

## Employee Information Sheet

Source of Recruitment: Campus

Recruiter Name/Referee Name: Amisha Jaiswal



### Personal Information

Full Name: Pulkit Garg

Father's Name: Jatinder Pal

Present Address: House 179, 1st Floor, Chakkarpur, Sector 28, Gurugram, Haryana 122002, India

Permanent Address: Plot no. 119, First Floor, GBP Riverside Estate Colony, Dera Bassi, Mohali,  
Punjab, 140507

Contact Number: 6239562427

Alternate Contact Number: 8729060249

Personal Email Address: pulkit.garg.jobs@gmail.com

Blood Group: B+ Birth Date: 19/03/2003 Age: 21

Gender: Male ☒ Female ☐ Marital Status: Unmarried

Spouse Name: NA

Spouse Occupation: NA Spouse Contact Number: NA

Aadhar Card No.: 568596520394

Pan Card No.: DNTPG4154E Passport No.: NA

Visa detail (If Any):

**ShortHills Tech Job Detail**Designation: InternReporting Manager: Amisha Jaiswal / Sidhartha Prakash JainDepartment: Tech Project Onboarded On: \_\_\_\_\_Work Shift: 10 a.m. to 7 p.m. Work location: GurugramShortHills Email ID: pulkit.garg@shorthills.aiWork Phone: 6239562427 Joining Date: 10/02/2025Cost to Company: 1,80,000 Monthly Salary: 30,000Retention Bonus: NA

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Joining Bonus: NA Variable Bonus: NAPF Deduction: NA ESI Deduction: NAGitHub ID & GitHub User Name: pulkit.garg@shorthills.ai & PulkitGargShorthillsAISDEI/ SDEII Salary Structure (if applicable):  
NA

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**Previous Job Detail (Latest 1)** (NA)

Position: \_\_\_\_\_ Reporting Manager: \_\_\_\_\_

Profession Email ID: \_\_\_\_\_

Work location: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Joining Date: \_\_\_\_\_ Cost to Company: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ UAN Number (PF): \_\_\_\_\_

**Previous Job Detail (Latest 2) (NA)**

Position: \_\_\_\_\_ Reporting Manager: \_\_\_\_\_

Profession Email ID: \_\_\_\_\_

Work location: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Joining Date: \_\_\_\_\_ Cost to Company: \_\_\_\_\_

Monthly Salary: \_\_\_\_\_ UAN Number (PF): \_\_\_\_\_

**Emergency Contact Details**Full Name: Jatinder PalAddress: Plot no. 119, First Floor, GBP Riverside Estate Colony, Dera Bassi, Mohali, Punjab, 140507Relation to Employee: Father Contact Number: 7009607146Full Name: Alka RaniAddress: Plot no. 119, First Floor, GBP Riverside Estate Colony, Dera Bassi, Mohali, Punjab, 140507Relation to Employee: Mother Contact Number: 7986897431**Self-Bank Details**Account Holder Name: Pulkit GargBank Name: HDFC BankAccount Number: 50100405032328Branch Address: Dera Bassi - PunjabIFSC Code: HDFC0001109**ShortHills Salary Account - Bank Details**Account Holder Name: Pulkit GargBank Name: Kotak Mahindra BankAccount Number: 4050097249Branch Address: Sewa Corporate Park Mg Road, Revenue State of Sarhau, Gurgaon 122002, Haryana, IndiaIFSC Code: KKBK0000261

**Dependent Information (Spouse and Kids) \_ (For Insurance Purpose Only)**

Name(s) of Dependents	Date of Birth	Age	Relation to Employee
Jatinder Pal	12/10/1976	48	Father
Alka Rani	19/01/1977	48	Mother
Bhoomika	23/03/2006	18	Sister

**Education Details**

Education	Board/University	Specialization	School/ College Name	CGPA or %
10th	CBSE		Royal Convent School	89.8%
12th	CBSE	PCM	Royal Convent School	92%
Diploma				
Graduation	Thapar University	Electronics and Computer Engineering	Thapar Institute of Engineering & Technology	9.43
Post-Graduation				
Other (Certification/ Diploma/Degree)				
Other (Certification/ Diploma/Degree)				

**Two Official References (Recent Two Companies)**Name: Dr. Sudhanshu Tyagi Contact No: 8392837864Official Email id: s.tyagi@thapar.eduPersonal Emails id: NADesignation: Assistant Professor Organization: Thapar UniversityName: H.S. Bawa Contact No: 8288008124Official Email id: tpo@thapar.eduPersonal Emails id: NADesignation: CILP Head Organization: Thapar University**Employee Signature:**  \_\_\_\_\_**Location:** Gurugram**Date:** 10/02/2025**Onboarding Officer Name:** \_\_\_\_\_**Onboarding Officer Signature:** \_\_\_\_\_

## ANNEXURE – II

<b><i>Documents Required at the Time of Joining</i></b>	<b><i>Submitted or Not (yes/not available/not applicable)</i></b>
• Scan/Xerox of the Appointment letter accepted and signed by you	• YES
• An updated CV	• YES
• ShortHills _ Employee Information Sheet (All blanks are Mandatory)	• YES
• ShortHills _ 12 B and 12 BB form (All Blanks are Mandatory)	• YES
• ShortHills _ Form 11 – EPF Form (All Blanks are Mandatory)	• YES
• ShortHills _ EPF Declaration Form (Mandatory)	• YES
• ShortHills _ ESI Form (All Blanks are Mandatory)	• NA
• Academic & Professional Certificates (Scan & Xerox copies)	• YES
• Joining, Relieving and Experience Certificates from all the previous Employers (prior to ShortHills. AI)	• NA
• Latest three month's Pay Slip of all the previous Employers and Bank Statement reflecting these payments	• NA
• Form 16 (1) (pertaining to Tax Deducted at source from the previous employer)	• NA
• Scan/Xerox of Passport, Pan Card and Aadhar Card	• YES
• Proof of Birth date (Copy of Birth Certificate / School Leaving Certificate)	• YES
• Proof of address (Present and Permanent Both) – Voter Card/Electricity Bill/Rent Agreement	• YES
• Self-Declaration form – (declaring all the documents are true and mentioning the reasons of documents not available)	• YES
• Documents Verification Form	• YES

**Note: All of the documents mentioned are required and must be presented prior to or on the day of joining as part of the joining procedure. Incomplete documentation or the submission of fake documents will result in the revocation of your joining.**

**SELF DECLARATION**

I, Pulkit Garg, employee ID 900234, hereby declare that I have submitted all the required documents mentioned in Annexure II of the Offer Letter to the company as per the checklist provided by the HR department.

**The following documents have not been submitted:**

Document	Reason of Non availability	Expected Date of Submission
Passport	My passport has expired	Whenever I'll renew it
Current Address Proof	Rent Agreement expired	Whenever broker renews it

I confirm that all the submitted documents are true, accurate, and complete to the best of my knowledge. In case of any discrepancies or changes in the submitted documents, I will promptly inform the HR department.

In the event that I have not submitted any of the required documents, I understand that it is my responsibility to complete the submission within 30 days of the joining/at the earliest. I am aware of the consequences of not providing the necessary documentation within the stipulated time frame.

I also acknowledge that the company may verify the authenticity of the submitted documents, and any false information may lead to disciplinary action, including termination of employment.

Date: 10/02/2025

Employee Signature and Contact Number:  & 6239562427

**AUTHORIZATION NOTE****To whomsoever it may concern**

I authorize On Grid("Company")/ AUTH Bridge Research Services Private Limited ("Company") or any other third party associated with ShortHills Tech Pvt Ltd to obtain investigative employment verification report in connection to my application for employment.

The employment verification report may include information regarding my character, general reputation, personal characteristics, Education (Authentication of acquired or pursuing Degrees/Diplomas); Employment history; Credit history; court records, including criminal verification records as permitted by law; Passport Verification; Permanent Account Number verification; Drug Test; Fingerprint Verification; Address Verification, references from professional and personal associates as maybe applicable and any other check as found relevant for the profile.

I further understand and agree that the employment verification report may be obtained at any time and any number of times as necessary before, during or post my employment.

I provide my consent to the company or the third parties for the processing of any sensitive personal information obtained for the purpose of verification and call me in case any further information is required.

I understand that some or all the information I have provided in this application form or that may be obtained through various sources during the process of the verification will be held as digitized or physical records for a period and for such use as may be permitted under the applicable laws.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to the Company or any other third party/ies retained by them for the purpose.

I understand that the continuance of the employment or the offer of employment is contingent upon the outcome of the background check conducted on me.

The proof of Identity enclosed and self-attested for reference. A Photostat, or any other copy, of this instrument bearing my signature shall be equally legally valid as the original.

All the information furnished by me in the Background Verification Form is true to the best of me knowledge.

Signature: 

Name: Pulkit Garg

Date: 10/02/2025

Place: Shorthills AI, Gurugram

Note: It is mandatory to duly sign the form on the space provided above or else the application form would be rejected.