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| --- | --- |
| **Name** |  |
| **Employee Number** |  |
| **Designation** |  |
| **Employee type** |  |
| **Department** |  |
| **Date of joining** |  |

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| **RECRUITMENT AND SELECTION DOCUMENTS** | **MARK** |
| 1. Job Advertisement |  |
| 1. Application form (Renewed) |  |
| 1. Screening Test Minutes |  |
| 1. Scrutiny minutes |  |
| 1. Selection & Promotion Committee Minutes |  |
| 1. Signed Job description |  |
| 1. Arrival Endorsement |  |
| 1. Correspondence (if any) |  |
| **ON-BOARDING DOCUMENTS** | **MARK** |
| 1. Experience Certificate |  |
| 1. Feedback Orientation form |  |
| 1. Credentials |  |
| 1. Medical Fitness Certificate |  |
| 1. Affidavit (Fixed pay employee) |  |
| 1. Signed Terms and Condition on Judicial stamp paper |  |
| 1. Documents Verification letter & Receipt |  |
| 1. Renewed License (If applicable) 2. (PM&DC/PNC/PEC/Diploma, Driving License) |  |

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| **Personnel file prepared by**  **(Recruitment Section)** | |
| **Name:** |  |
| **Designation:** |  |
| **Date & Sign:** |  |
| **Personnel file Received by**  **(Record Section)** | |
| **Name:** |  |
| **Designation:** |  |
| **Date & Sign:** |  |