Applied Post for : .....

Date of Joining : .....
(fill with Office Staff)

Swapnil Rishtey

(A Unit of Swapnil Group)

Employee Application Form

Aadhar Number : .....

Pan card Number : .....

Employee Category : Temporary / Permanent / Without Pay

Form / Reg. ID Number : SG – SR - .....

Employee Code : .....

Promoter Code : .....

(Office use only)

Photo

Personal Details :

Name of the Candidate : .....

Father's Name : .....

Mother's Name : .....

Gender : Female / Male Blood Group : .....

Date Of Birth : .....

Marital Status : Unmarried/Married/Widower/Widow/Divorcee/Separated/Annulled

Mobile Number :.....

Landline Number with STD Code : .....

Physical Disability : No / Yes / Anshik

Nationality : .....

Religion : Hindu/Muslim/Sikh/Christian/Parsi/Jain

Category : General / ST / SC / OBC / Other

Caste : .....

Language Known : .....

Bank Details :

Account Number : ..... Account Holder's Name : .....

Bank Name : ..... Branch Name : .....

IFSC Code : ..... MICR Code : .....

Academic Qualification Details :

Standard	Year of Passing	Board/Institute /University	Percentage	Remark
10th				
12th				
Graduation				
Post Graduation				

Professional Qualification Details :

Any Diploma/Degree	:	
Year of Passing	:	
Board/Institute/University Name	:	
Percentage	:	
Remark	:	

Present Address :

House Number	:			Village	:	
Street Number	:			Post	:	
Street Name	:			Tehsil	:	
Colony/Area	:			City	:	
Landmark	:			State	:	
Email_ID	:			Country	:	
Other Contact No.	:			Zip code	:	

Permanent Address :(if same as Present Address then copy them)

House Number	:			*Village*	:	
Street Number	:			*Post*	:	
Street Name	:			*Tehsil*	:	
Colony/Area	:			*City*	:	
Landmark	:			*State*	:	
Email_ID	:			*Country*	:	
Other Contact No.	:			*Zip code*	:	

Rules for Employees :-

01. **It is mandatory for the applicant those applying for an employee, to fill the full form and send this form on swapnilrishteyadmin@gmail.com.**
02. **Applicants applying for Swapnil Group employees will complete the work on time with full devotion, decency and honesty.**
03. **Applicant can choose the category of employee of Swapnil Group as per his convenience.**
04. **It is mandatory for all applicants to pay registration / support fees according to their category.**
05. **Once the applicant's has been registered, the Swapnil Group will provide a promoter code to the applicants, which the applicant can use for lifetime.**
06. **Promoter code can be used only and only by the applicant .**
07. **If the applicant's promoter code is used by another person, then the promoter code of that applicant will be canceled by the Swapnil Group Committee or the founder of the Swapnil Group, in this case the applicant could not use this promoter code again in future.**
08. **It is mandatory to applicants to complete training applying permanent category.**
09. **Applicants applying for permanent category have a minimum training period of 3 months and maximum training period of 6 months laid down, which is mandatory for all permanent category applicants.**
10. **Permanent category applicants can also be sent to other cities during training.**
11. **If permanent category applicants were sent to other cities during training, then the living expenses of the applicant will be borne by Swapnil Group.**
12. **There is no provision of any leave during training for permanent category applicants but if the employee goes on casual leave, maximum 3 days leave will given. The applicant's training will ended automatically on taking more than 3 days of leave.**
13. **It is mandatory for the permanent category applicants to deposit the inheritance amount of Rs.10,000 / - before training, only then the training of that applicant will start. If an employee leaves the job during training, then the inheritance amount money will not be returned. After completion of training, the employee leaving the job will be returned the inheritance amount after 3 months.**
14. **Other allowances will be given by Swapnil Group after completion of training to permanent employee.**
15. **No employee of Swapnil Group shall take any kind of intoxication during his tenure nor will he allow any other employee to take any kind of intoxication. If any such complaint comes against any employee, the Swapnil Group Committee or the founder of the Swapnil Group will take appropriate action with the help of Universal committee against that person.**
16. **It is mandatory for all employees to cooperate in social work from body, mind and money.**
17. **In any Controversial situation, the final and final decision only will be valid by the founder of Swapnil Group or Swapnil Group Committee.**

Declaration :

I hereby that I have carefully read the instruction and all the particulars stated in the application form are true and connect to the best of my knowledge and belief. If any of this information provided if found false(incorrect), I shall aide by the action and decision taken by the Swapnil Groups. I hereby declare that I have agree with the Non-Disclosure agreement also.

Signature of Candidate