

CANDIDATE GUIDE - ACCEPTABLE DOCUMENTATION INDIA

Please ensure that you provide one of the following acceptable documents from Group A. If you cannot provide primary documentation, then please upload document (s) from Group B for declared education and present/former employment history.

Employment documents confirming dates of employment as indicated

<u>Group A – Primary Documents</u>	<u>Group B – Alternative Documents</u>
<ul style="list-style-type: none"> • Service certificate or experience letter 	<ul style="list-style-type: none"> • Relieving Letter stating end date • Pay slip (s) – confirming start date • Offer Letter or Contract- start date • Pay slip copy – last month of work • HR Portal screenshot – last working date of employment LWD • Appointment Letter • Signed resignation acceptance Letter – Present employment only • Form 16 – Income Tax return

Documents confirming highest education attainment and graduation date Completed degree (Post high school level only)

<u>Group A – Primary Documents</u>	<u>Group B – Alternative Documents</u>
<ul style="list-style-type: none"> • Diploma, Degree, or provisional Certificate 	<ul style="list-style-type: none"> • Complete/clear marksheet copies confirming graduation date, degree and roll number

Self-Employed/Home-based documents confirming evidence of income and business name

- Business registration details
- Annual Tax Return
- Certificate of Incorporation
- Official Accountant Letter
- Letter from Lawyer Attested
- Self-Employed Pay Stubs
- Bank Statement (s) – Business name and/or first/last income payment
- Employer email confirmation – home based start & end date

Identification documents confirming your full legal name

- PAN Card
- Passport
- Aadhar Card

Thank you!