

Joining Checklist

1)	On the date of joining carry 4 Passport size Photographs (White background preferred) & Mail a passport size scanned copy of the photo to <i>dhirajm@fecdirect.net</i> with the offer acceptance letter.
2)	Identity Proof, either one of the following :
3)	<ul style="list-style-type: none"> ● Copy of Driving License. ● Copy of Voters ID. ● Copy of Passport (front & last page)
	Address Proof, either one of the following :
4)	<ul style="list-style-type: none"> ● Copy of Bank Statement. ● Copy of Light Bill. ● Copy of rent Agreement. ● Electricity Bill.
	Copies of all Academic Qualification.
5)	Mandatory - 2 Copies of PAN Card & Aadhar Card.
6)	4 Passport size photographs.
7)	Relieving & Experience Letters of all Previous employers (If applicable)
8)	Last 3 Months Payslips (if applicable)