

PERPETUUITI™

Automation Simplified

PERPETUUITI Joining Checklist

Name	
Date of Joining	
Department	

S.No	Documents	Submitted	Not Submitted
1	Resume		
2	PERPETUUITI Offer Letter		
3	Birth Date Proof		
4	Address Proof		
5	S.S.C		
6	H.S.C		
7	Graduation Certificate/Mark sheet		
8	Post-Graduation Certificate/ Mark sheet		
9	Reliving Letter of previous Employer		
10	Salary slips of 3 months		
11	Copy of Passport(If there)		
12	Copy of PAN Card		
13	Driving License/Aadhar card		
14	2 Colored Passport size Photograph(current)		
15	NDA		
16	Non Compete agreement		
17	Appraisal Letter		
18	Form 16 Copy		
19	Bank Passbook copy as mentioned in Form 11		
20	PF passbook copy		

Employee Signature	
HR Signature	