Document Checklist:

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| --- | --- | --- |
| Documents | | Comments |
| Academic Documents | SSC (10th ) |  |
| HSC (12th ) |  |
| Graduation |  |
| Post-Graduation |  |
| Certificates, If any |  |
| Personal Documents | Address Proof – Aadhar card (Both Side) |  |
| Passport Copy |  |
| Photo identity proof – Pan card |  |
| Passport size photo |  |
| Cancelled Cheque |  |
| Updated Resume |  |
| Current Employment Documents | Appointment letter |  |
| Salary Revision Letter |  |
| Promotion Letter |  |
| Relieving Letter |  |
| Experience letter |  |
| 3 latest salary slips |  |
| 2 References  (Name, Designation, Contact Number, Email ID) |  |
| Previous Employment Documents | Appointment letter |  |
| Salary Revision Letter |  |
| Promotion Letter |  |
| Relieving Letter |  |
| Experience letter |  |
| 3 latest salary slips |  |
| 2 References  (Name, Designation, Contact Number, Email ID) |  |

**Please note the below pointers while sending the documents:-**

1. Kindly send all documents in a zip folder by naming each folder as per the given list. (e.g. SSC, HSC, Aadhar Card, Appointment Letter Company Name).
2. Each document must be in PDF format.
3. Each document should be named as given in the list.
4. Documents should be in color copy only.
5. Share requested documents in 1 day, except current companies experience and relieving letter.
6. While sharing references of your employment make sure their email id and contact number should be reachable.
7. You may inform your references that, they will get call from HR for background verification Purpose.
8. Our selection process is completely based on POSITIVE Background and Reference check.

Email all above documents on [hr@novoexcipients.com](mailto:hr@novoexcipients.com)