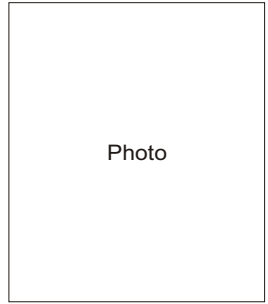


APEX INSTITUTE OF MANAGEMENT

Page No. 1

APPLICATION FOR EMPLOYMENT

To,
The HR Manager,
Apex Institute of Management,
Chamber No. 3, 4, 5 & 6, Shree Swami Sankul,
Opp. Batukbhai Jewelers, West High Court Road,
Dharampeth, Nagpur-440010,
Maharashtra, India.
Contact : +91-0712-6640390
Email : info@apexinstitute.org.in
Website : www.apexinstitute.org.in, www.apexinstitute.in



Subject : Application for the post of _____

For the city of work _____

Section 1.

This document is a statement of Terms and Conditions for Employment process at Apex Institute of Management. Details given herein are self verified and understood by the candidate applying for the various job openings. The process of verification of candidate will be based on the information given in this document; any discrepancy found may result in de-selection from the job opening, and/or, termination from the job, if offered.

EMPLOYEE DETAILS

Full Name :

First Name	Midale Name	Last Name
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Address : _____

Contact : (L) _____ (M) _____ Email : _____

Date of Birth : _____ Age : _____ Married : Unmarried : Male : Female:

Qualification :

Sr. No	Qualification	School / College / University	Year of Passing	Division / Percentage

Last Working Details :

Name of Organization : _____

Address : _____

Designation : _____ Annual Salary : _____

Date of Joining : _____ Date of Leaving : _____

Reporting Manager Name : _____

Contact No. : (L) _____ (M) _____

Signature of Applicant _____

APEX INSTITUTE OF MANAGEMENT

APPLICATION FOR EMPLOYMENT

Section 2.

TERMS AND CONDITIONS

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action. Your appointment is subject to satisfactory reference checks and clearance from any service agreements that you may have executed, which could have a bearing on your working with us.

This letter of Employment is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

DISCIPLINE: The company reorganizes the right to discipline personnel for infringement of company regulations. Infringement of company regulations shall include inter-alia:

- (a) Theft and fraud in connection with company's business or property.
- (b) Disclosure of confidential information of the company or its associates to a third party.
- (c) Conviction and/or imprisonment for criminal offences.

Notice Period: In case you decide to quit during the probation period, you would do so only after giving a minimum 30 days notice to the company. After completion of probation period, this notice period increases to 60 days. In case of any shortfall in this period, you would be liable to pay 30 days or 60 days (as the case may be) gross pay as compensation to the company in lieu of notice period.

Non Performance: If your services are not found up to the mark during the probation period as mentioned above, then the company may terminate your services without giving any notice period. The company reserves its right to carry out reference checks and take appropriate action if there are false statements / claims as against the resume that is available with the company. This clause would also apply if your conduct is found to be either improper or conflicting with the company's interests and policies, with a right to the company to recover costs, if any.

INTERPRETATION AND IMPLEMENTATION: The interpretation and implementation of the above stated information herein referred to as provisional agreement by both parties (employer and employee) shall be in good faith, giving ordinary meanings to the letters of this provisional agreement and official copies to be delivered in due time.

You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company. You undertake that you will not disclose the information or knowledge relating or any part thereof disclosed to you or gained by you by reason of your employment. This obligation shall continue to remain in force even after your leaving the service of the Company. You will be responsible for safe keeping and return in good condition and order all our property which may be in your use, custody and charge.

During the employment with Apex Institute of Management, the employee will not accept any other form of employment, or engage in any other business activity without the prior written consent of the company.

I, _____ REISIDING AT
_____ HOLDER OF (Passport/ PAN/ Driving License Number)
_____ HEREBY FULLY AGREE TO COMPLY WITH THE ABOVE RULES AND REGULATIONS DURING MY TENURE WITH
APEX INSTITUTE OF MANAGEMENT.

NAME OF APPLICANT:

DATE:

PLACE:

SIGNATURE OF APPLICANT

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APPLICATION FOR EMPLOYMENT

Section 3.

Reference (Name & Contacts)

1. _____ Contact : _____ Relation : _____
Address : _____
2. _____ Contact : _____ Relation : _____
Address : _____

DOCUMENT SUBMITTED

1. IDENTITY PROOF

- a) Pan card b) Licence c) Bank Passbook d) Voting card e) Passport

2. ADDRESS PROOF

- a) Electric Bill b) Telephone Bill c) Ration Card d) Tax Receipt

3. EDUCATIONAL CERTIFICATE

4. 3 PHOTOS

5. PREVIOUS OFFER LETTER or APPOINTMENT LETTER

6. RESIGNATION LETTER

Respected Sir / Madam,

I, _____, have read and understand the employment terms. I humbly request you to consider my application to join your esteemed organization.

Your Sincerely
