

PADMA

Checklist for New Employee (Bangladesh)		CHECK YES	CHECK NO
1	4 Copy Passport Size Photo		
2	Updated Curriculam Vitae (CV) *Mention Present and Permanent Address Separately in the CV *Include House/Holding Number/ Daag No, Thana/Upazila, District, Post Code in the addresses		
3	Color Copy of National ID Card / Birth Certificate / Passport		
4	Internship Forwarding Letter from University [FOR INTERN ONLY] EMAIL: RECRUITMENT@PADMABD.COM		
5	S.S.C Certificate Photocopy (Authorized by Gazetted officer)		
6	H.S.C Certificate Photocopy (Authorized by Gazetted officer)		
7	Undergraduate University Certificate Photocopy (Provisional / Main Certificate) (Authorized by Gazetted officer)		
8	Graduate University Certificate Photocopy (Provisional / Main Certificate) [If Any] (Authorized by Gazetted officer)		
9	Vaccine Registration / Status Card Copy		
10	Character Certificate*		
11	Work Experience Certificate **		
12	1 Copy Passport Size Photo Soft Copy (Preferred) / Hard copy for Identity Card (Not required for Intern)		
13	Job Application		
14	Nominee 2 Copy Passport Size Photo (Not required for Intern)		
15	TIN Certificate (Not Required for Intern)		
16	Background Information		