## 

## JOINING REPORT

&

EMPLOYEE INFORMATION SHEET

From:

**AVINASH RANA**

**35, CHATTA WALA GALI, 1st FLOOR**

**KOLKATA-700012**

(CANDIDATE NAME & ADDRESS)

To

The HR Dept.

Pioneer e Solutions Pvt Ltd

New Delhi.

Respected Sir,

Sub: Joining Report

With reference to your offer, this is to inform that I am joining your organization from

**01/05/2020**

Thanking you,

Yours Sincerely,

(Signature)

## Note: Kindly, furnish all information in Block Letters and tick the appropriate box or write N/A

# RECENT PHOTO

## wherever not applicable.

#### **PERSONAL DATA FORM**

EMPLOYEE CODE: (to be filled by HR) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL NAME \_\_\_\_\_\_\_\_\_**AVINASH RANA**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF JOINING: \_\_\_**01/05/2002**\_\_\_\_\_\_\_\_\_\_\_\_ JOINING AS: \_\_\_\_\_**SENIOR PROGRAMMER**\_\_\_

DATE OF BIRTH \_\_\_\_**11/09/1994**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WEIGHT \_\_\_\_\_**56**\_\_\_\_\_\_\_\_\_\_\_\_\_ HEIGHT \_\_\_\_\_**5’4’’**\_\_\_\_\_\_\_\_\_

MARITAL STATUS \_\_**SINGLE**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

POSTAL ADDRESS \_\_\_**35, CHATTA WALA GALI, 1st FLOOR**

**KOLKATA-700012**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERMANENT ADDRESS \_\_\_\_\_**35, CHATTA WALA GALI, 1st FLOOR**

**KOLKATA-700012**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT#\_\_\_\_**7980009282**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CONTACT (Father)# \_\_\_\_\_\_**7980956438**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emil ID \_\_\_**avinashrana55@yahoo.com**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cast **SC**

# FAMILY DETAILS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | | **DATE OF BIRTH / SEX** | **RELATION** | **OCCUPATION** | **Contact No.** |
| Father | **CHITTORANJAN RANA** |  | **FATHER** | **BUSINESS MAN** | **7980956438** |
| Mother | **SAKUNTALA RANA** |  | **MOTHER** | **HOME MAKER** | **9331391488** |
| Spouse Name | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |
| Child | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |

**EDUCATION QUALIFICATION** (Start with School Leaving Certificate or Equivalent)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **UNIVERSITY / INSTITUTE** | **YEAR OF**  **PASSING** | **%**  **MARKS** | **SPECIALIZATION** |
| **MCA** | **VIDYASAGAR UNIVERSITY** | **2019** | **74%** | **COMPUTER SCIENCE** |
| **BCA** | **MAKAUT** | **2015** | **74.6%** | **COMPUTER SCIENCE** |
| **H.S** | **WBCHSE** | **2012** | **42%** | **SCIENCE** |
| **MADHYAMIK** | **WBBSE** | **2010** | **60%** | **GENERAL** |

**EXPERIENCE (CHRONOLOGICAL ORDER EXCLUDING LAST POSITION)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ORGANISATION** | **PERIOD** | | **DESIGNATION** | **JOB RESPONSIBILITY** | **REASON FOR LEAVING** |
| FROM | TO |
| **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |
| **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |
| **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |
| **N/A** | **N/A** | **N/A** | **N/A** | **N/A** | **N/A** |

Attach separate sheet(s), if required

# LAST POSITION HELD

DESIGNATION: **JAVA DEVELOPER** ORGANISATION **SEMAPHORE COMP PVT LTD**

DOJ **01/02/2019** DESIGNATION AT THE TIME OF JOINING: **JAVA DEVELOPER**

ADDRESS: **1st Floor, 3, Gokul Baral St, Bow bazar, Kolkata,**

**West Bengal 700012**

BUSINESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB RESPONSIBILITY: **CONTRACTUAL BASIS**

REPORTING TO: NAME \_**DEBASISH MULLICK**\_DESIGNATION **DIRECTOR**

TOTAL GROSS SALARY PER MONTH **8000/-**

|  |
| --- |
| DECLARATION I Mr./Ms./Mrs.: **\_\_\_\_\_\_AVINASH RANA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   * Also certify that I have resigned from the services of my ex-employer **SEMAPHORE COMPUTERS PVT LTD\_\_\_** and that any financial liability arising out of the service agreement (if applicable) will be borne by me. * Certify that the information furnished above is factually correct and subject to verification   By your organization or any of your authorized person, I agree that in case the information given by me in this form is not true, correct or complete, PPioneer will have the right to terminate my appointment without notice or compensation at any time.  SIGNATURE OF ASSOCIATE DATE PLACE |

**REFERENCE:** NAME & ADDRESS OF ATLEAST TWO REFERENCES

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Contact No. | Relation | Address |
| DEBALEENA GHOSHAL | 8538072858 | FRIEND |  |
| SAIBAL DAS | 8250898748 | SENIOR |  |

# ADDITIONAL INFORMATION

* Languages Known: **ENGLISH, HINDI, BENGALI**
* Hobbies: **SKETCHING, STUDYING**
* Nationality: **INDIAN**
* Religion: **HINDUISM**

# BANK ACCOUNT/ INCOME TAX DETAILS:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name in the Bank A/c | Name of the Bank | Branch | Account Number | IFSC CODE / RTGS CODE | MICR CODE |
| **AVINASH RANA** | **STATE BANK OF INIDA** | **INDIAN EXCH PLC EXTN.** | **33471200000** | **SBIN0001139** | **700002047** |

Permanent Account Number (**PAN**): **BTVPR1766B**

ADHAAR Number/UID\*: **2778 5968 3546**

# EMERGENCY DETAILS

* Blood Group: **O+**
* Allergic To: **NO**
* **Contact Person in case of Emergency (Name): CHITTORANJAN RANA**

Address: **35, CHATTA WALA GALI, 1st FLOOR**

**KOLKATA-700012**\_

* Phone #: **7980956438** Relation FATHER

# ATTACHMENTS

Please attach:

1. Photocopies of all relevant certificates / degree mark sheets etc from 10th class onwards.

2. Passport size photograph (atleast 3)

3. Latest 3 salary slips (photocopy of bank passbook if not having the salary slip) (mandatory)

4. Experience Certificate from Previous employer

5. Relieving letter from previous employer

6. Photocopy of PAN Card (mandatory)

7. Address proof

8. Resume

|  |  |  |  |
| --- | --- | --- | --- |
| No | Documents | Submitted | Will submit on |
| 1 | Photocopies of all relevant certificates / degree mark sheets etc from 10th class onwards. | SUBMITTED |  |
| 2 | Passport size photograph (atleast 3) | SUBMITTED |  |
| 3 | Latest 3 salary slips (photocopy of bank passbook if not having the salary slip) (mandatory) | NOT SUBMITTED | AFTER LOCKDOWN |
| 4 | Experience Certificate from Previous employer | NOT SUBMITTED | AFTER LOCKDOWN |
| 5 | Relieving letter from previous employer | NOT SUBMITTED | AFTER LOCKDOWN |
| 6 | Photocopy of PAN Card (mandatory) | SUBMITTED |  |
| 7 | Address proof | SUBMITTED |  |
| 8 | Resume | SUBMITTED |  |

# 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 ABOVE INFORMATION IS FOUND FALSE OR INCORRECT, AT ANY TIME DURING THE COURSE OF MY EMPLOYMENT, MY SERVICES WILL BE TERMINATED FORTHWITH WITHOUT ANY NOTICE OR COMPENSATION.

I UNDERSTAND THAT THE COMPANY MAY TAKE ANY APPROPRIATE ACTION AGAINST ME WITH THE DURATION OF MY EMPLOYMENT WITH THE COMPANY, IN CASE IT IS FOUND THAT I HAVE PAID ANY FEES TOWARDS MY PLACEMENT.

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLACE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE OF ASSOCIATE