



APPOINTMENTS

APPOINTMENT CHECKLIST FOR NEW HIRES:

1. All new employees need to log on to our website <http://www.tlcgroup.com/>, wherein, we have an online Appointment form that has a structured CV format. All new employees need to fill in the required details in order to complete the Appointment process
2. Before a formal Appointment letter can be issued, the employee is required to send the below listed documents to appointments@tlcgroup.com:
 - Copy of CV/Resume
 - Two Passport size photographs
 - Proof of Identity with Address Proof
 - Passport
 - Driving License
 - Election Card
 - Educational Certificates
 - Highest educational qualification
 - Professional Degree or Diploma (if any)
 - Pan Card No.
 - Pay slips of the last organization (last three months)
 - Relieving/Experience Letter of last organization
 - **PF DECLARATION FORM**
 - Applicable to all employees who have their Basic salary less than Rs. 6,500/- per month
 - This is a compulsory contributory fund for the future of the employee after his/her retirement
 - Also for the employee's dependents in case of his/her early death
 - **ESI DECLARATION FORM**
 - All employees who have their CTC less than Rs.15,000/- per month are covered under this scheme
 - Similarly all employees who are on a per hour employment with the company, and are under Rs. 70 per/hour, would be covered under this scheme
 - This is to help provide Medical relief
 - Also to help provide Compensation for fatal employment injuries