

Effective Management Consultants

Mumbai

Master Document No
EMC_HR_Recr_0002_02
Date: September 17, 2025

Documents Checklist

Sr No	Your name:	Tick mark (✓) after attaching the document
	Document	

At the time of interview

1	Latest Resume *	
2	Duly filled up Application Form *	
3	Self attested copies of all Educational Certificates *	
4	Self attested copy of proof of Birth (either of Birth Certificate, School Leaving Certificate or SSC Certificate) *	
5	Self attested copy of PAN Card *	
6	Self attested copy of Aadhar Card *	
7	Any other	

On Final Selection

1	Self attested copy of Cancelled Cheque *	
2	Original Medical Fitness Certificate issued by any MBBS or above grade degree holding physician in the given format. *	
3	Self attested copies of all Relieving Letters or Service Certificates issued by earlier employers. *	
4	Undertaking, in case of non submission of any of the above document. *	
5	PF Account Number (if earlier covered) *	
6	ESIC Number (if earlier covered) and form *	
7	Nomination Declaration Form *	
8	PAN and AADHAR Card copies with details of dependents (If the Hospitalization Insurance Cover is given) in given format *	
9	Confidentiality Letter *	

* = Mandatory document. Formats are available with HR Department.

Date

Signature:

Place

Name:

For Office use:

1	Appointment Letter	
2	PF Registration	
3	ESIC Registration	
4	MLWF Registration	
5	Hospitalization Insurance	
6	Master Data Registration	
7	Bank Payee Registration	