

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY FULL NAME : Wortgage Technologies Pvt Ltd

Please note that it is mandatory for you to complete the form in all respects. The information you provide must be complete and correct and the same shall be treated in strict confidence. The details on this form will be used for all official requirements should you join the organization.

Position applied for		Job Location	
Collection executive		Banglore	
Personal Information			
Full Name (First, Middle, Last) Arun Paily		Former Name / Maiden Name (if Applicable)	
Father's Name Paily PK		Date of Birth (DD/MM/YY) 11-03-1995	
Gender <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number (if applicable)	Nationality Indian	Marital Status Single
Current Address		Period of stay	Contact Details for Verification
Door No / Plot No #376	Premises Name		
Floor	7th cross road	From (Month/Year) 01-2020	Residence Landline Number
Corss / Main / Street	MCHS Colony		
Village Name	BTM 2nd stage	To (Month/Year) Till date	Mobile number
Post	BTM 2nd stage		
Taluk			
District	Bengaluru		
State	Karnataka		
Prominent Landmark			
Permanent Address		Period of stay	Contact Details for Verification

Door No / Plot No	Pallathukattil House	From (Month/Year) 01-2000	Residence Landline Number
Premises Name			
Floor		To (Month/Year) Till date	Mobile number
Corss / Main / Street	Punnappalam		
Village Name	Kolayad		
Post	Kolayad		
Taluk	Thalassery		
District	Kannur		
State	Kerala		
Prominent Landmark			

Education Qualification - Please attach copy of Degree and Final year mark sheet

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
1.St.Cornelius HSS kolayad	Kolayad , kannur , Kerala 670650	dd/mm/yy 1-6-2008	dd/mm/yy 20/3/2011	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time TRUE	10580

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
2. St.Cornelius HSS Kolayad	Kolayad , kannur , Kerala 670650	dd/mm/yy 1-6-2011	dd/mm/yy 25/3/2013		9368056

<input type="checkbox"/> Full Time	TRUE
<input type="checkbox"/> Part Time	

College Name & Address		University Name & Address		Dates Attended	Qualification Gained	ID /Roll No
From	To					
3. NTTF		NTTF, Thalassery - 670 105		dd/mm/yy 01-07-2013	dd/mm/yy 01-05-2016	TTC1513038
				<input type="checkbox"/> Full Time TRUE <input type="checkbox"/> Part Time		
College Name & Address		University Name & Address		Dates Attended	Qualification Gained	ID /Roll No
From	To					
4				dd/mm/yy	dd/mm/yy	

- | | | | |
|--|--|--|--|
| | | | <input type="checkbox"/> Full Time
<input type="checkbox"/> Part Time |
|--|--|--|--|

Please tick mark the documents submitted for this qualification along with this form

- | | | | |
|-------------------------------------|--|--|-------------------------------|
| <input type="checkbox"/> Marksheets | <input type="checkbox"/> Provisional Certificate | <input checked="" type="checkbox"/> Degree Certificate | <input type="checkbox"/> None |
|-------------------------------------|--|--|-------------------------------|

Previous Employment History - Please attach a copy of your relieving letter/service certificate

Name of Current Employer - 1 {Last Company} {24].ai		Address of Current Employer Prestige Tech Platina, 2, Marathahalli - Sarjapur Outer Ring Rd Sarjapur, Bengaluru, Karnataka 560087									
Telephone No	Employee Code/No 1078212	Designation Customer support	Department Optus								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Employment Period</td> <td style="width: 50%;">Manager's Name</td> </tr> <tr> <td>From 03-Jul-2019</td> <td>To 03-Dec-2019 Praveen</td> </tr> </table>		Employment Period	Manager's Name	From 03-Jul-2019	To 03-Dec-2019 Praveen	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Manager's Contact No 9535072125</td> <td style="width: 50%;">Can a reference taken now?</td> </tr> <tr> <td>Manager's Email ID</td> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table>		Manager's Contact No 9535072125	Can a reference taken now?	Manager's Email ID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Period	Manager's Name										
From 03-Jul-2019	To 03-Dec-2019 Praveen										
Manager's Contact No 9535072125	Can a reference taken now?										
Manager's Email ID	<input type="checkbox"/> Yes <input type="checkbox"/> No										
Duties & Responsibilities Customoer support nonvoice process		Reasons for leaving Medical									
First Salary drawn 14760	Was this Position <input checked="" type="checkbox"/> Permanent	Agency Details (if temporary or contractual), provide details									

Last Salary drawn	<input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	
Please tick mark the documents submitted for this employment		
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input checked="" type="checkbox"/> Offer letter <input type="checkbox"/> Any Other <input type="checkbox"/> None		
Previous Employment History - Please attach a copy of your relieving letter/service certificate		
<p>Note: Please ensure that you are descriptive wherever necessary – e.g. If company has closed, do mention it. Employee Code/ ID/ Number is mandatory. If your previous employer did not provide one, please mention and state reasons for the same.</p>		
Name of Employer (2) Dr.wiesner test and Automation		Address of Employer 147, 6th Main Rd, Industrial Suburb, Yeswanthpur, Bengaluru, Karnataka 560054
Telephone No	Employee Code/No	Designation Junior technician Department Machine building
Employment Period From 4th may 2016 To 4th may 2017		Manager's Name Nataraj
		Manager's Contact No Manager's Email ID
Duties & Responsibilities Fitter and electrician		Reasons for leaving Company got shutdown
First Salary drawn 6,067.00	Was this Position <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details
Last Salary drawn 6,067.00		
Please tick mark the documents submitted for this employment		
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input checked="" type="checkbox"/> Any Other		

None

(please specify)

Salary slip

Previous Employment History - Please attach a copy of your relieving letter/service certificate

Name of Employer (3)		Address of Employer	
Telephone No	Employee Code/No	Designation	Department
Employment Period		Manager's Name	Manager's Contact No
From	To		Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
First Salary drawn	Was this Position <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn			
Please tick mark the documents submitted for this employment			
<input type="checkbox"/> Service Certificate <input type="checkbox"/> Relieving letter <input type="checkbox"/> Offer letter <input type="checkbox"/> Any Other <input type="checkbox"/> None (please specify)			
Documents Required (Mandatory)			
Education:			

- Photocopy of degree certificate and final mark sheet of all examinations

Employment

- Photocopy of relieving / experience letter for each employer mentioned in the form

Government Identity or Address Proof

- Passport Copy / Driving License / Voter ID / Aadhaar Card / Bank Passbook

Declaration and Authorization

I hereby authorize GoldQuest Global HR Services Private Limited and its representative to verify information provided in my application for employment and this employee background verification form, and to conduct enquiries as may be necessary, at the company's discretion. I authorize all persons who may have information relevant to this enquiry to disclose it to GoldQuest Global HR Services Pvt Ltd or its representative. I release all persons from liability on account of such disclosure.

I confirm that the above information is correct to the best of my knowledge. I agree that in the event of my obtaining employment, my probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of medical test and background verification check done by the company .

Signature: Arun Paily

Name: Arun Paily

Date: 05-26-2021

भारत सरकार
विदेशी विदेशी
INCOME TAX DEPARTMENT



भारत सरकार
GOVT. OF INDIA

स्थायी लेखा संख्या कार्ड

Permanent Account Number Card
CFSPA2042F

2336
24
83229

नाम / Name

ARUN PAILY

पिता का नाम / Father's Name

PAILY PALLATHU KATTIL

जन्म दिनी तारीख / Date of Birth

11/03/1995

हस्ताक्षर / Signature





राज्य सरकार

Government of India



Download Date : 01/04/2021

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ARUN PAILY

ജനന തീയതി/DOB: 11/03/1995

പുരുഷൻ/ MALE

Issue Date: 14/02/2018

5406 3936 8077

VID : 9191 1178 1980 1648

എറണ്ണൂ അമ്മാർ, എറണ്ണൂ സെറുവുള്ളിട്ടി



भारतीय विशेष ओफീസ प्राधिकरण

Unique Identification Authority of India

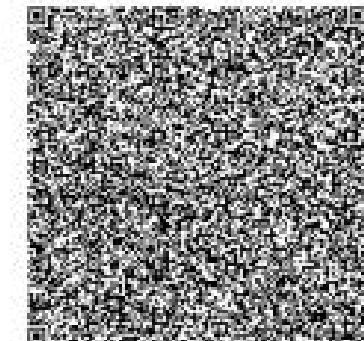


റീഫറൻസ്:

S/O: പലൈ പി കെ, പള്ളതുക്കാട്ടിൽ
കോട്ടൻ, പുന്നപ്പലം, കോളയാട്, കേരളം,
കേരളം,
കോട്ടൻ - 670650

Address:

S/O: PAILY P K, PALLATHUKATTIL
HOUSE, PUNNAPPALAM, KOLAYAD,
Koloyad, Kannur,
Kerala - 670650



5406 3936 8077

VID : 9191 1178 1980 1648

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Mr.Arun Paily
Employee ID : 01074812
Room no. 11, Pooja PG 29th main, BTM 2nd stage near lake road .
Bangalore



Dear **Arun Paily**,

Sub: Letter of Appointment

We are pleased to offer you the position of **Advisor L1G1** at 247 Customer PVT.LTD, Prestige Tech Platina, Kadubeesahalli, Marathalli Outer Ring Road, Bangalore, with effect from 03-Jul-2019 on the following terms and conditions:

1. Accountability

You will report to the **Senior Voice and Accent Coach**

2. Working Hours

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the Management, you shall work beyond the normal working hours and on your weekly off days and holidays, in accordance with the statutory provisions applicable.

3. Probation

You will be on Probation for a period of **12** month(s) with effect from **03-Jul-2019**. In the event of your not being able to attain the standards required for confirmation of your services, this period of probation may be extended by the Management. On completion of the Probationary period to the satisfaction of the Management, the Management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the Probationary period, you will continue to be on probation till you receive the confirmation letter from the Management or till your services are terminated. Your services are liable to be terminated by the Management at any time during your Probationary period, including the extended period of Probation, if any, without notice and without any payment or compensation in lieu of notice and without assigning any reason thereof.

Appointment Letter of 01074812 (Arun Paily)

4. Remuneration

As attached in the Annexure I. Please read the Annexure II for other details. On joining the company, as a prerequisite, you need to undergo and successfully complete the Foundation Level Training and Process Level Training. In the event of your inability to pass the same, your services are liable to be discontinued. In the event of your services being discontinued after Foundation Level Training (FLT) on account of your inability to pass the same, you shall not be entitled to any salary, allowances or benefits of any kind for the period you were undergoing FLT. For any unauthorized absenteeism during the FLE/PLE stage, your services are liable to be discontinued from the very next day. Only exception allowed is on medical grounds, provided the trainer is intimated in advance. In the event of such authorized absence exceeding more than two days, you will be required to restart the program from the beginning.

5. Duties

You shall perform such duties and observe and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any. The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

6. Address

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

7. Benefits

You will be eligible for the benefits of leave, Provident Fund and Gratuity when applicable and as per the rules of the company in force from time to time.

8. Transfer

You have been appointed as **Advisor L1G1** but are liable to be transferred at any time on a temporary or permanent basis from one job to another, from one department to another in the Company. The transfer will not deem to constitute a change in your conditions of service.



Appointment Letter of 01074812 (Arun Paily)

9. Retirement

You will retire on attaining the age of 60 years.

10. Notice Period

During the Training Period (Foundation Level Training & Process Level Training) your services can be terminated by giving one day's notice on either side. After successfully completing the training and on regular work, your notice period shall be for one month on either side.

11. Service Rules

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

12. Minimum Period of Employment

The company will be investing substantially in you, through an elaborate period of training so as to skill you for the job. A minimum period of productive utilization of these skills is mandatory. You are therefore required to commit to a period of Six Months of service from the date of joining.

13. Employee Undertaking

You will be required to execute an Employee Undertaking, as a part of the terms and conditions of your employment with the company.

Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We welcome you and we are confident that you will contribute in building 24/7 Customer into a world-class organization.

Sincerely,
for 24/7 Customer Pvt Ltd.,

Susmita Malik
VP



Appointment Letter of 01074812 (Arun Paily)

Employee ID 01074812

18-Jul-2019

Name **Mr.Arun Paily**

Effective Date 03-Jul-2019

Level / Grade : L1G1
Designation : Advisor

Salary Components			
Fixed Components	CTC Per Month (1 to 3 months)	CTC Per Month (4 to 12 months)	CTC Per Annum
Basic	4,500	4,500	54,000
House Rent Allowance	1,800	1,800	21,600
Advance Statutory Bonus	1,135	1,135	13,620
Special Allowance	7,325	7,325	87,900
Total of Fixed components (I)	14,760	14,760	177,120
Benefits			
Provident Fund - Employer's Contribution	1,635	1,635	19,620
Medical Insurance	195	195	2,340
Life Insurance	50	50	600
Gratuity	216	216	2,592
ESI Contribution - Employer's Contribution @ 4.75%	889	889	10,668
Total of Benefits(II)	2,985	2,985	35,820
Variable Components			
Target Shift Allowance	1,760	1,760	21,120
Production Incentive (ECOP - from 4th to 12th month based on performance)	0	1,400	12,600
Self To Work (STW)	2,200	2,200	26,400
Total of Variable components (III)	3,960	5,360	60,120
Total CTC Per Month(I+II+III)	21,705	23,105	273,060

Sincerely,
for 24/7 Customer Pvt Ltd.,

Susmita Malik
VP



Appointment Letter of 01074812 (Arun Paily)

Benefits / Schemes	Description	Value
Advance Statutory Bonus	Statutory Bonus is applicable to those employee's whose basic salary is less than or equal to Rs. 21,000/- pm as per the payment of bonus (amendment) Act, 2015.	As applicable*
Target Shift Allowance	Rs. 1,760 is the maximum shift allowance you can earn in a month. Shift allowance pay-out will vary basis actual shift timings during the month, as per the policy. FLE Training starting between 6 am to 1 pm are not eligible for Shift Allowance.	As per Policy**
Production Incentive (ECOP)	As per Employee Cash Option Plan Policy of the company. The incentive is paid only if you meet all the performance requirements.	As per Policy**
Self To Work (STW)	Applicable as per 'Self to Work' Policy. This amount is paid only if employee opts for STW on HRMS . Actual payout will vary based on attendance for the month. This is not applicable for female employees working in shifts beginning and ending between 7pm to 7am.	As per Policy**
Company Transport	Company sponsored transport will be provided to employee from second day of FLE training (Residing in areas within the hiring radius as per company policy) Please update your address and contact details in HRMS. Employees who do not opt for company transport are eligible for STW (if applicable as per policy)	As per Policy**
Group MediClaim Policy (GMC)	You are covered under the voluntary Group Medical Insurance Policy of the Company. It's the employee's responsibility to enroll dependents as per	Rs.1,50,000 **
Group Insurance in Lieu of EDLI (Under PF)	An Insurance benefit in the event of demise of an employee is provided under this Group Insurance Scheme during an employees term, to his Nominee/Family:	Rs.6,02,000 *
Group Personal Accident (GPA)	You are covered under the voluntary Group Personal Accident Insurance policy of the company	Rs.3,00,000 **
Group Term Life (GTL)	You are covered under the voluntary Group Term Life Insurance policy of the company	Rs.3,00,000 **
ESI	Processed as per Employees' State Insurance Act, 1948. ESI is applicable for employees whose actual gross income pm is less than or equal to Rs. 21,000/. If the actual gross earnings pm is more than Rs. 21,000 , then the above mentioned ESI contribution will not be applicable. Employee's contribution - 1.75 % of actual gross salary including Shift Allowance, STW (if applicable), etc will be deducted accordingly.	As applicable*
Gratuity & Provident fund	Processed as per the Payment of Gratuity Act 1972 & Employees' Provident Funds Act,1952 respectively. PF contribution is based on min wages and capped at 12% of Rs.15,000 pm (as applicable). Employee and employer will contribute accordingly.	As applicable*

* Benefits as per Statutory Law is subject to change from time to time.
** These are voluntary schemes offered by the Employer, which may change, including withdrawal at any time without any notice.
PAN Card, Aadhar Card and UAN number are statutory requirements. In case if you don't have a PAN card, please contact the HR.

Sincerely,
for 24/7 Customer Pvt Ltd.,

Susmita Malik
VP