



List of documents to carry along with you for your HR discussion

1.CIF Form

Hand filled & Signed CIF form
(CIF form Attached in the email)

2. Educational Documents

Class X, XII Certificates
Consolidated Mark memo, Provisional/Degree
Post-Graduation Certificates – Consolidated Mark memo, Provisional/Degree
(For the highest education please carry all individual marks memos as well)

3. Employment Documents

Current Employer - Initial Offer Letter, Latest Salary Revision letter, Last drawn pay / salary slip –
3, Latest Form 16.
Previous Employers (All) - Experience certificates & Reliving Letters (for all previous
employments)

4. Photo Id Proof

Copy of Passport / Voter ID Card / Driving License

5. Address Proof

Current Address & Permanent Address

6. PAN Card

One copy of PAN card

7. Photograph

To be attached to the CIF

***Please note : Kindly request you to carry only the photocopies of the documents mentioned above**