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

|  |  |
| --- | --- |
| **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)
 |  |

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