

### Instructions to fill the Joining forms

Please find below instructions to the fill the joining forms. The joining forms are self explanatory; the instructions highlighted are the doubts that are frequently asked.

In all the joining forms Employee Number / ID & Department / IBU need not be filled. This could be filled on your joining day.

Kindly ensure that you bring the completed forms on A4 size paper your joining day. Incase of clarifications; please leave the respective column blank to be clarified on the day of joining.

### Scholastic Averages Sheet

*Board / University:*

Name of the Board needs to be written against Class 10 & Class 12.

In case you hold a dual Graduation or Post-graduation degree, Graduation 2 and Post- graduation 2 columns are applicable.

*Simple Average percentage:*

Please include the language marks while computing the simple average percentage for all academic qualifications.

In case of an annual system of Graduation / Post Graduation - You may combine 2 semester rows and provide the necessary details.

In case of a Grade Point System you may directly the write the CGPA / SGPA scores.