9820591740 OR E: mugdha.borhade@neosofttech.com