

ANNEXURE D: List of documents required during Joining Process

At the time of joining, you are requested to bring the following documents in Original, along with a copy of each.

1. Certificates supporting your educational qualifications along with mark memorandum:
 - a. X/ SSC Certificate & mark sheets
 - b. XII Certificate & mark sheets
 - c. Degree Certificate & Semester/year-wise Mark sheets
 - d. Master's Certificate & Semester/year-wise Mark sheets
 - e. Diploma/PG Diploma Certificate & Transcripts
 - f. Any other Certificates with supporting documents – if any
2. Documents supporting all your Present/previous Employment
 - a. Appointment letter/Appraisal letter.
 - b. Your latest Salary Slip/ Salary Certificate
 - c. Your Relieving Letter from your present/previous organization
 - d. Service Certificate/ proof of Employment from the present and all previous Employers
4. Form 16 or Taxable Income Statement duly certified by previous employer (Statement showing deductions & Taxable Income with break-up)
5. Three passport-sized color photographs (USA Visa sized color photographs)
6. Residency/Identity proofs.
 - a. Voter ID card
 - b. Electricity Bill
 - c. Aadhaar Card
 - d. PAN Card: Please note that it is mandatory to provide the PAN number for processing of your payroll.
7. Passport: Please submit copy of valid Passport (inclusive of all blank pages).

Your offer has been made based on the information furnished by you. However, if there is a Discrepancy in the copies of the documents/ certificates given by you as a proof in support of the above, the Company reserves the right to revoke the offer at any time during your service.