



Login

Email Id

Password

If you don't have an account [Register here](#)

[Forgot Password](#)



Forgot Password

Email Id



Reset Password

OTP

New Password

Re-Enter Password



Employee List

On-Boarding Kit

Employee Checklist

Employee List

Excel

Print

PDF

User Name ◆	Designation ◆	Employee Type ◆	Job Location ◆	Joining Date ◆	Offer Expires ◆	Salary ◆	Department ◆	Reporting ◆
AAA	SAP	Contract	Hyderabad	11/07/2021	20/06/2021	600000	IT	Shanta
BBB	IT Recruiter	Full Time	Madurai	11/07/2021	20/06/2021	600000	IT	Seema
CCC	Lead Web	Contract	Hyderabad	11/07/2021	20/06/2021	600000	DGM	Shanta
DDD	Graphic Designee	Part Time	Madurai	11/07/2021	20/06/2021	600000	DGM	Seema
EEE	IT Security	Intern	Hyderabad	11/07/2021	20/06/2021	600000	IT	Shanta
FFF	SAP	Contract	Madurai	11/07/2021	20/06/2021	600000	IT	Seema



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View Kit

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Q search

Document

EPF Declaration Form

ESIC Declaration

Meal card & Health Insurance declaration Template

Handbook Declaration Form

NDA Docs

ID card Request Form



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Q search

S.No	Employee Name
1	AAA
2	BBB
3	CCC
4	DDD
5	EEE
6	FFF

1

2

3

....

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Employee List

On-Boarding Kit

Employee Checklist

View Checklist

[Employee Checklist](#) > [View Checklist](#) > AAA

S.No	Document	To be filled by New Employee	To be filled in by HR Department
1	Signed Letter of Appointment Copy / AMBC Offer Letter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Resume / CV	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	AMBC Employment application Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Passport Size Photo (2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Education documents :-SSLC / HSC board mark sheet-Diploma Degree certificates & Mark sheets	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
6	Identity Proof : (Any one of the following) Valid PassportDriving License-Voter ID card-Pan card	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
7	Email ID Creation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Salary Slips from Previous Employer: (last three month)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	Offer Letter Relieving Letter & Experience letter from previous employer.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	IT Assets(Laptop Mouse Charger Headset) - Shippe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signature		<input type="checkbox"/>	<input type="checkbox"/>