

SF7.2D: Items to be checked during on-site visit for placement verification

Instructions

- During the site visits, the following questionnaire will be used
- The entire process will be recorded with a geo tagged time stamped video and audio recording device
- The interview should be uploaded within 20 minutes of its completion
- The form is a template for the information required and will be available in the system for use.

Questionnaire

1. Basic information

Sl.No	Item	Details
1.	Name of the candidate	to be pre populated
2.	Candidate ID	to be pre populated

Please verify and confirm the identity of the candidates with a valid proof.

Note: Details given in items 2 and 3 has to be repeated for every change of i) employer, ii) location and iii) change in salary.

2. Details of employment

Sl.No	Item	Details
1.	Name of the company/organization	to be pre populated

Sl.No	Item	Details
2.	Type of organization	to be pre populated
3.	Joining date	to be pre populated
4.	Job location - name & address	to be pre populated
5.	Whether candidate can be contacted at Job location	(Yes/No)
6.	If No,	Extra time may be given to collect the data from the candidate.

A. Since how long you have been employed after your training?

I. 1 month II. 2 months III. 3 months IV. 4 months V 5 months VI > 5 months

Proof: To be cross verified with salary slips off line

B. How long you have been working in this organization?

I. 1 month or less II. 1- 2 months III. 2- 3 months IV. > 3 months

C. Did your city of work change during the last 90 days of employment?

I. Yes II. No

D. If yes, what is the name of the place?

E. Where is the place located?

- I. Within district of your nativity
- II. Outside the district but within the state
- III. Outside the state
- IV. Outside the country

Proof: Verify offline with employment location certificate

F. For how many months did you receive the post placement support?

- I. 1 month
- II. 2 months
- III. 3 months
- IV. 4 months

3. Details of Salary

A. Gross Salary of the candidate as reflected in salary slip/certificate (Before PF and ESI deductions and includes incentives & overtime)..... (in ₹)

B. Whether PF, ESI have been deducted from your salary?

- I. Yes
- II. No

C. If yes, please give the details

I. Deductions from candidate salary

Details	Values		
	Month1	Month 2	Month 3
PF a/c no. of the candidate			
Amount credited (in ₹)			
ESI a/c no. of the candidate			
Amount credited (in ₹)			
To be collected from employer/salary slips			

II. Employer's statutory contributions towards candidate salary (to be collected from the employer)

Details	Values		
	Month1	Month 2	Month 3
PF a/c no. of the employer			
Amount credited (in ₹)			

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Details	Values		
	Month1	Month 2	Month 3
ESI a/c no. of the employer			
Amount credited (in ₹)			
To be collected from employer.			

D. Do you receive the any of following perquisites?

Details	Yes/No
Accommodation	
Food (say to yes to one)	
1. Breakfast	
2. Lunch or Dinner (any one major meal)	
3. Breakfast + Lunch or Dinner (any one major meal)	
4. Lunch and Dinner (Both the meals)	
3. All the three	
Transport	
Others (if any)	

4. Other remarks or suggestions (if any)

5. Details of person who did the check

a.	Date and time of checking	
b.	Name of the person who checked	
c.	Designation of the person who checked	
d.	Contact no. of the person who checked	