

B. P. Mundra & CO;
Chartered Accountants
Mundra House, 822A, Shivaji Nagar, Civil Lines, Jaipur-302006
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CONFIDENTIAL

APPLICATION FOR EMPLOYMENT
(TO BE FILLED IN BY APPLICANT IN OWN HANDWRITING AND
SEND BY POST AT THE ABOVE ADDRESS)

1	Post applied for		
2	Name in full(IN BLOCK LETTERS) Last Name	First Name	Second Name
3	Your mobile number		
4	Name in Brief		
5	Present address		
6	Residential Phone		
7	Official Phone		
8	Permanent address		
9	Father's /guardian Name		
10	His Occupation		
11	If father is in service give name and address of employer.		
12	Place Of Birth		
13	Date Of Birth		
14	Age		
15	Nationality		
16	Religion		
17	Identity Mark		
18	Height (in cms)		
19	Weight (in kgs)		
20	Have you remain ill for more than 15 days at any time	Yes/No. If yes give the name of disease. Status of disease as on today	
21	Power Of Spectacles (if worn)	Left	Right

22	Marital Status						
23	Language Speaking-Strike not applicable	Hindi	Satisfactory/ Fluent	English	Satisfactory/ Fluent		
24	Language writing-Strike not applicable	Hindi	Satisfactory/ Fluent	English	Satisfactory/ Fluent		
25	Qualification						
	Examination	Year	With name of Board Name of school / College/university	Division & Merits	Nos. of marks, Distinction if any	Passed at which attempt	Main subject
26	Membership of any professional bodies/institution / Political party / Union / Trade unions with dates If your any family member-Yourself,spouse, children, brother, sister, father, mother, uncle is member please mention						
	S No	Name of institute / professional institution / Political party		Name of person who is member with post			
27	Have you any Physical Handicaps. If yes, what?						
28	Foreign stay & travel, if any, with reason						
29	S NO	Name and address of last five service		Mobile No	Period from and To	Reason of leaving	
	1						
	2						
	3						
	4						
	5						
30	Are you prepared to work in any part of India?						

31	May we refer to your employer			
32	Are you or your spouse involve in any court case or litigation / awarded imprisonment			
	A	Court Cases or litigation - which you made		
	S No	Nature of court case or litigation // awarded imprisonment	Name & Address of opposite party	
	B	Court Cases or litigation - against you or your spouse / awarded imprisonment		
33	Please submit what you consider are the important aspects of your experience to date			
34	What are your future plans and aims?			
35	Name & address of two references who should be other than relatives or former employees			
	S No.	Names of reference	Mobile No	Working at
	1			
	2			

Declaration

I hereby declare that my answers to each of the foregoing are true and in case it is proved otherwise at any time, I shall be liable for disqual as well as liable to be prosecuted. I understand very well that on the above information I have been appointed.

Place
Date

Applicant's Signature

Please Enclose

- 1. Copy of Educational certificates and mark sheet duly self certified. (bring original at the time of interview**
- 2. Copy of Adhar card/ DL/Voter Card**
- 3. Copy of last salary Slip**
- 4. Copy of certificate from Ex. Employers**
- 5. Copy of certificates**

For Office use only	
1. Date of interview	2. Interviewed by
3. Place of interview	

FORMAT FOR APPOINTMENT

Shri

We are pleased to appoint you as on the terms and conditions as under: -

1. You shall get total emoluments of Rs.
2. Your working place may be anywhere in Rajasthan.
3. You shall be sincere, obedient and honest to perform the duty.
4. You shall always arrive in time.
5. You are always expected to be cheerful in this Office. Your manner and aura must never spread gloom or dullness in the Office.
6. As a good staff you are always expected to look physically fit, clean and neatly dressed.
7. Begin and end each period punctually. As a good staff, you are always expected to begin and end each period punctually.
8. While working you need to maintain full alertness.
9. You shall always maintain the discipline
10. As a staff you shall always maintain high morale not only in the Office but also outside the Office and in society as a whole.
11. In the interest of Office and to achieve the objective of the Office, the Management can declare at any time emergency of any work and you as a member of the Office team have to follow and execute the same. The aim of the Office is to build the career of a new generation and no compromise can be possible on this issue. Hence you shall not raise any question on the justification of emergency and shall perform at your best.
12. You shall report on all issues for which management shall issue guidelines separately. No delay in this respect shall be made on your part. Your report should be in proper writing and duly signed with date.
13. As a staff you shall maintain the strictest secrecy regarding the Office affairs, policies, procedures, and instructions and or advises. You shall not disclose to the outsider the Office matter(s) known to you during the course of performing your duties.
14. In the interest of Office and to achieve the objective of Office, the Management can change, increase, decrease, and enhance your duties or work, which you shall not refuse and shall perform to your best.
15. In case you get any material change in any matter as declared in your application for service then you shall immediately inform properly in writing to the Management.
16. Staffs accepting from any outsiders connected with the Office a gift other than of fruit, biscuits, chocolate or flowers will, unless the permission of the Office has been previously obtained, be liable to dismissal from the service.

The above service guideline is the part of employment with the Office. I would be grateful if you would read and understand carefully all the points mentioned in para 1 to 16 mentioned above and sign to comply and to signify your acceptance. Wherever word Office is used means M/s B. P. Mundra & Co.

I _____, confirm that I have read carefully all the points mentioned above in para 1 to 16 and understand that on my acceptance to comply with the above paras 1 to 16, the Management of has given me my appointment.

I further agree that I will abide and adhere to all the rules, regulation and orders of the Office and shall follow all the instructions/ orders issued from time to time.

I further agree that all these above points from para number 1 to 16 are most essential to run the Office smoothly, which is the objective of the Office.

I understand that deviation from the above shall cause certainly to frustrate the whole purpose of the Office. On finding any deviation from above paras 1 to 16 will result automatically in my dismissal from my services in the Office as delay in this may adversely affect the Office.

Signature