

Document Check List

Documents to be sent as a token of formal acceptance of our offer latest by **21.08.2015**:

1. Copy of Annexure-I, duly signed by the candidate
2. Service Agreement
3. Surety Bond
4. Address Proof of Surety
5. IT Return / Form 16 / Salary Slip of Surety
6. Departmental ID card of Surety

Documents to be submitted at the time of Joining:

1. Annexures II to VI
2. PF Declaration and Nomination form (PF Form is to printed on the front and backside of the same page)

Note: Annexure – V is to be filled in triplicate

You are also requested to bring **ORIGINAL AND ONE SELF-ATTESTED COPY** of the following documents at the time of Joining:

1. Proof of Date of Birth
2. Certificate of Academic and Professional Qualifications and statement of Marks of all Qualifications
3. Address Proof (Driving License, Passport, Aadhar Card etc.)
4. SC/ST/OBC certificate in the presented format, if applicable
5. Experience Certificates, if any
6. GATE 2015 Scorecard
7. PAN Card

Note: All blanks like Name, Address etc. must be filled in detail in all documents