

(MUST READ) INSTRUCTIONS FOR DAT NEW JOINERS

S. No.	Document Discription	No. of Copies
1	10th Marksheet	2
2	10th Certificate	2
3	12th Marksheet (If Applicable)	2
4	12th Certificate (If Applicable)	2
5	Diploma All Semesters / Years Marksheets (College Copy)	2
6	Diploma Certificate / Provisional	2
7	Aadhaar Card	2
8	PAN Card (If not applied yet, Please Apply)	2
9	Original Medical Fitness Certificate From Any MBBS Doctor	1
10	Passport Size Colour Photographs	12

On the time of your joining please carry original certificates along with the photocopies for verification purpose. Original documents will be returned immediately after verification.

1	Date of Birth of All Family members (Father, Mother, Brothers, Sisters) - DD-MM-YYYY Format.
2	Blood Group

Please write above two details in your note pad as it is required in certain forms. No documents / proofs required for this.

Please Also Note -

**Company Address For Reporting -
SUBROS LIMITED
B-188, PHASE-2, NOIDA.**

Take Metro for Noida City Center from any nearest metro station and from Noida City Center take sharing auto for Phase 2, Noida.

Carry all original documents on the time of joining for verification purpose, Original documents will be returned after verification.

Formal Clothes (Shirt and Trouser) and Leather Shoes are allowed inside the factory premises please ensure to adhere the same as Uniform will be given after 1 month of Joining.

Candidates are required to report in company address between 09:00 to 10:00 AM on the Date of Joining. Guest House will be provided in evening on the same day after Joining Formalities.

In case of any query / confusion please contact below person -

Shubham Kr. Rao - Dy. Officer HR & Admin - 8209453633 / 7275162030