

DOCUMENTS TO BE SUBMITTED WITH THE APPLICATIONS

Name		
Application Number		
Job Code		
Sl. No.	Documents	Submitted (Yes/ No)
1)	Age Proof Certificate	
2)	Caste/Tribe/Community/Income/Disability Certificate - SC/ST/OBC/PwBD/ES/EWS	
3)	Pan Card	
4)	Aadhaar Card	
5)	Class X - Marksheet	
6)	Class X - Passing Certificate	
7)	(May be combined in some cases)	
8)	Class XII - Marksheet	
9)	Class XII - Passing Certificate	
10)	(May be combined in some cases)	
11)	Graduation/ Diploma Engg - Marksheet	
12)	Graduation/ Diploma Engg - Passing Certificate	
13)	PG - Marksheet	
14)	PG - Passing Certificate	
15)	Other Professional Qualification(s) (Please use the blank space below in case of more qualifications)	
16)	Experience Certificate for Employer 1	
17)	Experience Certificate for Employer 2	
18)	Experience Certificate for Employer 3	
19)	Experience Certificate for Employer 4	
20)	Experience Certificate for Employer 5	
21)	Appointment Letter of current Employer	
22)	Last 3 months' Salary Slip (in case of current employer)	
23)	Any other document	
24)	Any other document	
25)	Any other document	

Note:

- All documents must be self-attested and dated.
- In case Experience Certificate is not available for any employer, documents must be submitted substantiating the date of joining (appointment/ joining letter) and date of release (accepted resignation letter/ release letter/ payslips).
- In case of current employer, the appointment letter/ joining letter and last 3 months payslips are required to be submitted.
- In case of Educational Qualification, the applicant may submit a consolidated Marksheet of all semesters/ years. In absence of a consolidated Marksheet, Marksheet for every semester/ year will be required to be submitted.
- For Age proof, only Birth Certificate issued by Municipal Corporation/ Class X Certificate shall be accepted.
- Caste/Tribe/Community/Income/Disability Certificate must be in the required format as available on the website, please refer to www.blrecruit.in for the purpose.
- The documents in hard copy must reach the address mentioned in the advertisement within date mentioned in the advertisement. In case of non-receipt of the documents, the candidature of the candidate may not be considered.
- In case the candidate has applied for multiple positions, the document set are required to be sent for each post separately, clearly mentioning the job code for the position and application number against each set of documents. However, the same may be sent to the address in a single envelop. In case of non-receipt of documents the candidature may be cancelled summarily at the discretion of the Company.
- Balmer Lawrie shall not be responsible for any loss of documents, due to invalid/ incorrect postal address/ postal delays/ loss in transit etc. No request in this regard shall be entertained.