

## **Joining Formalities (Check List)**

- Candidate Declaration regarding document Submission.
- Specimen Signature of the Employee.
- Joining Report.
- Letter of Acceptance of Appointment.
- Relieving/Discharge Certificate from Previous Employer.
- Certificate of Conduct & Performance.
- Agreement of Services.
- Annexure – I, Indemnity Bond with Surety Etc.
- Undertaking for employees/officers in SHGB for appointment in Higher Grade.
- Schedule –I Declaration of Fidelity and Secrecy.
- Schedule – II Declaration to be obtained from every Employee on First Appointment.
- Schedule-III, Declaration of Domicile.
- Name and Address of two respectable persons.
- Medical Report (With X Ray Sheet).
- Personal Bio-Data.
- Attestation-Form.
- Identity Form.
- Form For Giving Intimation For Transactions In Shares Etc.
- Caste Certificate.
- Form of certificate by OBC & Annexure - II OBC Declaration Proforma.
- Form for appointment of beneficiary under rule 6of the gratuity fund.
- Copies of Certificates- Educational Qualification.
- Any other relevant certificate.
- Character Certificate.
- Police Verification Report.

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