



# Hiring Application

## NPT INDIA – EMPLOYEE ONBOARDING FORM

Please print and complete all sections clearly in BLOCK LETTERS.  
Attach all required supporting documents (PDF only) and email the scanned form back to NPT HR.

### Checklist

#### MANDATORY DOCUMENTS (PDF Format Only)

- Aadhaar Card – PDF copy
- PAN Card – PDF copy
- Passport – Front Page (PDF)
- Passport – Back Page (PDF)

#### OPTIONAL DOCUMENTS (PDF Format Only)

- Driver's License – Front (PDF)
- Driver's License – Back (PDF)
- Experience Certificate(s) (PDF)
- Void Cheque / Bank Document (PDF)

#### Important Note

All supporting documents must be submitted as PDFs. Images/photos are not accepted.



# Hiring Application

## Personal Info & Banking

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Email \_\_\_\_\_

Gender

☐

Male

☐

Female

Date Of Birth \_\_\_\_\_ Proof of Age Available: ☐ Yes ☐ No

**Residential Address** \_\_\_\_\_

Address Line 1 \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip/Postal (If Any) \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

**Contact Number** \_\_\_\_\_

Phone (Home, Optional) \_\_\_\_\_ Phone (Mobile) \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

### ID Info

Aadhaar Number: \_\_\_\_\_ Aadhaar Card Attached: ☐

Pan Number: \_\_\_\_\_ Pan Card Attached: ☐

Passport Front Page: ☐ Passport Back Page: ☐ License Back Page: ☐ License Front Page: ☐

### Banking Info

Bank Name: \_\_\_\_\_

Branch Name: \_\_\_\_\_

Account Holder's Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

IFSC Code: \_\_\_\_\_

UPI ID (Optional): \_\_\_\_\_

Void Cheque / Bank Proof Attached (PDF Only, Optional): ☐ Yes ☐ No



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## Education

Please provide details of your highest completed education/qualification only.  
If you have additional qualifications, you may attach your resume or a separate sheet,  
but only the highest qualification will be recorded in the system.

### Choose your Highest Qualification

Primary School: ☐ High School/Secondary: ☐ Diploma: ☐ Doctorate (PhD): ☐  
Bachelor's Degree: ☐ Master's Degree: ☐ Other: ☐ \_\_\_\_\_

**Based on the option you ticked above, please fill in only the matching block (A, B, or C) below.**

A. If you selected "Primary School", fill this part only:

School Name: \_\_\_\_\_

Location (City/Town): \_\_\_\_\_ Year Completed: \_\_\_\_\_

B. If you selected "High School / Secondary", fill this part only:

School Name: \_\_\_\_\_

Board (If Applicable): \_\_\_\_\_ Year Completed: \_\_\_\_\_

Stream (Ex. Science): \_\_\_\_\_ Grade/Percentage: \_\_\_\_\_

C. If you selected "Diploma / Bachelor's / Master's / Doctorate / Other", fill this part only:

Institution Name: \_\_\_\_\_

University/Board (If Applicable): \_\_\_\_\_

Field Of Study: \_\_\_\_\_ Start Year: \_\_\_\_\_ End Year: \_\_\_\_\_

Grade/Percentage: \_\_\_\_\_



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## Employment History

### Instruction

If you have been previously employed, provide details below. You may list up to 3 past employment entries. Attach PDF experience certificates if available.

### Previously Employed?

☐ Yes ☐ No

If "No," leave entries blank.

#### Employment Entry 1

Organization Name: \_\_\_\_\_

Designation/Role: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Experience Certificate Attached (PDF Only): ☐ Yes ☐ No

#### Employment Entry 2

Organization Name: \_\_\_\_\_

Designation/Role: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Experience Certificate Attached (PDF Only): ☐ Yes ☐ No

#### Employment Entry 3

Organization Name: \_\_\_\_\_

Designation/Role: \_\_\_\_\_

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Experience Certificate Attached (PDF Only): ☐ Yes ☐ No



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## Submission Info

### Declaration

I hereby confirm that all information provided in this onboarding form is true, complete, and accurate to the best of my knowledge. I understand that providing false or misleading information may affect my employment eligibility.

☐ I have read and accept the above declaration.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### SUBMISSION INSTRUCTIONS

After completing the form:

1. Ensure all fields are filled clearly in BLOCK LETTERS.
2. Sign the declaration on the last page.
3. Scan all pages of the completed form into one combined PDF file.
4. Prepare all required supporting documents in PDF format only (Aadhaar, PAN, Passport, License, Experience Certificates, Void Cheque).
  - Images/JPEG/PNG formats will not be accepted.
5. Reply to the onboarding email you received and attach:
  - The completed form (PDF)
  - All supporting PDF documents

Send the email to NPT HR.