

APPLICATION CUM WORK JOINING FORM WITH GENERAL CONDITIONS

Emp. ID	
DOJ	

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passport size
photo
Sep-22

Application Date:

01	Name of the Applicant in CAPITAL Letters as per Aadhaar card declared.											
	Name:											
	Aadhaar No.:							PAN No				
E-mail ID:												
02	Date of Birth			Age (As on today)			Marital Status			Gender		
							Married / Unmarried			Male / Female		
03	Father Name:						Mother Name:					
04	Name of the Nominee:						Relationship:					
05	Local/Temp. Address (Present staying)											
	Permanent Address (Native/Permanent)											
06	Educational Qualifications: (Valid educational certificates shall be self-attested)											
07	Practical Experience. (Service certificates shall be self-attested)											
08	Religion:						Sub caste:					
09	Languages Known:						Mother Tongue:					
10	Employee mobile number's						Emergency, contact mobile number (Family members)					
11	Old ESI No.						ESI Dispensary Name:					
	Old EPF UAN No.											
12	Bank Name.						Branch:					
	A/c No.						IFSC:					
13	Previous job - Company Name						Previous job - Company Contact Number					
Mandatory Documents Shall be enclosed with this application form												
14	3 Nos. Passport size photos with back side duly signed by applicant.											
15	Relevant educational & service certificates with self-attested.											
16	Aadhaar card & PAN Card with self-attested.											
17	Bank Account (Main page having account details etc.) with self-attested.											
18	Latest police verification certificate with self-attested.											

All documents along with this application form should be reached to our office before joining.

Signature of the Employee

Contd.. P-2/- (P.T.O)

GENERAL CONDITIONS ACCEPTED BY EMPLOYEE

I am _____ contract employee, having agreed to work in your projects/organizations under-takes to abide the following terms and conditions and in addition to other standard & special rules and regulations from time to time. The employer M/s. Sri Manjunatha Enterprises, Bangalore has been awarded a contract from various principal employers at different locations. I am agreeing to work with those contracts till expiry of tendered contract agreements, in case of short close or natural close of such contracts i also agree to ceases / exit from the job services and no further job or money & other benefit claims with M/s. Sri Manjunatha Enterprises or Principal employers.

1] I am agreeing to serve resignation letter with duly signed to the employer head office before thirty days in advance, (Oral intimations will not be considered) in case of discontinued / resigned the job at any reason, if fails to submit such notice/resignations within the time frame then suitable action & penalty will be projected up to one month salary or decision of the employer management is the final, also agrees that total charges towards Uniform, Shoes, Mediclaim Insurance Policy, Accident insurance policy, Tools, Equipment's & other benefits assigned for the contract period incurred will be recovered in case of such breach & fails and also no service / experience certificate for such failures.

2] I am agreeing that appropriate security deposit will be holding from my salary by employer until that such contract services accountability end, towards account of Uniform, Shoes, Tools, Equipment's, Mediclaim Insurance policy, Accident Insurance policy, etc. this security deposit will be refunding to successful employees only after assigned period and contract term completion. No refunds in security deposit & other benefits for such un-succeed breach & failed employees.

3] a) Without uniform dress one hundred rupees penalty per day, b) Absentees without leave letter more than one day during that subsequent month - penalty @25% on daily wages per absent. c) Non-submission of bank details will be affected your salary disbursement – penalty @10% on monthly earnings. d) Improper log in & log out attendance will be attracting penalty @25% on daily wages. e) If any other general breach in the normal working environment will be penal one day salary, f) Penalty two hundred rupees per day for not surrendering security entry pass (Principal employers entry pass) during disassociate with working mechanism.

4] I am the contract employee has no rights in M/s Sri Manjunatha Enterprises, Bangalore other than agreed payment with respect to the minimum wages or the principal employers' guidelines from time to time and applicable statutory deductions will be operated in the agreed salary as per the statutory procedure until termination of the job/contract. I will be receiving my salary once in a month & i agree to serve wherever my job posted by employer.

5] I am agreeing for abiding all the conditions in addition to the following other applicable rules and regulations, if observed by the employer / principal employer. The decision of the employer or principal employers will be the final.

a) Causing damage to work or property of the principal employer or of the employer, b) Willful insubordination or disobedience, whether alone or in combination with others, c) Threatening or intimidating any workman or employee during the working, d) Drunkenness, fighting, riotous or disorderly or indifferent behavior, e) Giving of false information regarding name, age, father's name, etc. f) Any unauthorized divulgence of business affairs of the employees, g) Unauthorized entry to work spot without work/permission, h) If not available inside the work site during the office hours. i) Engaging on trade within the premises of the establishment, j) Making false complaints and/or misleading statements, k) Theft, fraud or dishonesty in the work site, l) Unauthorized use/entry without permission, m) Holding meeting inside the premises, n) Malingering or slowing down work, o) Smoking near or around premises, p) Bad workmanship at workplace, q) Habitual late attendance, r) Habitual negligence, s) Sleeping on duty.

6] These policies are reviewed and displayed at our registered office notice board from time to time by the management for your benefits. Your signing this conditions confirms your acceptance of the terms and conditions and that you would be joining to company M/s. Sri Manjunatha Enterprises, during your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the company, you are expected to maintain utmost secrecy in regard to the affairs of the principle employers/company and shall keep confidential any information, instruments, documents etc., relating to the principle employers/company that may come to your professional knowledge as an employee of this company. I agree for behaving decently with employer, co-employees, and representatives of the principal employers. I am signing this agreement letter in acknowledgment of accepted the terms and conditions, failing which this offer will stand automatically withdrawn & further legal action will be initiated. I am agreeing that any legal course of action against employee & employer in the jurisdiction of M/s. Sri Manjunatha Enterprises registered office limits. Regular performance review will be conducted to assess employee performance and suitability at all the time. I declare that i have not paid any kind of money to M/s Sri Manjunatha Enterprises towards this job selection.

The information furnished/mentioned in the above statement is true; also, I declare that I read and explained agreed to the best of my knowledge. This indemnity obligations shall be surviving until closure.

Place:-.....

Name of the employee:

Date:-.....

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Signature of the Employee