**Complete your pre- joining formalities by using the steps below:**

1. To login to Launchpad, use your email ID as the user ID. Your password has been communicated to you in an earlier email.
2. Fill your details on Launchpad tab-wise.
3. Once filled, authenticate and re- authenticate the data to generate the joining forms.
4. Scan the documents required. They need to be clear scans of good readability. The size of each document should **not exceed 1 MB and the documents should be in .TIF/.TIFF/.JPEG/.JPG/.PDF format**. Upload each document under the correct category.
5. The following documents need to be uploaded on LaunchPad –

**Education Tab:**

* 10th Mark sheet (and certificate, if available)
* 12th Mark sheet (and certificate, if available) / Diploma mark sheets and certificate, as applicable
* Semester/Year-wise mark sheets for Graduation and Provisional/Course completion certificate
* Graduation Degree certificate
* Semester/Year-wise mark sheets for Post-Graduation and provisional/course completion certificate (if applicable)
* Post-graduation Degree certificate (if applicable)

**Work Experience Tab:**

* Relieving Letter/Resignation Acceptance Letter/Work experience letter from your immediate previous employer. (With Date of Joining and Date of Relieving being mentioned)
* Work experience/Relieving letters from ALL the previous organizations where you have worked**.** (With Date of Joining and Date of Relieving being mentioned)

**Others Tab:**

* Passport – scan of first page and last page
* NSR- If not applied, Request you to kindly apply for your NSR
* Driving license – Scan the front and the back side of the card
* PAN Card - Scan the front and the back side of the card