



APPOINTMENT PROCESS

APPOINTMENT CHECKLIST FOR NEW HIRES

1. Before a formal Appointment letter can be issued, the employee is required to submit the below listed documents to HR
 - Copy of updated CV / Resume
 - Two passport size photographs
 - Proof of Identity with Address
 - Passport
 - Driving License
 - Election Card
 - Educational Certificates
 - Highest educational qualification
 - Professional degree or diploma (if any)
 - Pan Card Copy
 - Pay slips of the last organization (last three months)
 - Relieving / Experience Letter of last organization
 - Copy of Cancelled cheque(with name mentioned in the cheque) for Bank up-dation and salary transfer

2. **PF DECLARATION FORM**
 - Applicable to all employees who have their Basic salary less than Rs. 15,000/- per month
 - This is a compulsory savings fund for the future of the employee after his/her retirement
 - Also, for the employee's dependents in case of his / her early death
 - Any new joiner, If anyone is a member of PF at any point of time earlier and not yet closed their previous account, it is mandatory for him/her to continue to contribute to the PF.

3. **ESI DECLARATION FORM**
 - All employees who have their CTC less than Rs. 21,000/- per month are covered under this scheme
 - Similarly, all employees who are on a per hour employment with the company and are under Rs. 101 per/hour, would be covered under this scheme
 - This is to help provide Medical relief
 - Also to help provide Compensation for fatal employment injuries