



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



Hiring Application

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: _____



Hiring Application

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



Hiring Application

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.