

# Background Verification Form

<b>PERSONAL DETAILS</b>		
<b>Name of Applicant</b> Surname <i>Agarwal</i> Middle First <i>Shruti</i>		
Maiden Name :		
Have you ever been known by another name?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If Yes, please write the other name:	
Place of Birth: <i>Lucknow</i>	Date of Birth (dd/mm/yy): <i>19/06/1993</i>	
Sex: <i>Female</i>	Nationality: <i>Indian</i>	
Father's Name <i>Mr. Ashok Kumar Agarwal</i>	Passport No. <i>-</i>	SSN No. (Mandatory for US address)
Home Phone <i>9415561047</i>	Office Phone	Mobile <i>9206027310</i>

<b>RESIDENTIAL ADDRESS</b>	
Permanent Address <i>281/54 Mill Road Maujiya, Lucknow.</i>	
City : <i>Lucknow</i>	State : <i>Uttar Pradesh</i>
Pin Code : <i>226004</i>	**Nearest Landmark : <i>Charbagh Station</i>
Name of the contact person at the address : <i>Mr. Ashok Kumar Agarwal</i>	
Relationship of contact person : <i>Father</i>	
Landline No. <i>-</i>	Mobile No. <i>9415561047</i>
Nature Of Location: Rented/ <i>Owned</i> /Others	Preferred time of the day for conducting the verification, if any : <i>9:00 AM to 11:00 PM</i>
Residing Since (Mandatory): <i>Birth</i>	Residing Till (Mandatory): <i>June, 2015</i>

Current Address No. 9, 6 <sup>th</sup> Cross Konena Agrahara, Behind Syndicate Bank, Bangalore.	
City : Bangalore	State : Karnataka
Pin : 560017	Nearest Landmark : Kempfort Mall
Contact Person at the address : Pg. Owner (Narayan Reddy)	
Relationship of contact person : Warden	
Landline No.	Mobile No. 9008669694
Nature Of Location: <input checked="" type="checkbox"/> Rented/ <input type="checkbox"/> Owned/ <input type="checkbox"/> Others	Preferred time of the day for conducting the verification, if any : 10:00 am to 8:00 pm
Residing Since (Mandatory): Sept, 2017	Residing Till (Mandatory): Present

# EDUCATION RECORD

EDUCATION RECORD (Start with the latest/ highest qualification; please attach photocopies of the documents ) All fields are mandatory					
Name & Address of School/College/ Institute	Name & Address of University its affiliated	Type of Degree/Diploma obtained. State "F" for fulltime and "P" for part-time within brackets	Dates Attended From To		Roll Number/Registration Number/Exam Seat number
B. Tech Amity University Lucknow	Amity University, Lucknow	F	2011	2015	A7104111019
Lucknow Public School (12 <sup>th</sup> )	ICSE	F	2010	2011	B/8586/215
Lucknow Public School (10 <sup>th</sup> )	ICSE	F	2008	2009	T/7246/ 265

# PROFESSIONAL EDUCATION RECORD

PROFESSIONAL EDUCATION RECORD					
<i>(Start with the latest/ highest qualification; please attach photocopies of the documents ) All fields are mandatory</i>					
Name & Address of School/College/Institute (Mandatory)	Name & Address of University its affiliated (Mandatory)	Type of Degree/Diploma obtained. State "F" for fulltime and "P" for part-time within brackets	Dates Attended From To		Roll Number/Registration Number/Exam Seat number
Amity University, Lucknow	Amity University Lucknow	F	2011	2015	A710411019

EMPLOYMENT RECORD				
<i>If you are still employed in this organization, please fill in the date before which you would not like the verification to be initiated in the "To" column. If you are not sure or would like to intimate this date later, please write 'Still Employed'</i>				
Employer 1 Full Name		Employee ID	From (mm/yy)	To (mm/yy)
Moreal Infotech Pvt. Ltd.		MI/45083	June, 2015	September, 2017
Address			Phone Number	
Fourth floor, Trias, Windsor Commerce, Near Wadsworth Hotel, Baner Road, Pune			820	
City	State	Country	Postal Code	
Pune	Maharashtra	India	411045	
Job Title		Reason of Leaving		
Software Test Engineer		Project Completion		
Designation		Final Salary (Annual CTC)		
Software Test Engineer		2,40,000		
Supervisor Name & Title		HR Manager Name		
Shalini Jayanth HR		Shalini Jayanth		
Supervisor's Phone Number		HR Manager Phone Number		
		+91-20-30163435		

**GAP VERIFICATION****GAP VERIFICATION****ALL GAPS BETWEEN EDUCATION AND EMPLOYMENTS HAVE TO BE HIGHLIGHTED**

Note – Please provided valid justification for the GAP

GAP (1)	
Period of GAP	
Reason for GAP	
Residential Address during GAP period	

GAP (2)	
Period of GAP	
Reason for GAP	
Residential Address during GAP period	

GAP (3)	
Period of GAP	
Reason for GAP	
Residential Address during GAP period	

**References: Please give details of 3 references, preferably not related to you.**

PARTICULARS	Reference 1	Reference 2	Reference 3
NAME	RUCHI KHARB	RICHA Srivastava	Bhatbij Ansari
ORGANIZATION	Test Yanta Solution	Test Yanta Solution	Unemployed
POSITION	Sr. Test engineer	Software Test Engineer	-
ADDRESS	R.T. Nagar	Bellandur	Marathali
TELEPHONE	7619413722	7000386192	8076510184
RELATIONSHIP	friend's friend	Friend	Friend

## Information Release Form

To Whom It May Concern:

Please print

Agarwal Shruti \_\_\_\_\_  
Last name First name Middle name

I hereby authorize Test Yatra Software (The Company) and/or or their authorized representatives and contractors to verify information presented on my employment application/resume and to procure an investigative report or consumer report for that purpose.

I hereby grant authority for the bearer of this letter to access or be provided with full details

- of my previous employment record held by any company or business for whom I previously worked. This information should include the dates of employment; the nature of the position held, [details of my salary upon departure] and an appraisal of my performance, capabilities and character. In addition, please provide any other pertinent information requested by the individual presenting this authority. I hereby release from liability all persons or entities requesting or supplying such information.
- of my qualification/degree (copy of my certificates attached)
- information in respect to my character from the records maintained by local authorities

Shruti Agarwal  
Signature:

07/02/2018  
Date: dd / mm / yyyy



**Offer cum Appointment Letter**

**June 02, 2015.**

**Ms. Shruti Agarwal,  
Pune.**

**Dear Shruti,**

We have pleasure in appointing you as “**Software Test Engineer**” in our organization, **Moreal Infotech Pvt Ltd**, effective from “**June 04, 2015**” on the following terms and conditions:

**1. Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure “A”. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

**2. Salary revision**

Your salary will be reviewed in general on April month of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

**3. Posting & Transfer**

Your initial posting will be at “**Pune**”. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

**4. Probation:**

You will be on probation for a period of **six months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

**5. Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

**6. Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company’s affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

**7. Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.



#### 8. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

#### 9. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

#### 10. Retirement

The retirement age is **58 years**. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

#### 11. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving **two months** (60 days) notice or salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

#### 12. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,

For Moreal Infotech Pvt Ltd

**Shalini Jayanth**

**Manager - Human Resources**



**ANNEXURE 'A'**

**COMPENSATION DETAILS (Salary & applicable benefits)**

**a) Remuneration**

Basic	66,156.00
HRA	33,084.00
Conveyance	9,600.00
Medical Allowance	15,000.00
CCA	36,384.00
Special Allowance	29,772.00
Gross Yearly Salary	189,996.00

**b) Retirals**

- i. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- ii. You will be entitled to gratuity in accordance with the rules governing such payment.

**c) Leave**

You will be entitled to privilege, sick and casual leave as applicable to your category of employees.

**Note:**

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**(Signature and Date)**



**To whom so ever it may concern**

**September 04, 2017.**

**Sub: Experience Letter**

This is to certify that **Ms. Shruti Agarwal**, EMP ID: **MI/45083** has worked for **Moreal Infotech Pvt Ltd**, as **"Software Test Engineer"** from **04/06/2015** to **04/09/2017**.

During the period of employment with us, we found **Ms. Shruti Agarwal** was very sincere and hardworking, displayed a lot of initiative to learn improvise and improve upon the service standard of our Organization, always willing to accept additional responsibilities and showed a lot of interest towards the work. She is well mannered and is very pleasant to move with.

We wish her all the success in the future.

Yours faithfully,

**For Moreal Infotech Pvt Ltd**

  
**Shalini Jayanth**  
Manager – Human Resources





**Relieving Letter**

**September 04, 2017.**

**Name: Shruti Agarwal**

**Emp Id: MI/45083**

**Designation: Software Test Engineer**

**Dear Shruti,**

This is with reference to your letter of resignation wherein you have requested to be relieved from the services of **Moreal Infotech Pvt Ltd**, We would like to inform you that your resignation is hereby accepted and you are being relieved from the services of the company with effect from closing of office hours on **September 04, 2017**.

During the tenure your performance and contributions to the organization and its success will be always appreciated.

We wish you all the best to your future endeavors.

Yours faithfully,,

**For Moreal Infotech Pvt Ltd**

  
**Shalini Jayanth**

**Manager – Human Resources**





**MOREAL INFOTECH PVT LTD**

**Fourth Floor, Trios, Windsor Commerce,  
Near Wadeshwar Hotel, Baner Road,  
Baner, Pune-411045.**

**Phone: +91-20-30163435.**

[www.morealinfotech.com](http://www.morealinfotech.com). [info@morealinfotech.com](mailto:info@morealinfotech.com)

**PAY SLIP FOR THE MONTH OF AUGUST 2017**

<b>EMP Code</b>	MI/45083	<b>PAN</b>	AOPPV4833F	<b>DOJ</b>	14-Jun-15
<b>Name</b>	Shruti Agarwal	<b>Location</b>	PUNE	<b>NWD</b>	31
<b>Designation</b>	Software Test Engineer	<b>Department</b>	IT	<b>NPD</b>	31

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	7,180	Professional Tax	200
HRA	3,590	Income Tax	862
Conveyance Allowance	800		
Medical Allowance	1,250		
Special Allowance	3,231		
CCA	3,949		
Gross	20,000	Total	1,062
<b>Net Pay</b>	<b>18,938</b>		

**Electronically generated Payslip . No Seal or Signature is required.**



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**PAY SLIP FOR THE MONTH OF JULY 2017**

<b>EMP Code</b>	MI/45083	<b>PAN</b>	AOPPV4833F	<b>DOJ</b>	14-Jun-15
<b>Name</b>	Shruti Agarwal	<b>Location</b>	PUNE	<b>NWD</b>	31
<b>Designation</b>	Software Test Engineer	<b>Department</b>	IT	<b>NPD</b>	31

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	7,180	Professional Tax	200
HRA	3,590	Income Tax	862
Conveyance Allowance	800		
Medical Allowance	1,250		
Special Allowance	3,231		
CCA	3,949		
Gross	20,000	Total	1,062
<b>Net Pay</b>	<b>18,938</b>		

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**PAY SLIP FOR THE MONTH OF JUNE 2017**

<b>EMP Code</b>	MI/45083	<b>PAN</b>	AOPPV4833F	<b>DOJ</b>	14-Jun-15
<b>Name</b>	Shruti Agarwal	<b>Location</b>	PUNE	<b>NWD</b>	30
<b>Designation</b>	Software Test Engineer	<b>Department</b>	IT	<b>NPD</b>	30

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	7,180	Professional Tax	200
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