

Document Checklist

Documents to be verified against Originals:

- X Mark sheet
- XII Mark sheet / Diploma
- Graduation Certificate and Mark sheet
- Post-Graduation Certificate and Mark sheet
- Previous experience certificates
- Pan Card / Aadhar card
- Passport / Driving License/ Voter card
- Latest Compensation Letter

Documents to be Submitted:

- Offer letter signed on all the pages
- Joining Kit
- 1 photocopy of Govt ID proof
- Nomination Forms for PF, EPS, Gratuity, Superannuation
- Superannuation Transfer Form (if applicable)
- Immediate Last company Relieving Letter/Experience Letter/Resignation Acceptance by HR/LWD Undertaking
- Medicate Fitness Certificate
- Gap Affidavit (If Applicable)
- UAN Card/E-Aadhaar