

JOINING DOCUMENTS CHECK LIST

Name: _____

SNO	DOCUMENTS	TYPE	RECEIVING STATUS
JOINING KIT FORMS & ATTACHMENTS			
1)	Resume	Mandatory	
2)	Offer Letter Acknowledged	Mandatory	
3)	2 Passport Size Photograph	Mandatory	
4)	3 Stamp Size Photographs	Mandatory	
5)	Identity Proof		
	a) Pan Card Copy	Mandatory	
	b) Aadhaar Card		
6)	Educational Certificates		
	a) 10th Mark sheet	Mandatory	
	b) 10th Certificate		
	c) 12th Mark sheet	Mandatory	
	d) 12th Certificate		
7)	Professional Qualification		
	a) Graduation Mark sheet	Mandatory	
	b) Graduation Certificate		
	c) Post Graduation Mark sheet	Mandatory	
	d) Post Graduation Certificate		
8)	Passport	Optional	
9)	Driving License	Optional	
Kindly take a printout of the below-attached document, fill and email the soft copies. Bring the filled copies on your DOJ.			
10)	Employee Information sheet-1 to 4	Mandatory	
	ESIC & EPF Form attached	Mandatory	
	Mediclaime Enrolment	Mandatory	
	For ID Card	Mandatory	
	PF Forms	Mandatory	
	Related Party Disclosure form	Mandatory	
	IT Declaration Form	Mandatory	