



# ONBOARDING DOCUMENT



# Onboarding Document



- During onboarding, employees are required to complete a Google form and provide all necessary information.

Reduces risk of infections and diseases.

- Submit the following documents:



Aadhar Card



PAN Card



Passport-size photo,



Educational Mark Sheets



Degree Certificate

- Provide a family member's contact number for emergency purposes.

- Submit bank details including the bank name, account number, IFSC code, and account holder's name for salary processing.