

EMPLOYEE BACKGROUND VERIFICATION FORM

COMPANY FULL NAME : *The Akshaya patra Foundation.*

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

Manager

Job Location

Cumugram.

Personal Information

Full Name (First, Middle, Last)

Sangjukta Debnath

Former Name / Maiden Name (if Applicable)

Father's Name

Tapan Kanti Debnath

Date of Birth (DD/MM/YY)

30.08.1989

Gender

- Male
 Female

Social Security Number (if applicable)

Nationality

Indian

Marital Status

Married.

Current Address

*Tulip violet. B3-201,
Cumugram. Pin-122101.*

Period of stay

From (Month/Year)

July 2025

Contact Details for Verification

Residence Landline Number

—

To (Month/Year)

Mobile number

Permanent Address

*Tulip violet. B3-201
Cumugram, pin - 122101.*

Period of stay

From (Month/Year)

July 2025

Contact Details for Verification

Residence Landline Number

—

To (Month/Year)

Mobile number

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

College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
		From dd/mm/yy	To dd/mm/yy		
<i>1 Womens college Agartala, Tripura</i>	<i>Tripura university Smyamaninagar, Agartala, West Tripura</i>	<i>12.6.09</i>	<i>12.6.12</i>	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<i>11/FTHA/3/55/09 MR/IV/F/02/12</i>

2	College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
			From dd/mm/yy	To dd/mm/yy		
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

3	College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
			From dd/mm/yy	To dd/mm/yy		
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

4	College Name & Address	University Name & Address	Dates Attended		Qualification Gained	ID /Roll No
			From dd/mm/yy	To dd/mm/yy		
					<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	

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

- Marksheet
 Provisional Certificate
 Degree Certificate
 None

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

Name of Current Employer - 1 (Last Company) **Sri Amobindo Society** Address of Current Employer **Hauzkhaz, New Delhi.**

Telephone No **011-2651-2491** Employee Code/No **SAS1599** Designation **Manager** Department **outreach & Corporate Partnership**

Employment Period: From **15.4.24** To **31.1.26** Manager's Name **Dr. Simi Malajan** Manager's Contact No **9811463032** Can a reference taken now? Yes No
 Manager's Email ID **Simi@amosociety.org**

Duties & Responsibilities **Responsible for Corporate Partnership.** Reasons for leaving **For better opportunity & Distance.**

First Salary drawn **70000 (In hand)** Was this Position Permanent Temporary Contractual Agency Details (if temporary or contractual), provide details
 Last Salary drawn **70000 (In hand)**

Please tick mark the documents submitted for this employment
 Service Certificate Relieving letter Offer letter Any Other (please specify) **Resignation email.**
 None

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

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 Employer (2) **TLM India** Address of Employer **Noida, Sec-62.**

Telephone No **01204077201** Employee Code/No _____ Designation **outreach coordinator** Department **Corporate Partnership**

Employment Period: From **1.6.2019** To **15.3.2023** Manager's Name **Mohd. Kashif** Manager's Contact No **9873839678**
 Manager's Email ID **kashif@tmail.com**

Duties & Responsibilities **Responsible for Corporate events & partnerships.** Reasons for leaving **For shifting purpose Noida to Gurugram.**

First Salary drawn **29000** Was this Position Permanent Temporary Contractual Agency Details (if temporary or contractual), provide details
 Last Salary drawn **33000**

Please tick mark the documents submitted for this employment
 Service Certificate Relieving letter Offer letter Any Other (please specify) **Experience letter.**
 None

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

Name of Employer (3) Cone India		Address of Employer Noida, Sec-2.	
Telephone No	Employee Code/No	Designation Business Development Coordinator	Department Fundraising.
Employment Period		Manager's Name	Manager's Contact No
From 17.10.2017	To 30.4.2019	Mohd Kashif	9873839678.
		Manager's Email ID kashif85@gmail.com	
Duties & Responsibilities Responsible, Corporate funds, Corporate events.		Reasons for leaving For Better opportunity.	
First Salary drawn 26800/-	Was this Position <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual	Agency Details (if temporary or contractual), provide details	
Last Salary drawn 22050/-			

Please tick mark the documents submitted for this employment

Service Certificate
 Relieving letter
 Offer letter
 Any Other (please specify) **Experience Certificate**

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
- Government Identity or Address Proof
- Aadhaar Card / Bank Passbook / Passport Copy / Driving License / Voter ID

Declaration and Authorization

I hereby authorize GoldQuest Global HR Services Private Limited 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.

Signature: **Saritha**

Name: **Sangjyukta Sebnath.**

Date: **6.2.2026.**