



Waldrof Weich Technology Pvt. Ltd.

B – 1/9 LG Floor, Near APJ School, Malviya Nagar, Newdelhi -110017
Ph: 011-26681800 Fax: 2770953 E-mail: info@walldrof.com

Documents to be submitted at the time of joining

1. Photo ID card and Three Attested Copies
2. Date Birth Certificate.
3. Character Certificate-Issued by last Employer or by the Principle of College as the case may be.
4. Address Verification- Local Address and Permanent Address
5. 10th Standard Mark sheets & other Certificates – Original (For Verification) and three attested copies of document.
6. 12th Standard Mark sheets & other Certificates – Original (For Verification) and three Attested copies of each document.
7. Degree Certificate and Semester/Year - Wise Mark Sheets – Original (For Verification) and three attested copies of document.
8. Master's Certificate and Semester/Year - Wise Mark Sheets – Original (For Verification) and Three attested copies of document.
9. Diploma / PG Diploma Certificate and Transcripts – Original (For Verification) and Three attested copies of document.
10. Duly signed Company's Offer Letter – 2 Copies.
11. Color Passport Size Photograph – 10 Copies.
12. Valid Passport-Original (For Verification) and three Attested Copies.
13. Driving License-Original (For Verification) and three Attested Copies.
14. PAN Card-Original (For Verification) and three Attested Copies.
15. Signature Verification Document/Crossed Cheque or Bank Certificate.
16. Offer Letters (last Employers)-Original (For Verification) and three Attested Copies
17. Appointment Letters (Last Employers)-Original (For Verification) and three Attested Copies

18. Relieving Letters (Last Employers)-Original (For Verification) and three Attested Copies.
19. Salary Slips (Last Employers)-Original (For Verification) and three Attested Copies.
20. Duly signed Company Policy documents-Original (For Verification) and three Attested Copies.
21. Duly Filled ID card Form
22. Duly Filled and Signed Verification Form