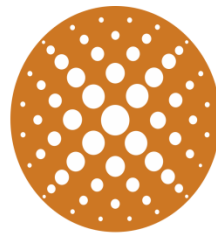


NEWGEN

OmniRecruit Help



NEWGEN

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2017

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1 GUIDELINES FOR FILLING OF ONLINE JOINING FORM

Newgen Online Joining Form Tabs

The Online Joining Form consists of following 5 tabs:-

- Personal Information
- Employment History
- Educational Qualification
- Documents Required
- Confirm

Newgen Joining Form Instructions

Mandatorily follow the given Instructions while filling out the Joining Form:-

- All the fields marked * are mandatory.
- Put **NA**(For Alphabetical/Alphanumeric Values) or **0**(for numerical values) in case you do not have any information or document to provide.
- Please ensure the scanned copies of all the documents mentioned in **Annexure B** (shared in Offer Letter Mail) are ready before you login.
- Self attest and put the date on all your academics and identity related documents prior to scanning.
- All the required information and forms must be submitted before your **Date of Joining**.

Required Joining Documents

You are mandatorily required to carry with you the following documents on the day of reporting:
(Originals and one set A4 sized photocopy of each)

Particulars		Details
Mark Sheets	• 10th	• Graduation
	• 12th	• Post Graduation
Certificates/Provisional Certificates	• 10th	• Graduation
	• 12th	• Post Graduation
Others	• 3 Passport size photographs.	• Medical fitness certificate.
	• Experience letter of last 2 Organizations.	• Relieving certificate and Salary certificate (If Applicable).
	• Photocopy of Passport (If Applicable).	• Updated Background Verification Form.
	• Hard copy of Nomination and EPF Forms.	• Service Contract (If Applicable).
	• Photocopy of Pan Card.	

NOTE:


In the absence of the above documents on joining day, you will not be allowed to go through the joining formalities.

Contact Us

- In case of any further doubt you can reach out to your concerned recruiter <email id of initiator>.
- For any administration or login related issue you can write to us at ritika.bajaj@newgen.co.in

2 Personal Information

ALL FIELDS MARKED * ARE MANDATORY.



Name of Candidate * *Name should be as per Xth Marksheet RAJESH KUMAR MEHIA

Date Of Birth* 29/01/1980 Age 37 (years)

Nationality* Indian Sex* Male Female

Phone Number 020 - 22332625 Mobile Number* 7042235063

Father's Name* *Name should be as per Xth Marksheet Mr. RAMESH KUMAR MEHTA Father's Occupation* BUSINESSMAN

Marital Status* Married

Spouse Name* RASHMI Spouse Occupation* SOFTWARE ENGINEER

Visible Identification Mark* MOLE ON FOREHEAD

Present Address

Address* M 11

Address (Line 2)* SECTOR 11

Address (Line 3) NOIDA

City* NOIDA

State* UTTAR PRADESH

Country* India

Pin Code* 201301

From* 03 2009

To* 01 2017

Period of Stay* 95 (in Months)

Permanent Address Same as Present Address

Address* Y 3/245

Address (Line 2)* NEHRU NAGAR

Address (Line 3) AKURDI

City* PUNE

State* MAHARASHTRA

Country* India

Pin Code* 411004

From* 06 1985

To* 12 2008

Period of Stay* 283 (in Months)

State of Domicile* Maharashtra

Blood Group* O+

Passport No.* F7845954

Date Of Issue* 26/04/2017

Validity Till Date* 27/11/2019

Name of Contact Person* RAMESH KUMAR MEHTA

Relationship* FATHER

Emergency Contact Number (Phone No)* 9425025466

Mode of Transport to Reach Permanent Address* RAILWAYS

Driving License

National No.* ARBPM1795Q

International No. INTERNATIONAL DRIVING LIC

Aadhaar No.* 234523423423423

Vehicle

Type Car

Registration No. ER3234ET

Emergency Contact Address

Address* Y 3/245

Address (Line 2)* NCI IRU NAGAR

Address (Line 3) AKURDI

City* PUNE

State* MAHARASHTRA

Pin Code* 410011

Particulars of the Family (Spouse, Children and Dependant Parents)

S. No	Name*	Relationship*	Gender	Date of Birth (dd/mm/yyyy)*	Age	Dependant*	Profession*	Delete
1	REEMA MEHTA	Mother	Female	13/06/1961	55	Yes	TEACHER	Delete
2	RAMESH MEHTA	Father	Male	17/06/1958	58	Yes	BUSINESSMAN	Delete
3	RASHMI MEHTA	Wife	Female	08/01/1989	28	Yes	SOFTWARE ENGI	Delete

[Add another Member](#) [Reset](#)

Save & Continue

Instructions for filling up Personal Information:

1. **Name** should be written as per your 10th Mark sheet (**Legal Documents** are required, in case if you have changed your name).
 2. **Father's Name** should be as per your 10th Mark sheet only.
 3. Photograph :
 - a. Upload the passport size photograph in the given space.
 - b. It must be in **Formal Dress** and with **White Background**.
 - c. Passport picture dimension - **150X200 Pixels**.
 - d. The size of the photograph must not exceed **2 MB**.
-

NOTE:

Use any computer graphics application (such as MS Paint(Windows) and Gnome Paint(Linux)) for resizing the picture dimension.

4. In '**Visible Identification Mark**', state any clearly visible mole or birthmark on body part that is easily visible such as on face.
5. **Present Address** should bear the details of your current residence.
6. Permanent Address is the address of your native place and will be used for all communication purpose.
7. Background verification check will be conducted on the permanent address.
8. In case if the Present and Permanent addresses are same, please mark (✓) on the column given in Permanent Address.
9. The Period of stay is mandatory.
10. '**State of Domicile**' is the state you consider your permanent place of residence.
11. '**Name of Contact Person**', should be the one Newgen can contact in case of emergency. Please declare your relationship with the contact person, his/her contact number and address in given column.
12. Mention your blood group in the given column.
13. State your Passport and Driving License details, if applicable.

14. In '**Particulars of the Family**' column,

- a. Mandatory details for 'Mother' must be stated. To add further family member details, please click on 'Add a member' tab.
 - b. Click on the 'Dependant' option to declare your family member as dependants.
 - c. Your Spouse, dependent children and dependant parents (at the entry age of 65 years and up to the age of 75 years).
-

NOTE:

Brothers/Sisters are not to be considered as dependants.

To enter “**Personal Information**” details, carry out the below given steps:-

1. In front of “**Name of Candidate**”, enter your First, Middle and Last Name as it is in 10th mark sheet.



The screenshot shows a form titled "Name of Candidate *" with a sub-note "*Name should be as per Xth Marksheet". To the right of the text are three input fields labeled "FIRST NAME", "MIDDLE NAME", and "LAST NAME". A red rectangular box highlights these three input fields.

Figure 1

NOTE:

For e.g., if your name is Rajesh Kumar Mehta, then:-

Rajesh → First Name
Kumar → Middle Name
Mehta → Last Name




The screenshot shows the same form as Figure 1, but with the input fields filled with the names "RAJESH", "KUMAR", and "MEHTA".

2. In front of “**Father’s Name**”, enter your Father’s First, Middle and Last Name as it is in 10th mark sheet.



The screenshot shows a form titled "Father's Name*" with a sub-note "*Name should be as per Xth Marksheet". To the right of the text is a dropdown menu with "Mr." selected and a text input field containing "RAMESH KUMAR MEHTA".

Figure 2

3. To upload the photograph, click on **Upload** →  button.

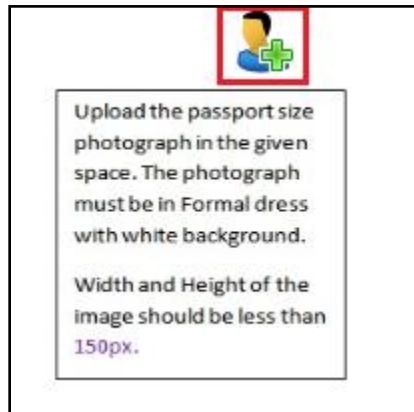


Figure 3

- a. Local hard drive folder location appears.
- b. Select the **Passport Size Photograph in this folder**.
- c. The Passport Size Photograph appears in this designated space.



Figure 4

NOTE:

- The photograph must be in **Formal Dress** and with **White Background**.
 - The size must not exceed **2 MB**.
 - Passport picture dimension - **150X200 Pixels**.
-

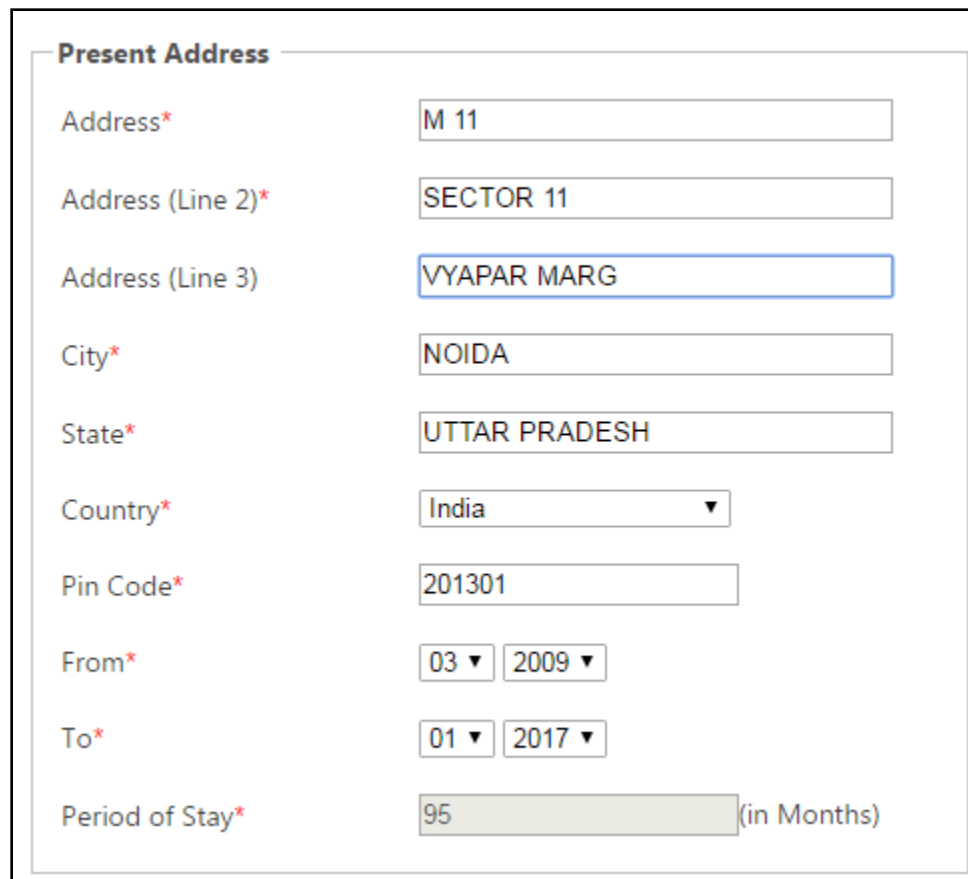
4. In front of "**Visible Identification Mark**", enter any prominent clearly visible mole or birthmark present on your body.



A screenshot of a form field labeled "Visible Identification Mark*" with a red border. The text "MOLE ON FOREHEAD" is entered in the input box.

Figure 5

5. In front of **Present Address**, enter the address where you stay at present.



A screenshot of a form titled "Present Address" with the following fields and values:

Address*	M 11
Address (Line 2)*	SECTOR 11
Address (Line 3)	VYAPAR MARG
City*	NOIDA
State*	UTTAR PRADESH
Country*	India ▼
Pin Code*	201301
From*	03 ▼ 2009 ▼
To*	01 ▼ 2017 ▼
Period of Stay*	95 (in Months)

Figure 6

6. In front of **Permanent Address**, enter the native address.
7. Also, provide the complete and detailed **Permanent Address**, as the Background verification of the authenticity of this address takes place.

Permanent Address (Same as Present Address)

Address*	Y 3/245
Address (Line 2)*	NEHRU NAGAR
Address (Line 3)	AKURDI
City*	PUNE
State*	MAHARASHTRA
Country*	India ▼
Pin Code*	411004
From*	06 ▼ 1985 ▼
To*	12 ▼ 2008 ▼
Period of Stay*	283 (in Months)

Figure 7

8. In case if the Present and Permanent addresses are same, please mark (√) on the column given in **Permanent Address**.

Present Address		Permanent Address (<input type="checkbox"/> Same as Present Address)	
Address*	M 11	Address*	Y 3/245
Address (Line 2)*	SECTOR 11	Address (Line 2)*	NEHRU NAGAR
Address (Line 3)	VYAPAR MARG	Address (Line 3)	AKURDI
City*	NOIDA	City*	PUNE
State*	UTTAR PRADESH	State*	MAHARASHTRA
Country*	India	Country*	India
Pin Code*	201301	Pin Code*	411004
From*	03 2009	From*	06 1985
To*	01 2017	To*	12 2008
Period of Stay*	95 (in Months)	Period of Stay*	283 (in Months)

Figure 8

9. Make sure the **Period of Stay** in Present and Permanent address is provided.

NOTE:-

For e.g. if you are staying in your present address from 3rd month of year 2009 till present, then select 03 as the month and 2009 as the year in the “**From**” Section. In the similar way, provide the present running month and the current year in the “**To**” Section.

The screenshot displays two address sections: 'Present Address' and 'Permanent Address'. Each section contains fields for Address, Address (Line 2), Address (Line 3), City, State, Country, Pin Code, From (Month and Year), To (Month and Year), and Period of Stay (in Months). The 'Period of Stay' fields are highlighted with red boxes. The 'Present Address' section shows a period of 95 months, and the 'Permanent Address' section shows a period of 283 months. A checkbox labeled 'Same as Present Address' is present next to the 'Permanent Address' header.

Field	Present Address	Permanent Address
Address*	M 11	Y 3/245
Address (Line 2)*	SECTOR 11	NEHRU NAGAR
Address (Line 3)	VYAPAR MARG	AKURDI
City*	NOIDA	PUNE
State*	UTTAR PRADESH	MAHARASHTRA
Country*	India	India
Pin Code*	201301	411004
From*	03 2009	06 1985
To*	01 2017	12 2008
Period of Stay*	95 (in Months)	283 (in Months)

Figure 9

10. ‘**State of Domicile**’ is the state you consider your permanent place of residence. Select the **State of Domicile** from the available drop down list.

The screenshot shows a dropdown menu for 'State of Domicile*'. The selected option is 'Maharashtra'.

State of Domicile*	Maharashtra
--------------------	-------------

Figure 10

11. '**Name of Contact Person**', should be the one Newgen can contact in case of any emergency.
- Enter the "**Name of Contact Person**" in the available text box.
 - Enter the "**Relationship**" with the Contact Person, in the available text box.
 - Enter the "**Emergency Contact Number (Phone No.)**" of the Contact Person in the available text box.

Name of Contact Person*	<input type="text" value="RAMESH KUMAR MEHTA"/>
Relationship*	<input type="text" value="FATHER"/>
Emergency Contact Number (Phone No)*	<input type="text" value="9425025466"/>

Figure 11

12. Mention your blood group in the given column. Select the **Blood Group** from the available drop down box.

Blood Group*	<input type="text" value="O+"/>
--------------	---------------------------------

Figure 12

13. State your **Passport** and **Driving License** details, if applicable.
- In front of "**Passport No.**" text box, provide the passport number.
 - In front of "**Date of Issue**", provide passport issue date.

Passport No.*	<input type="text" value="F7845954"/>
Date Of Issue:*	<input type="text" value="26/04/2017"/>

Figure 13

- c. Under “**Driving License**” section, in front of “**National No.**”, provide the **Driving License National Number**.
- d. In front of “**International No.**”, provide the **Driving License International Number**.
- e. In front of **Aadhaar No.**, provide the Aadhaar Number.

Driving License

National No.*

International No.

Aadhaar No.*

Figure 14

14. In “**Particulars of the Family**” column, carry out the following changes:-
- a. In the first column, Mother Information is mandatory. Provide the required information, such as Name, Date of Birth, Whether Dependent or not and Profession, in the designated text boxes.
 - b. To add more family member details, click on “**Add another Member**” tab and repeat the above stated step.
 - c. Enter the required information under the different fields.
 - d. If any family member is dependent on you, select **Yes** from under the **Dependant** drop down list. Some of the family members who can be considered Dependent are your Spouse, children and parents (at the entry age of 65 years and up to the age of 75 years).

Particulars of the Family (Spouse, Children and Dependant Parents)								
S. No	Name*	Relationship*	Gender	Date of Birth (dd/mm/yyyy)*	Age	Dependant*	Profession*	Delete
1	REEMA MEHTA	Mother ▼	Female ▼	13/06/1961	55	Yes ▼	TEACHER	Delete
2	RAMESH MEHTA	Father ▼	Male ▼	17/06/1958	58	Yes ▼	BUSINESSMAN	Delete
3	RASHMI MEHTA	Wife ▼	Female ▼	08/01/1989	28	Yes ▼	SOFTWARE ENGI	Delete

Figure 15

NOTE:

Once all required information is provided, click on **Save & Continue** button, to save the information and move to next page.

3 Employment History

Current/Last Employer's Details			
Company Name *	WIPRO TECHNOLOGIES	Company Tele Number *	01128610893
Employee Code/ID *	AMQ1632	Designation *	SENIOR SOFTWARE ENGINEER
Department *	CLOUD AND INFRASTRUCTURE	Company Address *	OKHLA INDUSTRIAL AREA I, NEW DELHI
Year Of Closing	dd/mm/yyyy	Remarks	PLEASE SPECIFY REASON IF COMPANY IS CLOSED OR IF YOU DO NOT HAVE EMPLOYEE ID!!
Employment Period			
From *	16/07/2009	To *	10/04/2017
Experience *	94 (in Months)		
Last Salary Drawn *	58000		
Employment Type *	Contractual	Agency Details (If Temporary/Contractual. Specify in Detail)	WAS IN THE PAYROLL OF MAGNA INFOTECH, SINCE THE BEGINNING.
Duties and Responsibilities *	DESIGN, DEVELOP & TEST CLOUD BASED PRODUCTS		
Reason(s) for Leaving *	STABILITY, MORE LEARNING OPPORTUNITIES, BETTER PAY		
Current/Last Manager's Detail			
Name *	SHEELA GUJADHUR	Email ID *	sheela.gujadhur2431@wiprotech.co.in
Phone Number *	9582503157		
Other Details			
Group Insurance No.	P/161484/01/2017/00	PAN Card No*	ARBPM1799Q
UAN No. *	894564594566		
ESIC No	AQER34255343/53		
Previous Employer's Details			
Company Name	DHRUVA TECHNOLOGIES	Company Tele Number	01128610845
Employee Code/ID	87	Designation	SOFTWARE ENGINEER
Department	IT	Company Address	F 314, Sector 63, Noida
Year Of Closing	29/03/2012	Remarks	THIS COMPANY GOT CLOSED IN YEAR 2012. AT PRESENT SOME OTHER COMPANY IS WORKING AT THE SAME ADDRESS.
Employment Period			
From	04/03/2009	To	14/07/2009
Experience	5 (in Months)		
Last Salary Drawn	12000		
Employment Type	Permanent	Agency Details (If Temporary/Contractual. Specify in Detail)	Agency Details (If Temporary/Contractual, Specify in Detail)
Duties and Responsibilities	DESIGN AND DEVELOP WEBSITES FOR CLIENTS.		
Reason(s) for Leaving *	LESS LEARNING OPPORTUNITY AND UNPROFESSIONAL WORK ENVIRONMENT.		
Manager's Detail			
Name	RAJAT GANGWAR	Email ID	rajat.gangwar@dhruva.com
Phone Number	9575469134		
Other Details			
Group Insurance No.	P/161484/01/2017/56	ESIC No	AQER34255343/53

Save & Prev

Save & Continue

Instructions for filling up Employment History:

1. Mention last 3 employment details in the given space.
2. You are required to mention the following details:
 - a. Last Company Name,
 - b. Company's Contact Number,
 - c. Employee Id or Employee Code,
 - d. Designation,
 - e. Department ,
 - f. Address of the Company,
 - g. Employment Period with the organization,
 - h. Last Salary drawn,
 - i. Employment Type,
 - j. Duties and Responsibilities, Reason for Leaving,
 - k. You're Reporting Manager.
3. Employee code or Employee Id No. is mandatory. If Id or code has not provided by the previous employer put NA in the given space and state the reason in Remarks column.

To enter “**Employment History**” details, carry out the below given steps:-

1. Mention the **Current/ Last Employer’s** necessary details in the available fields.

NOTE:

- a. Only last 3 employment details are required.
- b. Add only those company details for which you have actually worked.
- c. Background Verification is done based on the information provided here. So, carefully enter the required details.

-
2. Provide the following necessary information in the available text boxes.

- a. Enter the **Last Company Name** in the available text box.

Current/Last Employer's Details	
Company Name *	WIPRO TECHNOLOGIES
Company Tele Number *	01128610893
Employee Code/ID *	AMQ1632
Designation *	SENIOR SOFTWARE ENGINEER
Department *	CLOUD AND INFRASTRUCTURE
Company Address *	OKHLA INDUSTRIAL AREA I, NEW DELHI
Year Of Closing	dd/mm/yyyy
Remarks	PLEASE SPECIFY REASON IF COMPANY IS CLOSED OR IF YOU DO NOT HAVE EMPLOYEE ID!!

Figure 16

b. Enter the **Company's Contact Number**, in the available text box.

Current/Last Employer's Details			
Company Name *	<input type="text" value="WIPRO TECHNOLOGIES"/>	Company Tele Number *	<input type="text" value="01128610893"/>
Employee Code/ID *	<input type="text" value="AMQ1632"/>	Designation *	<input type="text" value="SENIOR SOFTWARE ENGINEER"/>
Department *	<input type="text" value="CLOUD AND INFRASTRUCTURE"/>	Company Address *	<input type="text" value="OKHLA INDUSTRIAL AREA I, NEW DELHI"/>
Year Of Closing	<input type="text" value="dd/mm/yyyy"/>	Remarks	<input type="text" value="PLEASE SPECIFY REASON IF COMPANY IS CLOSED OR IF YOU DO NOT HAVE EMPLOYEE ID!!"/>

Figure 17

c. Enter your **Employee Id/Employee Code** of previous organization.

Current/Last Employer's Details			
Company Name *	WIPRO TECHNOLOGIES	Company Tele Number *	01128610893
Employee Code/ID *	AMQ1632	Designation *	SENIOR SOFTWARE ENGINEER
Department *	CLOUD AND INFRASTRUCTUF	Company Address *	OKHLA INDUSTRIAL AREA I, NEW DELHI
Year Of Closing	dd/mm/yyyy	Remarks	PLEASE SPECIFY REASON IF COMPANY IS CLOSED OR IF YOU DO NOT HAVE EMPLOYEE ID!!

Figure 18

d. Enter your **Designation** in previous organization.

Previous Employer's Details			
Company Name	DHRUVA TECHNOLOGIES	Company Tele Number	01128610845
Employee Code/ID	NA	Designation	SOFTWARE ENGINEER
Department	IT	Company Address	F 314, Sector 63, Noida
Year Of Closing	29/03/2012	Remarks	THIS COMPANY CLOSED IN YEAR 2012.

Figure 19

e. Enter your **Department** in previous organization.

Current/Last Employer's Details			
Company Name *	<input type="text" value="WIPRO TECHNOLOGIES"/>	Company Tele Number *	<input type="text" value="01128610893"/>
Employee Code/ID *	<input type="text" value="AMQ1632"/>	Designation *	<input type="text" value="SENIOR SOFTWARE ENGINEER"/>
Department *	<input type="text" value="CLOUD AND INFRASTRUCTUF"/>	Company Address *	<input type="text" value="OKHLA INDUSTRIAL AREA I, NEW DELHI"/>
Year Of Closing	<input type="text" value="dd/mm/yyyy"/>	Remarks	<input type="text" value="PLEASE SPECIFY REASON IF COMPANY IS CLOSED OR IF YOU DO NOT HAVE EMPLOYEE ID!!"/>

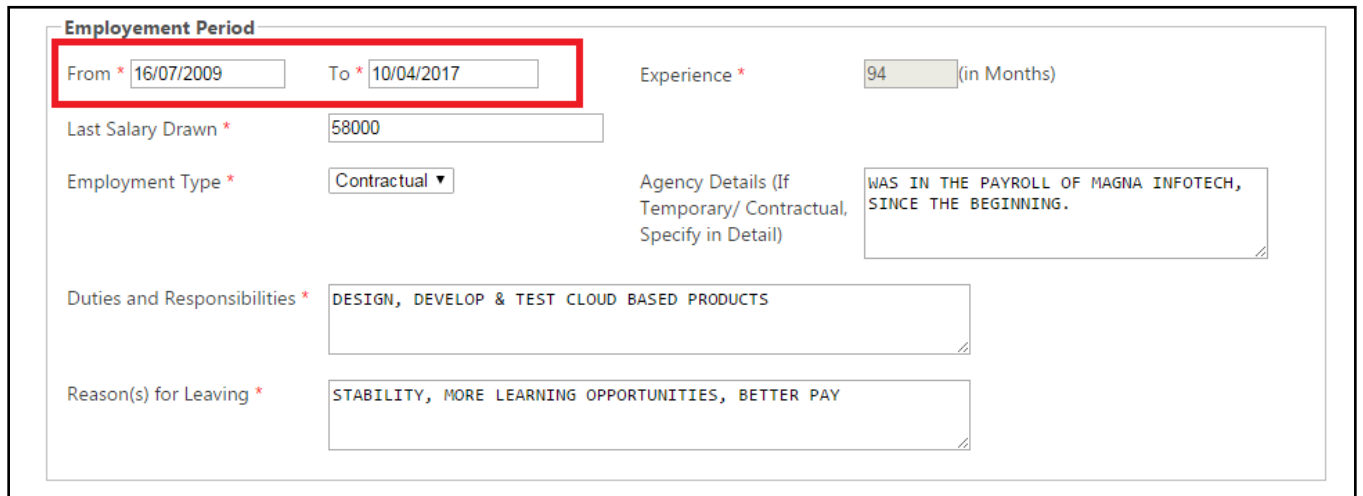
Figure 20

f. Enter your previous organization's Address,

Current/Last Employer's Details			
Company Name *	<input type="text" value="WIPRO TECHNOLOGIES"/>	Company Tele Number *	<input type="text" value="01128610893"/>
Employee Code/ID *	<input type="text" value="AMQ1632"/>	Designation *	<input type="text" value="SENIOR SOFTWARE ENGINEER"/>
Department *	<input type="text" value="CLOUD AND INFRASTRUCTUF"/>	Company Address *	<input type="text" value="OKHLA INDUSTRIAL AREA I, NEW DELHI"/>
Year Of Closing	<input type="text" value="dd/mm/yyyy"/>	Remarks	<input type="text" value="PLEASE SPECIFY REASON IF COMPANY IS CLOSED OR IF YOU DO NOT HAVE EMPLOYEE ID!!"/>

Figure 21

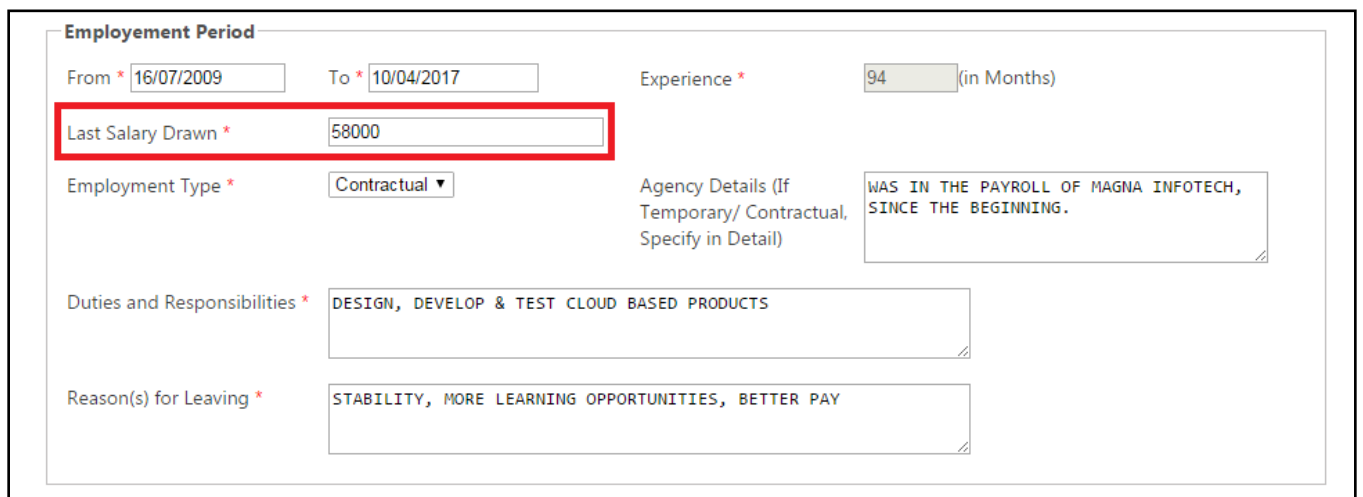
g. Enter your joining date in **From**, and relieving date in **To**.



The screenshot shows a form titled "Employment Period" with several input fields. The "From" field contains "16/07/2009" and the "To" field contains "10/04/2017". These two fields are enclosed in a red rectangular box. Other fields include "Experience" with the value "94" and "(in Months)", "Last Salary Drawn" with "58000", "Employment Type" set to "Contractual", "Agency Details" with the text "WAS IN THE PAYROLL OF MAGNA INFOTECH, SINCE THE BEGINNING.", "Duties and Responsibilities" with "DESIGN, DEVELOP & TEST CLOUD BASED PRODUCTS", and "Reason(s) for Leaving" with "STABILITY, MORE LEARNING OPPORTUNITIES, BETTER PAY".

Figure 22

h. Enter your last drawn salary.



This screenshot is identical to Figure 22, but the "Last Salary Drawn" field, which contains the value "58000", is highlighted with a red rectangular box. All other fields and their values remain the same as in Figure 22.

Figure 23

- i. Select your **Employment Type** from the drop down list.

The screenshot shows a form titled "Employment Period" with several input fields. The "Employment Type" dropdown menu is highlighted with a red border and shows "Contractual" selected. Other fields include "From" (16/07/2009), "To" (10/04/2017), "Experience" (94), "Last Salary Drawn" (58000), "Agency Details" (WAS IN THE PAYROLL OF MAGNA INFOTECH, SINCE THE BEGINNING.), "Duties and Responsibilities" (DESIGN, DEVELOP & TEST CLOUD BASED PRODUCTS), and "Reason(s) for Leaving" (STABILITY, MORE LEARNING OPPORTUNITIES, BETTER PAY).

Figure 24

- j. Enter your **Duties and Responsibilities** in the last organization and your **Reason for Leaving** in the designated text box.

This screenshot is identical to Figure 24, but with a red border highlighting the "Duties and Responsibilities" and "Reason(s) for Leaving" text boxes. The "Employment Type" dropdown is no longer highlighted.

Figure 25

- k. Enter the **Name**, **EmailID** and **Phone Number** of your last reporting manager in the available text box.

Current/Last Manager's Detail	
Name *	SHEELA GUJADHUR
Email ID *	sheela.gujadhur2431@wiprotech.co.in
Phone Number *	9582503157

Figure 26

3. **Employee Code/Employee Id** is mandatory. If Id or code is not provided by the previous employer, put **NA** in the given space and state the reason in **Remarks** column.

Previous Employer's Details	
Company Name	DHRUVA TECHNOLOGIES
Company Tele Number	01128610845
Employee Code/ID	NA
Designation	SOFTWARE ENGINEER
Department	IT
Company Address	F 314, Sector 63, Noida
Year Of Closing	29/03/2012
Remarks	THIS COMPANY CLOSED IN YEAR 2012.

Figure 27

NOTE:

- Once all required information is provided, click on **Save & Continue** button, to save the information and move to next page.
 - Or, Once all required information is provided, click on **Save & Prev** button, to save the information and move to previous page.
-

4 Educational Qualification

Class Xth

Name of School/College*	<input type="text" value="DELHI PUBLIC SCHOOL"/>	Address of School/College*	<input type="text" value="NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060"/>
Name of Board*	<input type="text" value="CBSE"/>	Address of Board*	<input type="text" value="TODARMAL MARG, AJMER, RAJASTHAN 305001"/>
Name of State Board	<input type="text"/>	Course Type*	<input type="text" value="PART TIME"/>
Stream*	<input type="text" value="MATHS, SCIENCE, ENGLISH, HINDI, SO"/>		
<u>Dates Attended :-</u>			
From*	<input type="text" value="07"/> <input type="text" value="1998"/>	To*	<input type="text" value="07"/> <input type="text" value="2003"/>
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	<input type="text" value="X"/>	Passing Year*	<input type="text" value="2001"/>
ID/Roll No.*	<input type="text" value="9200355"/>		
<input type="text" value="CGPA"/>	<input type="text" value="9.45"/>		
Obtained Marks	<input type="text"/>	Maximum Marks	<input type="text"/>

- Class XIIth
- Diploma(If Applicable)
- Graduation
- Post-Graduation(If Applicable)
- Any other Certification/Training/Qualification

Instructions for filling up Educational Qualification:

1. Mention the educational details starting from Class 10th till your highest qualification.
2. Name, address & dates attended (from and to) of the School/ College & University is mandatory.
3. ID/Roll No. for each qualification is essential.
4. You may provide the details of any Additional Certification/Training/Qualification as well.
5. For the support of information given in the form related to qualification, copy of all the academic documents must be uploaded in tab 'Document Required'.

To enter "**Educational Qualification**" details, carry out the below given steps:-

1. Enter the required educational details in the following sections:-
 - a. **Class 10th**
 - b. **Class 12th**
 - c. **Diploma(If Applicable)**
 - d. **Graduation**
 - e. **Post-Graduation(If Applicable)**
 - f. **Any other Certification/Training/Qualification**

NOTE:

Leave those sections, which are not applicable to you.

2. To fill the necessary details in the available fields, carry out the following given steps:-
- Enter the **Name of School/College**.

Class Xth

Name of School/College*	DELHI PUBLIC SCHOOL	Address of School/College*	NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060
Name of Board*	CBSE	Address of Board*	TODARMAL MARG, AJMER, RAJASTHAN 305001
Name of State Board		Course Type*	PART TIME
Stream*	MATHS, SCEIENCE, ENGLISH, HINDI, SO		
<u>Dates Attended :-</u>			
From*	07 1998	To*	07 2003
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	X	Passing Year*	2001
ID/Roll No.*	9200355		
CGPA	9.45		
Obtained Marks		Maximum Marks	

Figure 28

b. Enter the **School/College address**.

Class Xth

Name of School/College*	<input type="text" value="DELHI PUBLIC SCHOOL"/>	Address of School/College*	<input type="text" value="NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060"/>
Name of Board*	<input type="text" value="CBSE"/>	Address of Board*	<input type="text" value="TODARMAL MARG, AJMER, RAJASTHAN 305001"/>
Name of State Board	<input type="text"/>	Course Type*	<input type="text" value="PART TIME"/>
Stream*	<input type="text" value="MATHS, SCEIENCE, ENGLISH, HINDI, SO"/>		
<u>Dates Attended :-</u>			
From*	<input type="text" value="07"/> <input type="text" value="1998"/>	To*	<input type="text" value="07"/> <input type="text" value="2003"/>
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	<input type="text" value="X"/>	Passing Year*	<input type="text" value="2001"/>
ID/Roll No.*	<input type="text" value="9200355"/>		
<input type="text" value="CGPA"/>	<input type="text" value="9.45"/>		
Obtained Marks	<input type="text"/>	Maximum Marks	<input type="text"/>

Figure 29

- c. Select the **Board Name** from the available drop down list and provide the **Official Board Address** in the available text box.

Class Xth

Name of School/College*	DELHI PUBLIC SCHOOL	Address of School/College*	NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060
Name of Board*	CBSE	Address of Board*	TODARMAL MARG, AJMER, RAJASTHAN 305001
Name of State Board		Course Type*	PART TIME
Stream*	MATHS, SCEIENCE, ENGLISH, HINDI, SO		
<u>Dates Attended :-</u>			
From*	07 1998	To*	07 2003
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	X	Passing Year*	2001
ID/Roll No.*	9200355		
CGPA	9.45		
Obtained Marks		Maximum Marks	

Figure 30

d. Select the **Course Type** from the available drop down list.

Class Xth

Name of School/College*	DELHI PUBLIC SCHOOL	Address of School/College*	NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060
Name of Board*	CBSE	Address of Board*	TODARMAL MARG, AJMER, RAJASTHAN 305001
Name of State Board		Course Type*	PART TIME
Stream*	MATHS, SCEIENCE, ENGLISH, HINDI, SO		
<u>Dates Attended :-</u>			
From*	07 1998	To*	07 2003
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	X	Passing Year*	2001
ID/Roll No.*	9200355		
CGPA	9.45		
Obtained Marks		Maximum Marks	

Figure 31

e. Enter your streams in Class 10th.

Class Xth

Name of School/College*	DELHI PUBLIC SCHOOL	Address of School/College*	NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060
Name of Board*	CBSE	Address of Board*	TODARMAL MARG, AJMER, RAJASTHAN 305001
Name of State Board		Course Type*	PART TIME
Stream*	MATHS, SCEIENCE, ENGLISH, HINDI, SO		
Dates Attended :-			
From*	07 1998	To*	07 2003
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	X	Passing Year*	2001
ID/Roll No.*	9200355		
CGPA	9.45		
Obtained Marks		Maximum Marks	

Figure 32

- f. Select the **Admission** and **Relieving Date** in **From** and **To** section from the available Date selection box.

Class Xth

Name of School/College*	DELHI PUBLIC SCHOOL	Address of School/College*	NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060
Name of Board*	CBSE	Address of Board*	TODARMAL MARG, AJMER, RAJASTHAN 305001
Name of State Board		Course Type*	PART TIME
Stream*	MATHS, SCEIENCE, ENGLISH, HINDI, SO		
Dates Attended :-			
From*	07 1998	To*	07 2003
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	X	Passing Year*	2001
ID/Roll No.*	9200355		
CGPA	9.45		
Obtained Marks		Maximum Marks	

Figure 33

g. Select your **10th Passing Year** from the available drop down list.

Class Xth

Name of School/College*	<input type="text" value="DELHI PUBLIC SCHOOL"/>	Address of School/College*	<input type="text" value="NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060"/>
Name of Board*	<input type="text" value="CBSE"/>	Address of Board*	<input type="text" value="TODARMAL MARG, AJMER, RAJASTHAN 305001"/>
Name of State Board	<input type="text"/>	Course Type*	<input type="text" value="PART TIME"/>
Stream*	<input type="text" value="MATHS, SCEIENCE, ENGLISH, HINDI, SO"/>		
<u>Dates Attended :-</u>			
From*	<input type="text" value="07"/> <input type="text" value="1998"/>	To*	<input type="text" value="07"/> <input type="text" value="2003"/>
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	<input type="text" value="X"/>	Passing Year*	<input type="text" value="2001"/>
ID/Roll No.*	<input type="text" value="9200355"/>		
CGPA	<input type="text" value="9.45"/>		
Obtained Marks	<input type="text"/>	Maximum Marks	<input type="text"/>

Figure 34

- h. Select your **Class 10th Assessment System**, from the available drop down box. After that, enter your assessment points in the available text box.

Class Xth

Name of School/College*	DELHI PUBLIC SCHOOL	Address of School/College*	NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060
Name of Board*	CBSE	Address of Board*	TODARMAL MARG, AJMER, RAJASTHAN 305001
Name of State Board		Course Type*	PART TIME
Stream*	MATHS, SCEIENCE, ENGLISH, HINDI, SO		
<u>Dates Attended :-</u>			
From*	07 1998	To*	07 2003
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	X	Passing Year*	2001
ID/Roll No.*	9200355		
	CGPA	9.45	
Obtained Marks		Maximum Marks	

Figure 35

3. Provide your class **10th** ID/Roll No.

Name of School/College*	<input type="text" value="DELHI PUBLIC SCHOOL"/>	Address of School/College*	<input type="text" value="NYATI ESTATE ROAD, NYATI COUNTY, MOHAMMED WADI, NYATI ESTATE ROAD, PUNE, MAHARASHTRA 411060"/>
Name of Board*	<input type="text" value="CBSE"/>	Address of Board*	<input type="text" value="TODARMAL MARG, AJMER, RAJASTHAN 305001"/>
Name of State Board	<input type="text"/>	Course Type*	<input type="text" value="PART TIME"/>
Stream*	<input type="text" value="MATHS, SCEIENCE, ENGLISH, HINDI, SO"/>		
<u>Dates Attended</u> :-			
From*	<input type="text" value="07"/> <input type="text" value="1998"/>	To*	<input type="text" value="07"/> <input type="text" value="2003"/>
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	<input type="text" value="X"/>	Passing Year*	<input type="text" value="2001"/>
ID/Roll No.*	<input type="text" value="9200355"/>		
CGPA	<input type="text" value="9.45"/>		
Obtained Marks	<input type="text"/>	Maximum Marks	<input type="text"/>

Figure 36

4. Provide the details of any **Additional Certification/Training/Qualification**.

Any other Certification/Training/Qualification

Name of School/College*	<input type="text" value="CENTRE FOR DEVELOPMENT OF ADVA"/>	Address of School/College*	<input type="text" value="C-561, BLOCK C, INSTITUTION AREA, SECTOR-62, NOIDA, UTTAR PRADESH 201307"/>
Name of Institute/University*	<input type="text" value="C.DAC"/>	Address of Institute/University*	<input type="text" value="C-561, BLOCK C, INSTITUTION AREA, SECTOR-62, NOIDA, UTTAR PRADESH 201307"/>
Name of State Board	<input type="text"/>	Course Type*	<input type="text" value="FULL TIME"/>
Stream*	<input type="text" value="HTML, JAVA, CSS, JAVASCRIPT"/>		
<u>Dates Attended :-</u>			
From*	<input type="text" value="06"/> <input type="text" value="2007"/>	To*	<input type="text" value="01"/> <input type="text" value="2008"/>
	(mm/yyyy)		(mm/yyyy)
Qualification Gained*	<input type="text" value="ADCA"/>	Passing Year*	<input type="text"/>
ID/Roll No.*	<input type="text" value="8689976890"/>		
CGPA	<input type="text" value="4.85"/>		
Obtained Marks	<input type="text"/>	Maximum Marks	<input type="text"/>

Figure 37

5. For the support of information given in the form related to qualification, copy of all the academic documents must be uploaded in tab '**Document Required**'.

NOTE:

- Once all required information is provided, click on **Save & Continue** button, to save the information and move to next page.
- Or, Once all required information is provided, click on **Save & Prev** button, to save the information and move to previous page.

5 Document Required

Instructions for filling up Documents Required:

1. Uploading all required documents is essential, as applicable.
2. If for any unavoidable reason, the document may not be submitted state the reason for the same and declare the submission date.
3. On the declared date, the document must be submitted to concerned recruiter.
4. In case any document submission is Not Applicable for e.g. Post Graduation certificate, mention 'NA' in Remarks column.
5. While uploading in OmniRecruit, the scanned copy of all the listed documents in the series from 1 to 12 should be self-attested along with the date.

S. No.	Document Name	Document Attached	Documents Attach	Remarks (If Document is not Attached)
1.	MarkSheet for Class X th	<input checked="" type="checkbox"/>	Class-10th-MarkSheet.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING 10TH CLASS MARKSHEET!"/>
2.	Certificate for Class X th	<input checked="" type="checkbox"/>	Class-10th-Certificate.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING 10TH CLASS CERTIFICATE!"/>
3.	MarkSheet for Class XII th	<input checked="" type="checkbox"/>	Class-12th-MarkSheet.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING 12TH CLASS MARKSHEET!"/>
4.	Certificate for Class XII th	<input checked="" type="checkbox"/>	Class-12th-Certificate.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING 12TH CLASS CERTIFICATE!"/>
5.	MarkSheet for Graduation	<input checked="" type="checkbox"/>	B.Tech-MarkSheet.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING GRADUATION MARKSHEET!"/>
6.	Provisinal/degree certificate for Graduation	<input checked="" type="checkbox"/>	B.Tech.-Certificate.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING GRADUATION PROVISONAL/DEGREE CE"/>
7.	Post-graduation MarkSheet (If Applicable)	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="NA"/>
8.	Provisinal/degree certificate for Post- graduation (If Applicable)	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="NA"/>
9.	Medical Fitness Cerificate	<input checked="" type="checkbox"/>	Medical-Certificate.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING MEDICAL FITNESS CERTIFICATE!"/>
10.	Valid Photo ID Proof	<input checked="" type="checkbox"/>	License.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING PHOTO ID PROOF!"/>
11.	Experience Letter of previous organization (If Applicable)	<input checked="" type="checkbox"/>	Wipro-Technologies-Experience.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING EXPERIENCE LETTER!"/>
12.	Relieving certificate and Salary Certificate (If Applicable)	<input checked="" type="checkbox"/>	Wipro-Technologies-RelievingCertificate.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING RELIEVING CERTIFICATE!"/>
13.	Experience Letter of previous organization (If Applicable)	<input checked="" type="checkbox"/>	Dhruv-Technologies-Experience.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING EXPERIENCE LETTER!"/>
14.	Relieving certificate and Salary Certificate (If Applicable)	<input checked="" type="checkbox"/>	Dhruv-Technologies-RelievingCertificate.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING RELIEVING CERTIFICATE!"/>
15.	Photocopy of passport (If Applicable)	<input checked="" type="checkbox"/>	Passport.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING PASSPORT!"/>
16.	Photocopy of PAN Card (If Applicable)	<input checked="" type="checkbox"/>	Pan-Card.png	<input type="text" value="REASON(S) FOR NOT SUBMITTING PAN CARD!"/>
17.	Form 2 EPF Nomination*	<input checked="" type="checkbox"/>	EPF.png	Form 2 EPF Nomination (Mandatory Attachment)
18.	Nomination*	<input checked="" type="checkbox"/>	Nominations.png	Nomination (Mandatory Attachment)

Note: Kindly check that right documents

NOTE:

Once all required information is provided, click on **Save & Continue** button, to save the information and move to next page.
