

SCOPE OF SERVICES	CHECKLIST/DOCUMENTS REQUIRED FOR BACKGROUND VERIFICATION
LATEST EMPLOYMENT-1	(Relieving letter/Experience Letter), (Payslip/Offer Letter/Equilent Information about Ex-Employment to be mentioned in BGV form along with HR details)
EX-EMPLOYMENT-2	
PREVIOUS EMPLOYMENT-3	
PREVIOUS EMPLOYMENT-4	
PREVIOUS EMPLOYMENT-5	
PREVIOUS EMPLOYMENT-6	
CV VALIDATION / GAP ANALYSIS	CV/Resume, All the Education Documents, (Experience Letter/Relieving Letter), Certification Course Certificate If Any from the education to till the latest employment
POST GRADUATION	Consolidated Marksheet(Final semester) and PG Convocation Certificate/ Graduation Certificate / Provisional Certificate
GRADUATION	Consolidated Marksheet(Final semester) and Convocation Certificate/ Graduation Certificate / Provisional Certificate
DIPLOMA / ITI	Diploma/ITI Certificate & Marksheet
12TH STANDARD /HSC	12th Standard Marksheet
10TH STANDARD /SSC	10th Standard Marksheet
PHD	Consolidated Marksheet(Final semester) and Certificate
COURT VERIFICATION	Full Name of the Applicant, Mobile Number, Email ID, Date of Birth, Gender, Full Father Name, Complete Permanent Address along with State & Pincode, and Government ID Proof and Address Proof are Mandatory
POLICE VERIFICATION	
CRIMINAL/GLOBAL DATABASE	
CURRENT ADDRESS	Full Name of the Applicant, Full Father Name, Complete Permanent Address along with City, Landmark, State & Pincode, or Address proof
PERMANENT ADDRESS	
PANCARD	Kindly upload the copy of the Pancard
PASSPORT	Kindly upload the copy of the Passport
VOTER ID	Kindly upload the copy of the Voter ID
DRIVING LICENSE	Kindly upload the copy of the Driving License
AADHAAR	Kindly upload the copy of the Aadhaar Card
SSN CHECK	Kindly upload the copy of the SSN
CIBIL VERIFICATION	Full Name of the Applicant, Date of Birth, Full Father Name, PAN NUMBER, Soft Copy of the ID Proof
BANK STATEMENT SCREENING	Kindly upload the copy of the Bank statement