

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY NAME : HML

Please note that it is mandatory for you to complete the form in all respects. The information you provide 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	
FIELD MANAGER		SILIGURI	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
SAYAN BASAK		COLPB93919	460773387618
Father's Full Name	SUBRATA BASAK	Date of Birth (DD/MM/YYYY)	
Husband Name		14/07/1995	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
MALE	7550897355	INDIAN	MARRIED
Personal Email ID Sayanbasak308@gmail.com		Official Email ID Sayan.b@healthiummedtecbm	
Permanent Address		Period of stay	
SISHU BARIHAT, GOPAL BAGAN, MADARIHAT, ALIPURDUAR, WESTBENGAL, PIN- 735213.		From (Month/Year)	To (Month/Year)
		14/07/1995	TILL DATE
		Residence Mobile Number	Alternate Mobile number
Pincode	735213.	8514077375	
State	WEST BENGAL		
Prominent Landmark	MUNAI STATION		
Nearest Police Station	MADARIHAT.		

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

Name of the University	POST GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	
NORTH BENGAL UNIVERSITY.					
Name of the College		Course Name / Specialization			
ANANDA CHANDRA COLLEGE		B.Sc(PASS)			

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

☒ Marksheet ☐ Provisional Certifi ☐ Degree Certificate ☐ None

Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy	Name of the Course	
NORTH BENGAL UNIVERSITY		01/04/2016	10/07/19	B.Sc. (PASS)	ROLL 0191926 NO. 89266
Name of the College		Course Name / Specialization			
ANANDA CHANDRA COLLEGE		B.Sc (PASS)			

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

☒ Worksheet ☐ Provisional Certificate ☐ Degree Certificate ☐ None

Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy	Name of the Course	
12TH STANDARD					
JITPUR HIGHER SECONDARY SCHOOL	WBCHSE	07/06/2011	31/05/2013	H.S.	ROLL 131111 NO. 0004.

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

☒ Worksheet

Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy	Name of the Course	
10TH STANDARD					
SISHUBARI HIGH SCHOOL	WBBS E	05/05/2005	27/05/2011	MADHYAMIK	ROLL A103516 NO. 0811

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

☒ Worksheet

Employment History

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.

Name of the Employer -1 (Latest Employment)		Address of Employer	
JAJOO SURGICALS LTD.		82B/83C, INDUSTRIAL AREA NO. 1, AMONA, DEWAS, INDORE, MADHYA PRADESH, (455001)	
Telephone No	Employee Code/No	Designation	UAN Number
7272670000		BDM.	101375542918
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To	PRASENJIT DUTTA	9831538630
12/09/2024	08/08/2025		Reporting Manager's Email ID
		Prasenjitdutta@jajooSurgical.com	
Duties & Responsibilities		Reasons for leaving	
SALES.		LOW PACKAGE.	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
9109173530		hr1@jajooSurgical.com	
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details	
19,573.	<input checked="" type="checkbox"/> Permanent		
Last Salary drawn	<input type="checkbox"/> Temporary		
20,073.	<input type="checkbox"/> Contractual		
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 (please specify)			
<input type="checkbox"/> None			

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

Name of the Employer -2 (Ex-Employment)		Address of Employer	
Telephone No	Employee Code/No	Designation	UAN Number
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No
From	To		Reporting Manager's Email ID
Duties & Responsibilities		Reasons for leaving	
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID	
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details	
	<input type="checkbox"/> Permanent		
Last Salary drawn	<input type="checkbox"/> Temporary		
	<input type="checkbox"/> Contractual		

Please tick mark the documents submitted for this employment

- ☐ Service Certificate ☐ Relieving letter ☐ Offer letter ☐ Any Other
☐ 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

Identity & Address Proof

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

Declaration and Authorization

I hereby authorize GoldQuest Global HR Services Pvt Ltd 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

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.

SAYAN BASAK .

Sayan Basak .

14-08-2025

Full Name of the Candidate

Signature

Date of Form Filled