



MMJ CONSULTANCY SERVICES

A Unit of MMJ Consulting Enterprise

AFFIX RECENT
PASSPORT SIZE
PHOTOGRAPH

Applicant Photograph

JOB APPLICANT REGISTRATION FORM – 2026 EDITION

Reg. Number:		Reg. Date:		Recruitment Ref:	
Consultant Name:		Branch/Dept:		Vacancy Code:	
Position Applied:				Application Status:	<input type="checkbox"/> New <input type="checkbox"/> Review

1. PERSONAL INFORMATION (FILL IN BLOCK LETTERS)

Full Name: _____

Father's Name: _____

Mother's Name: _____

Date of Birth: / / Age: _____ Gender: M F O

Marital Status: Single Married Nationality: _____ Blood Group: _____

Aadhaar No: - - PAN No:

Voter ID No: _____ Passport No: _____

Category: General OBC SC/ST Occupation: _____

2. CONTACT DETAILS

Mobile Number: _____ Alternate Mobile: _____

WhatsApp Number: _____ Email Address: _____

CURRENT ADDRESS	PERMANENT ADDRESS
House No: _____	House No: _____
Street: _____	Street: _____
City: _____	City: _____
District: _____	District: _____
State: _____	State: _____
PIN Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	PIN Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

3. ACADEMIC QUALIFICATION

QUALIFICATION	BOARD / UNIVERSITY	YEAR	PERCENTAGE / CGPA
Secondary (10th)			
Higher Secondary (12th)			
Diploma			
Graduation			
Post Graduation			
Other Certifications			

4. EMPLOYMENT HISTORY

COMPANY NAME	POSITION / DESIGNATION	DURATION	CTC (ANNUAL)	REASON FOR LEAVING

MANDATORY CONSENT STATEMENT

I confirm that prior to making any payment, I have been informed through official email communication that MMJ Consultancy Services operates remuneration-based recruitment and placement assistance programs. I acknowledge that I am voluntarily paying the prescribed fee after reviewing the terms of service, rules, regulations, and conditions associated with the services offered. I provide my full consent and acceptance of all terms and conditions contained within this registration document.

Applicant Name

Applicant Signature

Date

Place

TERMS OF SERVICE

- Fee collected solely for administrative processing & candidate validation.
- Registration fee is strictly non-refundable.
- Registration does not guarantee immediate job placement.
- Employer selection remains solely at the discretion of hiring organizations.
- MMJ Consultancy Services acts exclusively as a recruitment facilitator.
- False information may result in immediate cancellation of file.
- Candidate must maintain accurate communication records.
- All payments must be made through official channels only.
- Any misuse of company documents may invite strict legal action.
- Disputes shall be resolved under applicable local jurisdiction laws.

RULES & REGULATIONS

- Maintain strictly professional conduct during all interaction cycles.
- Submit authentic and fully verifiable documentation only.
- Respond promptly to official recruitment and interview communications.
- Strictly follow external employer screening guidelines and requirements.
- Keep personal profile information updated with the desk.
- Respect data and organizational confidentiality obligations.
- Comply fully with standard profile verification procedures.
- Observe recruitment timelines set by client institutions.
- Report any fraudulent communication attempts immediately.
- Use official company communication channels exclusively.

DATE STAMP OF RECRUITMENT PROCESS BY MMJ CONSULTANCY SERVICES OFFICIAL EMAIL

As

Recruitment Process Tracker Official Records

Step	Phase of Email & List for Hiring Process	Email Date Stamp	Description
1	Client's Job Opportunity Email by MMJCS	[DD/MM/YYYY]	Update Via HRD
1/A.	Fee Collected & Submitted Email Confirmation	[DD/MM/YYYY]	Update Via Accounts Dept.
2	Profile Shortlisted Update/s by Client Company	[DD/MM/YYYY]	Update Via HR Dept.
3	Employer Briefing & Interview Update	[DD/MM/YYYY]	Update Via HR Dept.
4	Interview Coordination & Hiring Update	[DD/MM/YYYY]	Update Via HR Dept.
5	Offer Letter & Onboarding Letter Deliver by MMJCS	[DD/MM/YYYY]	Update Via HRM & Legal Dept.
6	After Salary Remuneration Paid by Job Applicant	[DD/MM/YYYY]	Update Via Accounts Dept.
7	No Objection Certificate Given to The Employer	[DD/MM/YYYY]	Update Via HRD & Legal Dept.

5. SKILLS & PROFESSIONAL INFORMATION

Technical Skills: _____
Software Knowledge: _____
Languages Known: _____
Current Salary: _____ Expected Salary: _____
Notice Period: _____ Preferred Location: _____
Willing to Relocate: Yes No

6. EMERGENCY CONTACT DETAILS

Contact Person Name: _____ Relationship: _____
Mobile Number: _____ Alternate Number: _____
Full Address: _____

7. BANK DETAILS (FOR REIMBURSEMENT / RECORD PURPOSES)

Account Holder Name: _____ Bank Name: _____
Account Number: _____ IFSC Code: _____
Branch Name: _____

8. REGISTRATION VALIDATION FEE INFORMATION

REGISTRATION FEE

₹ 299/-

Non-Refundable / Admin Charge

Payment Date: _____ Payment Method: _____
Transaction ID: _____ UTR Number: _____
Collected By: _____ Verification Status: _____

9. 9/1. APPLICANT DECLARATION & CONSENT – OFFICE COPY

I hereby certify that all information provided by me is true, complete, and accurate to the best of my knowledge. I understand that MMJ Consultancy Services operates as a recruitment and placement consultancy and provides employment assistance services subject to applicable consultancy remuneration and service charges.

I acknowledge that I have been informed via official communication, including email and/or written correspondence, that employment opportunities facilitated by MMJ Consultancy Services may be remuneration-based. I voluntarily and willingly choose to proceed with registration and any associated service charges without coercion, pressure, or misrepresentation.

I understand that payment of any applicable remuneration does not constitute a guarantee of employment, appointment, interview selection, salary level, employer decision, or job confirmation. I agree to abide by all company policies, terms of service, privacy policies, and applicable legal provisions governing recruitment consultancy services.

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MANDATORY CONSENT STATEMENT: I confirm that prior to making any payment, I have been informed through official email communication that MMJ Consultancy Services operates remuneration-based recruitment and placement assistance programs. I acknowledge that I am voluntarily paying the prescribed fee after reviewing the terms of service, rules, regulations, and conditions associated with the services offered. I provide my full consent and acceptance of all terms and conditions contained within this registration document.

Applicant Name _____ Applicant Signature _____ Date _____ Place _____

FOR OFFICE USE ONLY

- | | |
|---|---|
| <input type="checkbox"/> Documents Verified | <input type="checkbox"/> Aadhaar Verified |
| <input type="checkbox"/> Contact Verified | <input type="checkbox"/> Payment Verified |
| <input type="checkbox"/> Consultant Approval | <input type="checkbox"/> HR Approval |
| <input type="checkbox"/> Registration Approved & Docketed | |

Verification Officer / HR_____
Authorized Signatory & Seal**DETACHABLE PAYMENT ACKNOWLEDGEMENT SLIP****MMJ CONSULTANCY SERVICES**

A Unit of MMJ Consulting Enterprise

PAYMENT ACKNOWLEDGEMENT RECEIPT

Receipt No: _____ Reg. No: _____
 Applicant Name: _____
 Mobile No: _____ Applied Position: _____
 Txn ID / UTR: _____ Date & Recv By: _____

AMOUNT RECEIVED

₹ 299/-

Verification Copy

Authorized Stamp & Sign

This document is the exclusive property of MMJ Consultancy Services. The applicant validation fee of ₹299/- is a non-refundable administrative charge collected solely to confirm candidate intent. Any unauthorized use, duplication, reproduction, distribution, or misuse of this document shall be subject to legal remedies available under prevailing law.
 © MMJ Consulting Enterprise. All Rights Reserved.

9. 9/2. APPLICANT DECLARATION & CONSENT – JOB APPLICANT COPY

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Applicant Signature_____
Date_____
Place_____
Authorized Stamp & Signature