**New Employee Joining Form**

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| **Personal Information** | |
| **Name (Block Letters)**  **(As per Aadhar Card)** | |
| **Employee Code (For Internal use)** | |
| **Father’s Name** | **Date of Birth (DD Month YYYY)** |
| **Designation** | **Department** |
| **Gender Blood Group** | **Date of joining** |
| **Email ID** | **Contact Number** |

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| **Employment Numbers** | |
| **PAN Number** |  |
| **UAN Number** |  |
| **PF Number (Internal Use)** |  |
| **ICICI Bank Account Number**  **(with Branch and IFSC)** |  |
| **Aadhar Card Number** |  |

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| **Contact Details** | |
| **Present Address** |  |
| **Permanent Address** |  |
| **Emergency Contact - 1** | **Name : Mobile:**  **Address:** |
| **Emergency Contact - 2** | **Name : Mobile:**  **Address:** |

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| **Educational Details** | | | | |
| **Course** | **College/ Institute** | **Year of Passing** | **Subject** | **% Secured** |
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| **Professional Details** | | | | | | | |
| **Sl No** | **Organization** | **Designation** | **Work Profile** | **From**  **(DD MM YY)** | **To**  **(DD MM YY)** | **Total Experience** | **Reason for leaving** |
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| **Professional References** | | | | | |
| **Sl No** | **Name** | **Designation** | **Professional Relation** | **Email ID** | **Contact Number** |
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| **Family Details (Only Spouse & Kids)** | | | | |
| **Sl No** | **Name** | **Relation** | **Date of Birth** | **Profession** |
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**I have voluntarily provided the above information and authorize Mantra Group and its representatives to contact any of the above on my behalf.**

**Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Verified by**

**(Name& Signature)**

**Human Resources Department**