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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Candidate Information Form (Part A)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **\*Background check will be conducted basis the information given by the candidate in below form.** |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |
| **Applied through: Walk In / Advertisement / Job Fair / Consultant / Campus / Job Portal / WNS Careers / Others/ LINK (Mention Employee id of referral)** | | | | | | | | | | | | | | | | | | | | | | | | |
| **(Pl. specify details here)** |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
| Date of Application: | 2 | | 4 | 1 | 1 | 2 | 0 | 2 | 2 |  | Total Experience | | | | | | | 0 | | | | | | |
| Position Applied for | Analyst | | | | | | | | |  | Have you applied to WNS before | | | | | | | No | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
| First Name | H | R | I | T | H | I | K |  |  |  |  | |  |  |  |  |
| Middle Name |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |
| Last Name | H |  | M |  |  |  |  |  |  |  |  | |  |  |  | Please affix a passport size photograph here |
| \*Father Name | S | W | A | M | Y |  | H | M |  |  |  | |  |  |  |  |
|  | **\* Father name is mandatory as per PF Norms** | | | | | | | | | | | | | | |  |  |  | |  | **C:\Users\user\Downloads\myPhoto.jpg** |  |  |  |
| Date of Birth | D | 2 | 4 | M | 0 | 1 | Y | 0 | 1 | Age |  | | 2 | 1 |  |
| Birth Country | I | N | D | I | A |  |  |  |  | Gender F/M | | | M |
| Birth State | K | A | R | N | A | T | A | K | A | Blood Group | | | | O | + |  |  |  | |  |  |  |  |  |
| Birth Location | D | A | V | A | N | G | E | R | E | Nationality | | | | I | N | D | I | A | | N |  |  |  |  |
| UAN Number |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |
| Aadhar Card No. | 9 | 1 | 4 | 2 | 3 | 1 | 6 | 7 | 9 | 2 | 4 | | 0 |  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |
| Marital Status | S | I | N | G | L | E |  |  |  | Marriage Date | | | |  | D |  |  | M | |  |  | Y |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Educational Details** | | | | | | | | |
| **\*Background check on Education will be conducted basis the information given by the candidate below.** | | | | | | | | |
| Course | | Highest Qualification Degree | Board/University/Institute Name/College Name | From | To | Completed/ In process/ Dropped | Full Time/ Correspondence/Part Time | % |
| dd/mm/yyyy | dd/mm/yyyy |
| Highest Qualification | | B.Tech | PES University, Bangalore | 13/08/2019 | 30/07/2023 | In process | Full Time | 78.8 |
| Others | |  |  |  |  |  |  |  |
| Gaps | Reason for Educational Gap | | | | | From (dd/mm/yyyy) | To (dd/mm/yyyy) | |
|  | | | | |  |  | |
| **Significant Achievements / Other Courses / Diploma Completed: (Please Mention Institute Name / Year of Completion / Duration)** | | | | | | | | |
|  | | | | | | | | |

**\*Background check on Employment will be conducted basis the information given by the candidate below.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of Experience (In Reverse Chronological Order)** | | | | | | | | | | | | |
| Name of Employer -Company Name**\*** | Company Type | Emp. Id | **Start Date** | **End Date** | Country/  City/  State | Last Job Title | Last Drawn Compensation | | Full Time/Part Time  /Internship | Supervisor/HR Name | Contact No. |
| **Bpo/Non Bpo\*** | DD/MM/YY | DD/MM/YY | **Fixed\*** | **Variable\*** |
|  |  |  |  |  |  |  |  |  |  |  |  |
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**References:**

*(****Experience Candidate****: Organization (Supervisor) Ref. /* ***Fresher’s****: Other than Relatives and Friends)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Name** |  |
| **Company** |  | **Company** |  |
| **Designation** |  | **Designation** |  |
| **Relationship** |  | **Relationship** |  |
| **Contact No** |  | **Contact No** |  |
| **E-mail** |  | **E-mail** |  |
| **Ref. Check date** |  | **Ref. Check done by** |  |
| **Ref. Check status(OK/ Not OK)** |  | **Signature** |  |
|

**Ref. Check Comments**

**\*Physical verification on Permanent Address will be conducted basis the information given by the candidate below.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Home/Permanent Address*** | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bldg Name/Flat No | S | R | I |  | S | H | I | V | A |  | S | A | I |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Street Name/Landmark | 2 | N | D |  | C | R | O | S | S |  | S | A | T | H | Y | A |  | S | A | I |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Locality/Town | L | A | Y | O | U | T |  | A | K | S | H | A | Y | A | N | A | G | A | R |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City/State | B | A | N | G | A | L | O | R | E |  | K | A | R | N | A | T | A | K | A |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country | I | N | D | I | A |  |  |  |  | Pin Code | | | 5 | 6 | 0 | 0 | 6 | 8 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E-mail ID | h | r | i | t | h | i | k | h | m | 1 | 7 | @ | g | m | a | i | l | . | c | o | m |  |
| Mobile | 8 | 0 | 8 | 8 | 0 | 6 | 5 | 3 | 4 | 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| ***Mail Pick up/Present Address*** | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Bldg Name/Flat No | S | R | I |  | S | H | I | V | A |  | S | A | I |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Street Name/Landmark | 2 | N | D |  | C | R | O | S | S |  | S | A | T | H | Y | A |  | S | A | I |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Locality/Town | L | A | Y | O | U | T |  | A | K | S | H | A | Y | A | N | A | G | A | R |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| City/State | B | A | N | G | A | L | O | R | E |  | K | A | R | N | A | T | A | K | A |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Country | I | N | D | I | A |  |  |  |  | Pin Code | | | 5 | 6 | 0 | 0 | 6 | 8 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| E-mail ID | h | r | i | t | h | i | k | h | m | 1 | 7 | @ | g | m | a | i | l | . | c | o | m |  |
| Mobile | 8 | 0 | 8 | 8 | 0 | 6 | 5 | 3 | 4 | 9 |  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Family Details (Provide any one number for Emergency Contact)** | | | | | | |
|  |  |  |  |  |  |  |
| Relation | Name | Current Address | Date of Birth DD/MM/YYYY | Birth Country/ State/Location | | Emergency  Contact Number |
| Father | Mr. Swamy HM | #27 Sri Shiva Sai Apartment, 2nd cross Sathya Sai Layout, Akshayanagar Bangalore 560068 |  | India | | 9900765553 |
| Mother | Mrs. Sunitha TM | #27 Sri Shiva Sai Apartment, 2nd cross Sathya Sai Layout, Akshayanagar Bangalore 560068 |  | India | | 9972699942 |
| Spouse |  |  |  |  | |  |
| Child 1 |  |  |  |  | |  |
| Child 2 |  |  |  |  | |  |

**Please answer the following questions:**

|  |  |
| --- | --- |
| **Have you worked with any of WNS Group of Companies earlier?** | |
| **If YES, please specify** | **No** |
| **(a) The period of work (Start date - End date)** |  |
| **(b) The Process / Team you worked for** |  |
| **(c) The HR person for the Team** |  |
| **(d) The reason for leaving** |  |

|  |  |
| --- | --- |
| **Have you applied/interviewed for a job with WNS or its group companies earlier :If YES, please specify** | **No** |
| **(a) The date** |  |
| **(b) The Process you applied for** |  |
| **(c) The Recruiters name** |  |
| **Were you made an offer?** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LEGAL/ CRIMINAL HISTORY (*Please specify if you have any legal/ criminal records. Are there any criminal proceedings pending against you in any court in India?)* | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | | | |

Languages Known

Others

Hindi

English

**\*Note Please underline your mother Tongue**

Additional Necessary Information, if any

Time required to join:

**Declaration:**

**I hereby declare that the information given above is true to the best of my knowledge. In case any statement is found to be wrong, the company would have the right to terminate my services at any time without any compensation. I will also abide by all the rules and regulations existing or to be framed by the company, in case I am employed.**

**Date: 24/11/2022 Signature: Hrithik HM Place: Bangalore**

**Pre Joining Declaration Form**

\* I hereby declare that below mentioned aspects about my job have been clearly explained and all queries clarified during the interview process:

Designation

* My job title at the time of joining is Analyst

Confirmation

* I will be confirmed on services after completion of 6 months from the Date of Joining. Confirmation of services can be extended in case of nonperformance.

Salary and Other Incentives

* The CTC has been explained to me in detail.
* The Performance Incentive mentioned in the offer letter is the maximum earning potential in the current process. If I am transferred to another process during my services with WNS, the maximum earning potential may differ.
* Provident Fund Contribution:
* If Basic Salary is less than 15000 INR, Company's contribution & Employee's contribution towards PF is taken at 12% of Basic Salary + City Compensatory Allowance, however such amount should be capped to maximum of 15000 per month.
* In case where PF wages is above the statutory maximum limit of Rs. 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provision Act, 1952.
* There will be other deductions from the Salary which includes
* TDS & ESIC (If applicable)
* A onetime deduction towards NSR.

Signature: Hrithik HM

* The offer made in the letter is subject to change only post appraisal or promotion (Entitlement for appraisal and promotion mentioned). There would be no interim increase in salary, unless otherwise communicated in writing.

Job Location

* My job posting at the time of joining would be Bangalore. I understand there is a possibility of transfer to other WNS Facilities, which is at the company’s discretion.

Medical Fitness

* During my tenure with WNS, I may undergo a random medical checkup with the company’s panel of doctors as per the client’s requirement. The medical test would also involve Drug testing.

* Depend on Medical test result; company has the right to terminate my services with immediate effect.

Training Period

* The Training period (Pre-Process & Process Training including On the Job Training) would be process dependent.
* During Pre-Process Training, it might be a 6 day work week.
* It is mandatory for one to clear all training assessments.
* Attendance in Training/OJT/TQ/Production is top priority. No leaves will be granted during Probation. Extenuating circumstances will be dealt on case to case basis and availability of leaves.

Transportation

        Metro Shuttle Services would be available for below time frames from Huda Citi Center and Dwarka Sector-9 Metro Stations.

Females: 0700 Hrs to 1900 Hrs: Males 0700 Hrs to 2200 Hrs.

        Cab Services will be provided as per the below time frame:

Females: 1900 Hrs to 0700 Hrs; Males 2200 Hrs to 0700 Hrs. Convenient point pick-ups & drops within the hiring zones.

* **Please note the above-mentioned timings are not applicable for daylight saving.**

siSignature: Hrithik HM

        Annexure I detail the list of HIRING AREAS, where transport is available for unsociable working hours. You are requested to go through cab scheduled point pick up and need to board Cab as per listed area, if lying in NON-HIRING AREA as detailed in Annexure I.

Growth Prospects Depends On

* Performance rating parameters.
* Competency (Leadership capabilities, etc)
* Skills (Motivational skills, Interpersonal skills, etc)
* The requirement of the said position.

I hereby declare that I have clearly understood the above-mentioned aspects regarding my job. I also understand that this declaration overrides all verbal commitments and communication (if any).

Name of the Candidate: Hrithik HM Name of the Recruiter:

Signature: Hrithik HM Signature:

Date: 24/11/2022 Date:

**Declaration: “I understand that WNS recruitment is on the basis of merit only and it does not involve any kind of payment of fees, charges or any other amount to anyone from WNS or on behalf of WNS”**

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**Candidate Willingness Form – R&A**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please carefully read/understand and answer the following questions in Yes or No** | | | | **Yes / No** |
| Have you worked with WNS earlier? | | | | No |
| Are you aware there is a probation period of 6 months? | | | | Yes |
| Have you given your complete and detailed **current address**? | | | | Yes |
| Are you aware of the background verification check? | | | | Yes |
| **Are you aware about all the components in your salary and how your take home salary gets calculated every month?** | | | | Yes |
| Are you aware of the documents to be carried on the date of joining? | | | | Yes |
| Are you aware of the transport boundaries? If residing outside the boundaries and you will have to commute to office on your own? | | | | Yes |
| Are you aware that cell phones are not allowed on the floor in specific processes | | | | Yes |
| Are you aware that you cannot bring any item of mass storage e.g.- **CD, Memory card, MP3 player, iPod etc. within the org. premises.** | | | | Yes |
| Are you aware that you cannot click pictures/take a video in the premises? | | | | Yes |
| Are you aware that at the time of joining you may have to sign Service Level Agreement with financial liability depending on the process | | | | Yes |
| I have understood the offer and I am aware of the approximate take home salary per month explained to me by the concerned  Recruiter. | | | | |
| I the undersigned have been explained the above points and have understood them in totality. | | | | |
| Name of HR Representative: |  | Name of Candidate: Hrithik HM |  |
| Signature: |  | Signature: Hrithik HM |  |
| Date:  Location: |  | Date: 24/11/2022  Location: Bangalore |  |  |

**Letter of Authorization**

**To Whom So Ever It May Concern**

I hereby authorize WNS Global Services (P) Ltd. (hereafter called WNS) and its representative to verify information provided in my resume and application of employment, and to conduct enquiries as may be necessary, at the Company’s discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to WNS or its representative.

I release all persons from liability on account of such disclosure.

Signed: Hrithik HM

Name in Block Capitals: HRITHIK HM

Date of Birth: 24/01/2001

Dated: 24/11/2022

Location: Mumbai/ Pune/ Gurgaon/Nashik/ Vizag/ Chennai/ Bangalore