

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 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	
Product Specialist		Pune	
Personal Information			
Full Name of the Applicant		Pancard Number	Aadhaar Number
Rajib Saha		LLTPS0467G	209160047274
Father's Full Name	Nitai Saha	Date of Birth (DD/MM?YYYY)	
Husband Name		04-02-2000	
Gender (MALE/FEMALE)	MOBILE NUMBER	Nationality	Marital Status
Male	9101056534	Indian	Unmarried
Personal Email ID rjsahaa33@gmail.com		Official Email ID	
Permanent Address		Period of stay	
Vill- Bengtol No:2, Chirang, 90J.		From (Month/Year)	To (Month/Year)
		Residence Mobile Number	Alternate Mobile number
Pincode	783394		
State	Assam	9101056534	
Prominent Landmark	Near Bank SBI		
Nearest Police Station	Runikhata		

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	
Chitkara College of Sales and Marketing	MBA	2024	2026	MBA	2425981643
Name of the College		Course Name / Specialization			
Please tick mark the documents submitted for this qualification along with this form					
<input type="checkbox"/> Marksheet <input type="checkbox"/> Provisional Certificate <input type="checkbox"/> Degree Certificate <input type="checkbox"/> None					
Name of the University	GRADUATION	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
		dd/mm/yy	dd/mm/yy	Name of the Course	

		dd/mm/yy	dd/mm/yy	Name of the Course	
ISF College Of Pharmacy	B.Pharm	2020	2024	B.Pharm	2015524

Name of the College	Course Name / Specialization

Please tick mark the documents submitted for this qualification along with this form
 Marksheet Provisional Certificate Degree Certificate None

Name of the College	University / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
12TH STANDARD		dd/mm/yy	dd/mm/yy	Name of the Course	
AnnundoRam Barooah Academy	AHSEC	2017	2019	HS	129

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

Name of the College	School / Board Name & Location	Dates Attended		Qualification Gained	ID /Roll No
		From	To		
10TH STANDARD		dd/mm/yy	dd/mm/yy	Name of the Course	
CNL	HSLC	2004	2017	HSLC	398

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

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		
Rajib Saha		Ahmedabad		
Telephone No	Employee Code/No	Designation	UAN Number	
	RTIM000845	TAM	1.02166E+11	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No	
From	To	Ravi	9101049361	
9th Feb2026	30th April2026		Reporting Manager's Email ID	
		ravi.timedical.murugappa@gmail.com		
Duties & Responsibilities		Reasons for leaving		
Sales		Better Opportunity		
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID		
Roshan		roshan.timedical.murugappa@gmail.com		
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details		
Last Salary drawn	<input type="checkbox"/> Permanent			
	<input type="checkbox"/> Temporary			
	<input type="checkbox"/> Contractual	Permanent		
Last Salary drawn	<input type="checkbox"/> Temporary	permanent		
	<input type="checkbox"/> Contractual			
Please tick mark the documents submitted for this employment <input type="checkbox"/> Service Certificate <input checked="" type="checkbox"/> Relieving letter <input 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		
Rajib Saha		Ahmedabad		
Telephone No	Employee Code/No	Designation	UAN Number	
	RTIM000845	TAM	1.02166E+11	
Employment Period		Reporting Manager's Name	Reporting Manager's Contact No	
From	To	Ravi	9101049361	
9th Feb2026	30th April2026		Reporting Manager's Email ID	
		ravi.timedical.murugappa.@gmail.com		
Duties & Responsibilities		Reasons for leaving		
sales		Better Opportunity		
HR-Human Resource Contact Person Name & Contact Number		HR - Human Resource Contact Person Email ID		
Roshan		roshan.timedical.murugappa@gamil.com		
First Salary drawn	Was this Position	Agency Details (if temporary or contractual), provide details		
Last Salary drawn	<input type="checkbox"/> Permanent			
	<input type="checkbox"/> Temporary			
	<input type="checkbox"/> Contractual	Permanent		
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 (please specify)				
<input type="checkbox"/> None				
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 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 .

Rajib Saha		28-04-2026
Full Name of the Candidate	Signature	Date of Form Filled