

KYC-ADVISOR/MGMT.TRAINEE(Pls.v) ADMIN - OO / RPM / RELATIONSHIP & CUSTOMER SUPPORTS /SALES&MARKETING / IT & DIGITAL / PHYSIOTHERAPIST / PHLEBOTOMIST(CMLT/DMLT)

(# OO : Office Operations , RPM : Resource Planning & Management)

Please fill below in CAPITAL LETTERS

•1ST INTERVIEW TIMING-9.30 AM on MONDAY & THURSDAY

•Re-INTERVIEW TIMING - 10 A.M to 2 P.M on MON to SAT or else as per the suitability of the Candidate

Affix Photo

NOTE : Fillup KYC (Front side) & answer KYC (Backside - as Applicable to your Post in Point No. A - G)

• for Marketing, Customer supports / Relationship → A, B, C, D, E, & F • for Technical (Physiotherapist) → A, B, C, E & F

• for Technical (Phlebotomist) → A, B, C & E • for Non-Technical (Commercial) → A, C, D & E • for IT - Graphic / Website / Digital → A, C, E & G

Date : _____ ; Earliest Joining Date : _____ ; Post : _____ ;SOURCE : _____

NAME:		E-mail ID:		Mob	
Date of Birth : dd/mm/yyyy	Blood Group	Nationality :	SEX (Pls. Tick J)	Male / Female	MARITAL STATUS (Pls.Tick J) Y / N
PAN No.		Aadhar No.	Bank Name #	Branch #	Account No. #
ADDRESS (Present)		Pls.Tick (v) OWN / RENTED Rent / EMI (if any) Rs. _____/PM		NATIVE PLACE (Permanent)	Pls.Tick (v) OWN / RENTED Rent / EMI (if any) Rs. _____/PM
P.O	P.S	PIN :		P.S	PIN :
TEL.No. (With STD)	Mob.No:		PARENT'S DETAILS		
			Working	Retired	Pension If any
FATHER / HUSBAND'S NAME & Health Issue If any (If married)		AGE	Y/N (Pls. Tick✓)	Y/N (Pls. Tick✓)	Y/N (Pls. Tick✓)
MOTHERS MAIDEN NAME & Health Issue If any		AGE	Y/N (Pls. Tick✓)	Y/N (Pls. Tick✓)	Y/N (Pls. Tick✓)

EDUCATIONAL Qualification (Completed)	Class / Level	Year of Passing / PURSUIING yet to complete	% of Marks obtained	Main Subjects	School / College Name & LOCATION Point	Medium of Instruction (Eng/Hin/Beng/or any other lang) Pls.Specify	Board / University
	X						
XII							
G (F)							
PG (F)							
Pursuing							

•WORKING EXPERIENCE IN YEARS →Medical Marketing/Customer Relationship : _____ ;NON-Medical Marketing/Customer Relationship: _____

WORK / JOB Experience	SL. No.	YEAR		Name of the Company / Firm	Place of Work Done / Work from Home	Position Held	(% of Attendance	EXPERIENCE No. of Yrs & Month		
		Fm MM/YYYY	To MM/YYYY					Customer Negotiation (Yes/No)	Office	Field

• Practical Knowledge & Experience in (Pl. Tick ✓) : MS Office → Word : , Excel with formula : , Email Self Corres. :

• LAST Salary drawn (CTC) Rs. _____ P.M || •EXPECTED Advisory Fees / Stipend Rs. _____ P.M / _____ P.A.

• •EXPECTED-Future Self Growth _____ (%) P.A., • •EXPECTED Business / Revenue generation for the Proposed Company : Rs. _____ P.M

- Any Part time / Freelance work / Networking referral - for earning money, details if any : _____, Earnings PM Rs. _____
- Attached with Social / Cultural Organisation / NGO's : _____
- Social Media A/c Name :FB: _____;Linkedin: _____;Instagram: _____
- Personal HABITS (Yes/No :Smoking: _____;Alcohol Drinking _____; Gambling/Batting _____) Wsap Groups _____
- Any Outstanding - Bank/Personal Loan (taken)/Credit Card OR Pending EMI details if any : _____

FAMILY (Parents / Spouse / Children) STAYING TOGETHER	NAME	RELATION	DOB	AADHAR NO. #	MOBILE NO.

•FAMILY HEALTH / MEDICAL ISSUES or PARENTS - TEACHER MEETING / CHILD EDUCATION →Attended/Taken Care by : _____

NOMINEE (Name-Address Relation & DOB)	Family HEALTH - Medical care (Other then myself) by :		REFERENCES (Closely known to you)	SL	NAME	MOBILE NO.
	1					
2						

RESIDENTIAL IDENTITY PROOF (Total 2 Nos.)

(Pls. Attach - Any one out of (i) and also from (ii).)

i) ELECTRICITY BILL / TELEPHONE BILL / RATION CARD

ii) AADHAR CARD/VOTER ID CARD/PANCARD/DRIVING LICENCE

NOTE : I do hereby confirm,if Selected,then shall work as a Advisor/Management Trainee continuously for atleast 2 (two) years. Above data's are correct as per my information & knowledge AND no more addition /deletion /alteration /modification are required to be done from my side.

: NOT MANDATORY

SIGNATURE : _____

(A) ANSWER BELOW:

- i) President Of India _____; ii) No. Of States _____; iii) No. of Union Territories _____;
- iv) Indian Currency Symbol _____; v) Currency Symbol of which Country : "\$" _____; "€" _____
- vi) **Adjacent STATES** to Madhya Pradesh _____
- vii) Pincode of Today's Interview _____; viii) Make Total of : 80+247+1084+21649 = _____; ix) 5% of 23060 _____
- x) Reading/Listening HABIT-Newspaper _____, News:App/Channel: _____, Books with Author _____
- xi) **Arrange the Words** : HSYNETO _____; IYOTLAYL _____; AITDNODEIC _____;

(B) DEFINE : (What, Why) with treatment Solutions based on Compression Therapy (How, by Which) of the followings: (Can take help of Google Search)

- a) Thrombosis : _____
- b) Varicose Veins : _____
- c) Lymphoedema : _____
- d) Osteoporosis : _____
- e) Osteo arthritis : _____

(C) i) Top 2 Drs. of your City :

- Gynae i) _____ Gen. i) _____ Orthopaedic i) _____
- ii) _____ Physician ii) _____ ii) _____
- ii) Top 2 Retailer / Shopkeeper of Medical Products of your City : i) _____; ii) _____
- iii) Top 2 e-marketing sites : i) _____; ii) _____

(D) ONE Letter From Company To Distributor With TWO Subjects: Handwritten & then on computer : Email Letter description in word & table (while on computer, table in excel with formula) pasted on the **body** of the email **letter itself** and email to : (info@pushpanjaligroup.com)

1. **Launching of new product** (atleast 3 Nos.)with **price table** : Covering the name of any products, DP, MRP, Margin on MRP in Rupees terms and in percentage (%) terms.
2. **Clearing of outstanding with outstanding table** : Covering Invoice No.(atleast 3 Nos.), Invoice Date, Invoice Amount and No. of days outstanding.

Hints: While working on the computer, Table to be Prepared in Excel AND Margin in Rupee/Percentage (%) terms to be calculated with excel formula thereon

(E) Draw Flow Chart of Steps / Work Procedure, followed / adopted by you in the Present / Earlier (If not working presently) Organisation for Carrying out your work Activities.

(F) (i) PRESENTATION Cum PROJECT (PPR) in the Tabular format given below : (Can take help of Google Search)

TABULAR LINK Up & Specifically related Hand Written (by own) PROJECT for BELOW Points 1) & ANY ONE of 2) With DIAGRAM

- 1) Veins → Functions ^{Link up} → Problems / Indications (Causes & Symptoms) ^{Link up} → Solutions ^{Link up} → Comparable Products
 - 2) Human Anatomy → Functions ^{Link up} → Problems / Indications (Causes & Symptoms) ^{Link up} → Solutions ^{Link up} → Comparable Products
- Of : **i)** Ankle, **ii)** Knee, **iii)** Hip, **iv)** Back, **v)** Arm - Thumb, Wrist, Elbow, **vi)** Shoulder, **vii)** Neck.

TOPIC with Diagram	Functions	Problems / Indications		Solutions from medi / Sissel Product Range (Name of the Product)	Comparable / Equivalent quality Branded Product (Name of the Product) (atleast 3 brands supported with their Brochure/Leaflet)
		Causes	Symptoms		

HINTS: Take help of **Website:** i) www.medi.de ii) www.sissel.com iii) www.pushpanjaligroup.com iv) B2B Marketing Sites e.g. India Mart; **Facebook:** pushpanjali medi india (ii) **VIDEO** clip for Promotional Detailing with Movement & Expression made amongst Doctor and Dealer on the basis of Compression Therapy Principal on Point 1) & **One** of Point 2) above, highlighting product features.

(G) Pls Tick (✓) if you have Theoretical, Practical Knowledge and Work Experience

- **GRAPHIC** : Photoshop , Corel Draw , Illustrator , Canva , Indesign , Figma , LogoCreation , Adob XD , Sketch , Autodesk3DS MAX , Premier Pro , VFX , After Effects , Maya ► **Please do & Suggest 2 Social Media Post design AND Area of Improvement**
 - **WEBSITE** : Wordpress , HTML , CSS , Java , PHP , Java Script , Node JS , JQuery , SQL , Anagular , JSP , AdobXD , ASP.Net , C++ , Wix ► **Please suggest Area of Improvement**
 - **DIGITAL** : Keyword planner , SEO , Social Media ADS , Google Ads , Analytics , Landing Page , SMO , E-trading sites , Wordpress , Wix , E-Commerce , Moz , Semrush , JQuery , Rank math , Canva , Mailchimp , Client Portal , Google Trends , Grammerly
- **Please do & tell SEO Keyword Analysis - Knee, Lumbar Support; Online Negative Comments & rectification; PPC - Lead Paid charges**

(1st _____, 2nd _____, 3rd _____) — **INTERVIEW ASSESSMENT** — (A-Very good, B-Good, C-Not good)

ACADEMIC			COMMUNICATION			THEORITICAL KNOWLEDGE			DETAILING & PRACTICAL CONVINCING w.r.t. Product Features / USP & Competitor's KNOWLEDGE			FUTURE VISION LONG / SHORT TERM			BUSINESS DETERMINATION / RESULT ORIENTED			PARENTAL / GUARDIAN / ASSOCIATE Reference			LAST EMPLOYMENT Reference			FINAL ASSESSMENT STATUS								
1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd			

NOTE I) _____
II) _____

For office use only	TRAINING DATE : _____	JOINING DATE : _____	POST : _____	TERMS : _____
	_____ 2025	_____ 2026	_____ 2027	_____ 2028 _____ 2029

STATUS ABBR → **C&S** : Confirmed & Selected; **IP** : In recruitment discussion process; **IP-D** : Documents required & yet to receive; **IP-DW** : Documents & Work informed & yet to receive; **IP-T&C** : Terms & Condition yt to be accepted; **IP-W** : Work informed & yet to receive; **NI** : Not Interested; **NRE/Q** : No relevant Experience OR Qualification; **NYC** : Not Yet Come (for Interview); **R&L** : Resigned & left; **RP** : Rejected - Theoretical knowledge Ok but practical knowledge not satisfactory; **RR** : Rejected - Remuneration high not equivalent to talent; **RT** : Rejected - Talent Deficiency