



# Onboarding Application

## 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.

## Terms And Condition

By accessing and using the NPT-Onboard platform, you acknowledge that you have read, understood, and agree to be bound by these Terms and Conditions. You may only access the Platform with a valid invitation from NPT's HR department. Unauthorized access is strictly prohibited.

You represent that all information provided is accurate, complete, and truthful. By using the Platform, you consent to the collection, processing, and storage of your personal information (including government IDs, bank details, employment history, and educational qualifications) for employment and onboarding purposes, and background verification checks. Providing false or fraudulent information may result in immediate termination of the onboarding process and legal consequences.

NPT employs industry-standard security measures including encryption of sensitive data. Your information will be accessed only by authorized NPT personnel and may be shared with service providers under confidentiality agreements or as required by law. NPT will not sell or rent your information to third parties. You are responsible for maintaining the confidentiality of your access credentials and ensuring all uploaded documents are legitimate and authentic.

To the maximum extent permitted by law, NPT shall not be liable for indirect, incidental, or consequential damages arising from your use of the Platform. You agree to indemnify NPT from any claims arising from your breach of these Terms. NPT reserves the right to terminate your access at any time for violation of these Terms. By submitting information, you acknowledge that your digital signature is legally binding.

For questions, contact: NPT Human Resources at [hr@nptgroup.com](mailto:hr@nptgroup.com)

These Terms are subject to change. Continued use constitutes acceptance of revised Terms.



# Onboarding Application

## Personal Details

\*Full Name:

\*Email:

\*Gender:

\*Date Of Birth:

\*Proof of Age?:

## Residential Address

\*Address Line 1:

\*City:

\*State:

\*Pin Code:

\*From:

\*To:

## Contact

Phone (Home): ( )

\*Phone (Mobile): ( )

\*Emergency Contact Name:

\*Emergency Number: ( )

\*Reference Name #1:

\*Reference Number #1: ( )

\*Reference Name #2:

\*Reference Number #2: ( )

I confirm that I have permission for NPT to contact my references and/or emergency contact: ☐

## Government ID

\*Aadhaar Number:

\*Aadhaar Card Attached: ☐

\*Pan Number:

\*Pan Card Attached: ☐

Passport Number:

Issue Date:

Expiry Date:

Passport Front Page Attached: ☐

Passport Data Page Attached: ☐

Driver License Number:

Issue Date:

Expiry Date:

Driver License Front Page Attached: ☐

Driver License Back Page Attached: ☐



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Please specify your highest level of education completed and provide the required information for that qualification

## Choose your Highest Qualification

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

### Primary School

\*School Name:

Year Completed:

### High school / Secondary

\*High school / Secondary Name:

Year Completed:

### Diploma / Bachelor's / Master's / Doctorate / Other

\* College / University Name:

Start Year:

\*Year Completed / Expected:



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## Instruction

If you have been previously employed, please provide your work/occupation history for the last 3 years. If one role doesn't cover the full 3 years, add additional entries (up to 3 total). If you were a student, unemployed, or in a non-traditional role during any part of this period, you can include that as an entry.

## Previous Employment

Please Check N/A boxes if not applicable

Employment 1		N/A: <input type="checkbox"/>
*Organization Name:		
*Designation/Role:		
*Start Date:	*End Date:	
*Reason For Leaving:		
*Reference Check: <input type="checkbox"/> Yes <input type="checkbox"/> No		*Experience Certificate Photo: <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment 2		N/A: <input type="checkbox"/>
*Organization Name:		
*Designation/Role:		
*Start Date:	*End Date:	
*Reason For Leaving:		
*Reference Check: <input type="checkbox"/> Yes <input type="checkbox"/> No		*Experience Certificate Photo: <input type="checkbox"/> Yes <input type="checkbox"/> No

Employment 3		N/A: <input type="checkbox"/>
*Organization Name:		
*Designation/Role:		
*Start Date:	*End Date:	
*Reason For Leaving:		
*Reference Check: <input type="checkbox"/> Yes <input type="checkbox"/> No		*Experience Certificate Photo: <input type="checkbox"/> Yes <input type="checkbox"/> No



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## Banking Information

\*Bank Name:

\*Branch Name:

\*Account Holder Name:

\*Account Number:

\*IFSC Code:

UPI ID:

Void Cheque / Bank Proof Attached: ☐ Yes ☐ No

## 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 Instruction

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.
1. Reply to the onboarding email you received and attach:
  - The completed form (PDF)
  - All supporting PDF documents

Send the email to NPT HR.