

**ANUSHA MANAGEMENT SERVICES PVT. LTD.**

**LIST OF DOCUMENTS TO BE SUBMITTED BY NEW EMPLOYEE**

1. Five passport size photographs.
2. Proof of Date of Birth ( Copy of Birth Certificate/ Ration Card )
3. Copy of Passport ( If Any )
4. Copy of Pan Card ( If Any )
5. Educational Documents ( Photocopies )
  - (a) Graduation Mark-sheet / Certificate.
  - (b) Final / Passing Certificates of Post-Graduation. ( If Any )
  - (c) Additional Educational Certificates. ( If Any )
6. Experience Certificates. ( In case of Experienced Candidate )
7. Latest Salary Certificate / Pay-Slip of last drawn salary.
8. Form16-Salary and TDS Certificates from the previous employer.(If Applicable)
9. P.F./ E.P.F. Numbers ( If Applicable. )
10. Blood Group.
11. Relieving Letter of Previous Company.

**Note** :The prospective employee should submit all the above documents on the day of joining along with the original certificates. The originals will be returned on the same day after verification.