

Specimen of Joining Formalities

First Name	first Name Example :- Rajesh
Middle Name	Father Name
Last Name	Surname
Mobile No.	Active Mobile Number
Personal mail ID	active mail ID
Alternate mail ID	if any otherwise put NA
Blood Group	if know otherwise put NA
Date of Birth	DD-MM-YY
Gender	Male/Female
Marital status	Single/Married
Emergency contact person name.	during emergency who will be the contact person Name
Emergency contact No.	Emergency No.
Relation with Emergency contact person.	Relation i.e. Brother, Father, Mother
Permanent Address (will be used for BGV)	Residing Address for background verification purpose
Location	Locality where you resides
Pin code	Pin code
Present Address (for BGV)	if its different from permanent address then have to provide present address
Location	Locality where you resides
Pin code	Pin code
Name as per Aadhar Card	Name as per Aadhar (for compliance purpose)
Aadhar Card No.	Aadhar Number
Name as per PAN	Name as per PAN(for compliance purpose)
PAN No.	PAN Number
UAN No. (Existing PF account No.)	Mentioned in your salary slip for PF purpose & if fresher put NA
Dependent Name	for PF nominee purpose
Relationship with Dependent	Relationship with given dependent (it should be blood relative)
Birth date of Dependent	Provide birth date
Education Qualification	Diploma, Graduation, Post-graduation
Experience/ Fresher	If Experience please provide references & if fresher put NA
If experience (Previous organization Name)	If experience Previous organization name(2 Reference are mandatory)
Reference 1 (Contact person Name)	Contact person name
Reference contact No.	Active contact number
Reference Official mail ID	correct official mail ID personal ID not accepted
Reference 2 (Contact Name)	Contact person name
Reference 2 Contact No.	Active contact number
Reference 2 official mail ID	correct official mail ID personal ID not accepted
Bank Account detail	Active Bank account details for PF & ESIC purpose
Account No.	Correct Account number
IFSC code	IFSC code
Branch	Home branch location