



Mandatory Documents - Wipro

1 message

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To: Lokesh Chinnappa Reddy <lcr.simhadri@gmail.com>

Tue, 14 Sep, 2021 at 9:08 pm

Dear Candidate,

Greetings from Wipro!

This mail is with reference to your application for employment with Wipro. In compliance with Wipro policies, we would require following documents to pursue your candidature further.

Please send scanned copies of all the required documents (List below), via e-mail to "Pallavi.shah@wipro.com"

List of mandatory documents (Scanned copy only):

- Address/ID Proof (Govt Authorized)
- Passport/Voter ID/Driving License
- Aadhar Card – In case you do not have Aadhar Card, you must submit acknowledgement receipt of Aadhar application to pursue your candidature further at this stage. However, Aadhar card is mandatory on the date of joining.
- Date of Birth Proof – Passport/Driving License/ 10th Marksheet – (Can be same as ID proof if completed DOB is printed).

Mandatory Documents for Joining

- Aadhar Card
- PAN Card

In case of non-availability of either document – you are requested to apply for the same and bring it on the date of joining.

Education proof

- All year mark sheets and / or Consolidated Mark sheet (if usually provided by the University)
- Degree Certificate / Provisional Degree

For Current/ Most recent Employer

- Last 3 month's salary slips
- Appointment letter on Company Letterhead
- Relieving letter – To be submitted to HR Shared Services team within 45 days from joining date
- Last appraisal letter

All previous employer(s) excluding current / most recent employer

Relieving letter/experience letter/Service certificate (On companies Letterhead)

Note: In case a previous employer(s) is no longer operational (Company shut down), submission of listed below documents will become Mandatory.

- Employee ID from previous employers
- Full & Final Settlement
- Form 16 / Bank Account Statement showing salary credits for the tenure of employment by the employer

There may also be a need for the following additional information/ documentation from the prior employer(s)/ Educational Institutions for the background check process by Wipro .

- Employee ID from previous employers
- Contact details of authorized verifiers from prior employment. (still employed with the company)
- Contact details of registrar from educational institute
- Full & Final Settlement
- Form 16 / Bank Account Statement showing salary credits for the tenure of employment by the employer.

Kindly do not attach the documents in "rar" format.

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