



## **Annexure to the offer letter**

Welcome to KGiSL!

**On the day of joining, please ensure that you bring the following documents:**

1. SSLC Mark sheet + 1 Photo Copy.
2. HSC/Pre Degree mark sheet + 1 Photo Copy.
3. Degree Certificate/ Provisional Certificate + 1 Photo Copy.  
(Final year students – Photocopy of semester mark sheets).
4. Photographs (Formal Suits with White Background) Passport size – 8 Nos. & 2  
Photographs with 3cm H x 2.5cm W.
5. Date of birth of family members (Proof not required)
6. Address Proof - 2 Copies (Ration Card, Voter's ID, Passport, Driving License, AADHAR card, Postal Identity Card, etc.).
7. AADHAR Card Copy – 2 Nos. **(Please ensure that Name, Gender & DOB (dd/mm/yyyy) to be furnished completely in Aadhar card. In case there is a deviation, please have the same updated before joining).**
8. Passport copy – 2 Nos.
9. Two reference letter\* (Original) from superiors/neighbours.
10. PAN Card Copy – 2 Nos. (If not, apply for a new card)
11. Community certificate copy.
12. Gazette copy (Only if name is changed)
13. Ensure to know your blood group

### **For experienced, with addition to the above**

1. Relieving letter from previous employer.
2. Total Salary drawn certificate with deduction details for the current Financial Year i.e. from April to till date. Latest pay slip is compulsory

**Also provide the following details for PF transfers** (For existing account holders only)

- Previous Employer's name and address (If possible Form 23, provided by PF authorities)
- Region Code, SRO Code (Sub Regional Office Code) ESTT Code & Account No.

\* (Sample format – Reference letter)

*"This is to inform that I know Mr. /Ms. \_\_\_\_\_ for the past \_\_\_\_ years. He/she is residing at this address \_\_\_\_\_. I recommend him/her joining your services"*

Name, Contact number and signature is compulsory...