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| CHECKLIST FOR FIRST DAY JOINING PAPERS | |  |
| NAME: | |  |
| EMPLOYEE NO: | |  |
| DATE OF JOINING: | |  |
| DESIGNATION: | |  |
| OFFICIAL EMAIL ID: | |  |
| PERSONAL EMAIL ID: | |  |
| RECRUITER NAME : | |  |
| Sr. No. | Documents | √ / X |
| 1 | Pan Card |  |
| 2 | Address Proof - Aadhaar Card / Passport Copy / Voter ID / Ration Card |  |
| 3 | SSC Marksheet & Certificate |  |
| 4 | HSC / Diploma Marksheet & Certificate |  |
| 5 | Graduation Marksheet & Certificate |  |
| 6 | Post-Graduation Marksheet & Certificate |  |
| 7 | Marksheet & Certificate in respect of any other Qualification |  |
| 8 | Relieving / Experience / Service Certificate from all previous employees |  |
| 9 | Copy of last 3 months salary slips / Bank Statement of all previous employees |  |
| 10 | 4 Passport Size Photographs |  |
| 11 | TDS (Income Tax) Certificate in original from the previous employer |  |
| 12 | Resume with Interview Evaluation Sheet |  |
| 13 | Personal Data Form |  |
| 14 | Signed Offer Letter Copy |  |
| 15 | Signed Appointment Letter Copy |  |
| 16 | Signed NDA Copy |  |
| 17 | Signed Trainee Agreement Copy |  |
| 18 | Induction Feedback Form |  |
| 19 | Employment Verification Report |  |
| 23 | User IT Guidelines |  |

HR Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_