

**Affix your recent**

**Passport size Photograph**

NEW EMPLOYEE JOINING FORM

***“Congratulations and welcome you onboard”***

***Please duly fill in all the information and submit the form to HR along with requested documents:***

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| **S.No** | **Employee Personal Information** | | | | | | | | | | | | | |
| 1 | First Name | | | |  | | | | Last Name | | | | |  |
| 2 | Father’s / Husband’s Name | | | |  | | | | Blood Group | | | | |  |
| 3 | Date of Birth | | | |  | | | | Gender | | | | |  |
| 4 | Aadhar Card No. | | | |  | | | | Designation | | | | |  |
| 5 | PAN Card No. | | | |  | | | | Date of Joining | | | | |  |
| 6 | Marital Status | | | |  | | | | Department | | | | |  |
| 7 | Mobile No. | | | |  | | | | Alternate Mobile No | | | | |  |
| 8 | Email Id | | | |  | | | | Reference Name | | | | |  |
| 9 | Religion | | | |  | | | | Mode of Hire | | | | |  |
| 10 | Caste: Category: **General** **SC** **ST** **OBC** **MBC** (Pls Mark which ever applicable) | | | | | | | | | | | | | |
| **Contact Details** | | | | | | | | | | | | | | |
| **S.No** |  | | | | **Present Address** | | | | | | **Permanent Address** | | | |
| 1 | Flat/Door No | | | |  | | | | | |  | | | |
| 2 | Floor | | | |  | | | | | |  | | | |
| 3 | Premises Name | | | |  | | | | | |  | | | |
| 4 | Land Mark (Near) | | | |  | | | | | |  | | | |
| 5 | Location | | | |  | | | | | |  | | | |
| 6 | District, Pin Code | | | |  | | | | | |  | | | |
| 7 | State | | | |  | | | | | |  | | | |
| 8 | Telephone No./Mobile No | | | |  | | | | | |  | | | |
| **Emergency Contact Details** | | | | | | | | | | | | | | |
| **S.No** | **Name** | | **Mobile No/Phone No** | | | | | **Relationship** | | | | **Address** | | |
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| **S.No** | | **Bank Account Details** | | | | | | | | | | | | |
| 1 | | Your name as per Bank account | | | |  | | | | | | | | |
| 2 | | Bank Name | | | |  | | | | | | | | |
| 3 | | Branch | | | |  | | | | | | | | |
| 4 | | IFSC Code | | | |  | | | | | | | | |
| 5 | | Account Number | | | |  | | | | | | | | |
| **Local Reference (Other than family members)** | | | | | | | | | | | | | | |
| **S.No** | | **Name** | | **Relationship** | | | **Contact No** | | | **Occupation** | | | **Address** | |
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| **Education qualification (starting with 10th std)** | | | | | | | | | | | | | | | | | |
| **S.No** | | **Qualification** | | **University / Institute** | | | **Specialization** | | | | **% (\*) Marks** | | | | **Year of completion** | | |
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| **Work Experience (Start with Recent Organization)** | | | | | | | | | | | | | | | | | |
| S.No | Company Name | | Address | | | Designation | | Joined Date | Relieved date | | | Last Drawn Salary per month | | Reason for leaving Job | | | Reporting Official Name & Contact No. |
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| **Family Details** | | | | | | | | | | | | | | | | | |
| **S.No** | **Name of Family Member** | | | | **Relationship** | | | **Date of birth** | | **Occupation** | | | **Education** | | | **Phone number** | |
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**Additional Information:**

Please specify if you have any health problems: Yes No If yes pls mention details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Languages Known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mother Tongue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please enclose self-attested photo copies of your KYC documents, educational documents & other document as requested along with this form.***

# Declaration

I declare that the information given, herein above, is true & correct to the best of my knowledge, belief & nothing material has been concealed. I understand that the information if found false or incorrect, at any time during the course of my employment, my services will be terminated without any notice or compensation.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledged by HRD Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_