

Interview Date: _____

CANDIDATE ASSESSMENT FORM

1. Name of Candidate: _____

2. Position applied for: _____ For H.Q: _____ Division: _____

3. Address (Present Address): _____

(a) Permanent Address: _____

4. Source for contact: Telephone No. _____ Mobile No. _____ E-mail _____

5. Caste _____ Marital Status _____ Date of Birth _____ Age _____

6. Background	Occupation	Name of Organization		Occupation	Name of Organization		Occupation	Name of Organization
Father			Brother 1)			Sister 1)		
Mother			2)			2)		
Wife/Husband			3)			3)		

7. Details of Education

Name of Exam.	Name of School/University	Main Subjects Opted	Year of Passing	Mark (%)
S.S.C (10th)				
H.S.C (12th)				
Degree				
PG / Other				

8. Details of Experience (Resume with the first job & end-up with the present/last job)

Name of Firm	Joining Date	Leaving Date	Designation	H.Q.	Salary Structure		Field Working Allowances			Fare	Reason for Leaving
					Basic	Perks & Allowances	H.Q.	Ex. H.Q.	Tour		

9. Extra Curricular Activities _____

10. Reason to join Troikaa _____

11. Salary Expected _____

12. If selected, when can you join? _____

13. Do you use a Vehicle? Yes / No. _____ If Yes, give details _____

14. I have read, understood and got clarified the recruitment policies of the company like JAD & 3 Years work agreement, before interview and agreed to abide and be bound by all the terms and conditions on my selection / Appointment with the Company.

Signature of Candidate

CANDIDATE EMOLUMENT BREAK-UP

Date of Interview:

Name of the candidate:

Present Company:

Present Designation:

Post Applied for:

Details of emoluments

Salary Head	Present Emoluments	Expected Emoluments	For Office use Only (Offered CTC)
	Monthly	Monthly	Monthly
Basic			
HRA			
Conveyance / VA			
Education			
Misc.			
Medical			
LTA			
Bonus			
P.F.			
ESI			
Any Other (Please Specify)			
Total CTC			
Total Take Home Salary			

Signature of the Candidate:

Signature of HR:

Date:

Date:

ADDITIONAL INFORMATION

Reference :

Give Names, Designation, Address & Contact No. of references (other then a family members or relative)

Reference : 1	Reference : 2

Are you related to or you know anyone in our Company? If yes, Please State Name, Dept, & Relationship	Have you been Interviewed by us before? If yes, for what position and When?