Documents to carry for submission at the time of joining

Name : Date of Interview :

1. Employment Bond executed by the candidate (as per Company’s Format)

**Each page should be signed by the candidate including ID and Address proof.**

**The stamp paper should be notarized.**

1. A. Residence proof of the candidate(either of the following)

* Voter ID Card (duly signed by the candidate)
* Passport
* Driving License

B. In case the present and permanent address of the candidate are different , then proof of permanent Address is also required.

3. One Undertaking from well settled local persons / government employed local persons(as per Company’s format)on a non-judicial stamp paper of RS. 300/- each along with their

* Address proof (duly signed by candidate )
* One passport size Photograph
* **Each page should be signed by the candidate including ID and Address proof.**
* **The stamp paper should be notarized.**

1. Original Certificates:

* Class 10th Passing Certificate (No Mark sheet)

OR

* Graduation Degree

1. One photocopy set of educational qualification certificates attested by a Gazette officer

* Class 10th Passing Certificate
* Class 12th Passing Certificate
* Graduation Degree
* Others \_\_\_\_\_\_\_\_\_\_\_\_

1. Duly accepted copy of the resignation letter submitted to the previous employer
2. Relieving letter from previous employer
3. 6 recent passport size photographs.
4. Police Verification

LETTER OF UNDERTAKING

TO,

M/s. Muthoot Finance Ltd.

Corporate Office (N)

Muthoot Towers

Alaknanda , New Delhi-110019

Dear Sir,

I understand that you have taken/appointed Mr.Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

S/o *D*  /o / w /o \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, presently residing\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_and permanent resident of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as \_\_\_\_\_\_\_\_\_\_\_\_\_, with your Organization.

I personally know Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_since last more than \_\_\_\_years and He/ she has reputed family background. He/She is residing at his/ her own *parental*/ rented home at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Further , the said Mr./Ms. \_\_\_\_\_\_\_\_\_is honest, sincere , loyal , dependable and trustworthy, having good moral character and I vouchsafe his / her character and conduct.

I agree that the said Mr./ Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_,during the course of employment with you, shall have occasions to handle cash and other valuables and assure you & undertake that he /she shall not indulge into any illegality or irregularity , which may cause any loss /damage to the Company.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)