

# **Zydus DREAM**

## **Online Recruitment Application**

*Guidelines for Application Form*

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## Application Form: Overview

Application form contains four pages

1. **Personal / Family Information**
2. **Education / Professional Information**
3. **Supportive Information**
4. **Attachments**

✓ There are certain fields which are mandatory and denoted by \*


✓ After filling details on each page, one can click on **Save** option

✓ Once all the details are completed you can click on **Submit Application Form**

✓ Application Form is very simple, user friendly and easy to fill

# Personal / Family Information Page

## DREAM Zydus: Application Form



**Candidate No:** 00000006  
**Name:** Ramak Raghav

[Edit](#) [Delete](#)

..... Step 1 .....      ..... Step 2 .....      ..... Step 3 .....

**Personal/Family Information**      Education/Professional Information      Supportive Information      Attachments

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**Title\*:** Mr.      **Last Name\*:** Raghav

**First Name\*:** Ramak      **Father's Last Name\* (as per PAN Card):** Raghav

**Gender\*:** Male      **Father's First Name\* (as per PAN Card):** Ravi

**Father's Profession:** Business

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**Date of Birth\*:** 01.01.1980 dd.mm.yyyy

**Place of Birth:** **City:** Ahmedabad      **District:** Ahmedabad      **State:** Gujarat

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**Present Address:** C/o B-402  
Address Line 1\* Pallav Appartment  
Address Line 2 Opp. Jain Temple, Bopal  
**City\*:** Ahmedabad      **State\*:** Gujarat  
**Postal Code\*:** 380058

**Copy from Present Address**

**Permanent Address:** C/o B-402  
Address Line 1\* Pallav Appartment  
Address Line 2 Opp. Jain Temple, Bopal  
**City\*:** Ahmedabad      **State\*:** Gujarat  
**Postal Code\*:** 380058

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**Mobile No.\*:** 9898989898      **Email ID\*:** abc@gmail.com

**Landline No.:** 91 - 079 - 26868392  
CountryCode - STD Code - Number

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**Blood Group:** O+      **Weight:** 75 in kgs

**Height:** 5 Feet 11 Inch

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**Religion:** Hindu      **Cast/Subcaste:** Brahmin

**Nationality\*:** Indian

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**PAN No.:** LLKJK9090K

**Marital Status\*:** Single

**Enter Family details and click on Add/Save. You can add multiple entries**

**Family Details (Maintain Parents detail if single):**

<b>First Name</b>	<b>Last Name</b>	<b>Date of Birth</b> <small>dd.mm.yyyy</small>	<b>Relation</b>	<b>Gender</b>	<b>Edit</b>	<b>Delete</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Add/Save** Click on Add/Save again for multiple entries

First Name	Last Name	Date of Birth	Relation	Gender	Edit	Delete
Ravi	Raghvan	01.01.1955	Father		<a href="#">Edit</a>	<a href="#">Delete</a>
Ramila	Raghvan	01.02.1960	Mother		<a href="#">Edit</a>	<a href="#">Delete</a>

**Do you own a vehicle?:** Yes

**Save Personal/Family Information**


**Click to Save Personal Details** ←

I hereby certify that the particulars furnished by me in this application form are true, correct and complete in all respects.  
 I agree and accept without reservation that if the particulars are found to be untrue, incorrect or incomplete, my appointment in the company may be terminated without notice.


**Submit Application Form**

## Education / Professional Information Page

**DREAM Zydus: Application Form**



**Candidate No: 00000006**  
**Name: Ramak Raghav**



[Edit](#) [Delete](#)

..... Step 1 .....
..... Step 2 .....
..... Step 3 .....

Personal/Family Information

Education/Professional Information

Supportive Information

Attachments

**Academic and Professional Qualifications(Starting from latest one)\*:**

Examination Passed	Name of School/College/University and City - State	Passing Detail	Main Subjects	Class or Percentage
Graduation	<div style="border: 1px solid gray; padding: 2px;"> <input type="text"/>                      University                      --Select--                 </div>	From Month - Year Jan 2014 To Month - Year Jan 2014	Degree --Select-- Branch of Study --Select--	
Post Graduation	Icfai Collegeap ICFAI University	Mar 2005 to Apr 2007	M.S. (Science) - Human Resource	7.3 CGPA
Graduation	N.V.Patel College of Pure & Applied Sciences Sardar Patel University	Apr 2003 to Apr 2005	B.C.A. - Computer	67%

Add/Save
Click on Add/Save again for multiple entries

**Membership of Professional Societies/Institutes:**

National Human Resource Development Network


**Please give details of Certification Courses attended:**

Course Completed	Institute/College/University and City - State	Duration of Course	Month & year of passing	Main Subjects	Class or Percentage
	<div style="border: 1px solid gray; padding: 2px;"> <input type="text"/>                      University                      --Select--                 </div>	<input type="text"/> --Select--	Month - Year Jan 2014		

Add/Save
Click on Add/Save again for multiple entries

**Are you familiar with computers? If yes, to what extent?:**

Yes  
 1. MS Office  
 2. Computer Programming Languages i.e. C,C++, Java  
 3. ERP System - SAP



**Have You worked with Zydus Cadila earlier?\***


Yes

**Department\*:**

**Designation\*:**

**From Month - Year\*:**

**To Month - Year\*:**



Zydus DREAM Guidelines for Application Form

## Education / Professional Information Page

**Particulars of Professional experience:** ← **Employer Details Current & Previous**

**Particulars of Current Employer:**

Company Name & Address	Industry Type/Job Type/Employment Type	Designation	Period of Employment	Reason for Leaving
Name Apollo Hospitals Enterprise Ltd.	Industry Type Hospitals	Your Designation Officer	From 01.06.2011	Better Prospectus
City Ahmedabad	Job Type Permanent	Designation of Reporting Official Manager	To dd.mm.yyyy	
Country India	Employment Type Full Time		Till Date	

**Particulars of Previous Employers:**

Company Name & Address	Industry Type/Job Type/Employment Type	Designation	Period of Employment	Reason for Leaving
Name --Select--	Industry Type --Select--	Your Designation --Select--	From dd.mm.yyyy	
City	Job Type --Select--	Designation of Reporting Official --Select--	To dd.mm.yyyy	
Country --Select--	Employment Type --Select--		dd.mm.yyyy	

[Click on Add/Save again for multiple entries](#)

Company Name & Address	Industry Type/Job Type/Employment Type	Designation	Period of Employment	Reason for leaving	Edit	Delete
Cadila Healthcare Ltd. Ahmedabad India	Pharmaceutical Co. Permanent Full Time	Trainee - Reporting to Manager	01.01.2008 to 01.05.2011	Better Prospectus	<a href="#">Edit</a>	<a href="#">Delete</a>

**Please upload soft copy of latest salary slips(if any):**

Browse File:

Maximum file size should be 1 MB.  
Please upload .doc, .docx, .pdf, .jpg, .jpeg, .png or .bmp only.

Remarks:

← **Attach Salary Slip of your Current or previous employer**

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**Please enlighten us on your present job specifications/responsibilities:**

1. Induction to New Joiners
2. Coordinating for Recruitment
3. Performance Management System
4. Training and Development
5. Statutory compliances

**Annual Turnover Handled**  
--Select--

**Define Reporting Hierarchy(Define no. of levels)**  
Your Reporting Hierarchy up to Top most Level:   
Your immediate Reportees below:

**Total No. of Employees**  
10000 - 15000

**Level Above 2** -

**Level Above 1** -

**My Designation** - Officer

← **Job Specifications**

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**Please give break-up of your salary with reference to your present/last employment**


1. As per Salary Sheet		2. Reimbursed as Allowances		3. Annual Benefits	
Basic	<input type="text"/>	Conveyance	<input type="text"/>	PF	<input type="text"/>
HRA:	2000	Conveyance:	4000	PF:	600
Basic:	5000	Education:	3000		
Sub Total	7000 P.M.	Sub Total	7000 P.M.	Sub Total	600 P.M.
Sub Total	84000.00 P.A.	Sub Total	84000.00 P.A.	Sub Total	7200.00 P.A.
Per Month (1+2+3)	14600.00				
Annualised (1+2+3)	175200.00				

← **Salary Components**

I hereby certify that the particulars furnished by me in this application form are true, correct and complete in all respects.  
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# Supportive Information

## DREAM Zydus: Application Form



**Candidate No: 00000006**  
**Name: Ramak Raghav**

*Post Graduation in M.S. (Science) Human Resource with 6.0 Years of work experience in the field of Hospitals*

[Edit](#) [Delete](#)

..... Step 1 .....      ..... Step 2 .....      ..... Step 3 .....

Personal/Family Information      Education/Professional Information      **Supportive Information**      Attachments

**Are you prepared to work anywhere in India? (If No, please give reasons)\***

Yes

**What salary(gross) do you expect? (Please mention your gross expectations inclusive of all allowances, perquisites and other statutory benefits including PF etc.)**

--Select--    Core 07    Lac 00    Thousand PA      ← Salary Expectation

**What are the strong points you would like to highlight in support of your candidature?**

1. Good communication skill  
2. Good exposure to HR Practices

**What are the specific job skills that you wish to enhance through training?**

Industrail Relation

**What aspect of your job is to your best liking?**

Communication skill and exposure to HR domain

**Are you related or known to any person working at Zydus? (If Yes, please give details)\***

Yes

**Name:** Rachit Patel      **Department/SBU:** HR      ← Known Person working with Zydus

**Designation:** Sr. Manager      **Relationship:** Faculty

**What notice period do you require to give to your present employer?**

2    Months

**What time would you require for joining?**      ← Notice Period

3    Months

**Can we refer to your past/present employers? (No reference shall be made without your prior consent)**

Yes

**References (Other than your previous employers, family and friends)**


1. **Name:** Rachit Patel      **Position:** Sr.Manager HR  
**Address:** B-402, Surdhara Bunglow      **Organisation:** Zydus Cadila  
**Telephone No.:** 07926868344      **Fax:**

2. **Name:**      **Position:**  
**Address:**      **Organisation:**  
**Telephone No.:**      **Fax:**

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## Attachments

### DREAM Zydus: Application Form



**Candidate No: 00000006**  
**Name: Ramak Raghav**

*Post Graduation in M.S. (Science) Human Resource with 6.0 Years of work experience in the field of Hospitals*

[Edit](#) [Delete](#)

..... **Step 1** .....      ..... **Step 2** .....      ..... **Step 3** .....

Personal/Family Information      Education/Professional Information      Supportive Information      **Attachments**

Type:

Browse File:

Maximum file size should be 1 MB.  
Please upload .doc, .docx, .pdf, .jpg, .jpeg, .png or .bmp only.

Remarks:

Click on Upload again for multiple entries

File Name	Type	Remarks	Type	Size	Download	Edit	Delete
Ashish_Resume_New.doc	C.V Attachment	Resume	application/msword	44544	<a href="#">Download</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
GNAT_for_2013.pdf	Education/Qualification Certificates	Certificate	application/pdf	57352	<a href="#">Download</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
Joining_Expenses_Form.pdf	Travel Tickets	Tickets	application/pdf	71162	<a href="#">Download</a>	<a href="#">Edit</a>	<a href="#">Delete</a>

← Up to 1 MB, Attachments can be uploaded

## Final Step

It is Mandatory to submit Application Form to proceed further for the Interview


On submission, a message as “**Application form submitted successfully**” shall come

**It is the completion of Application Form and next is to proceed for the Interview/s**

I hereby certify that the particulars furnished by me in this application form are true, correct and complete in all respects.  
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### DREAM Zydus: Application Form

**Application form submitted successfully.**



**Candidate No: 00000006**  
**Name: Ramak Raghav**

*Post Graduation in M.S. (Science) Human Resource with 6.0 Years of work experience in the field of Hospitals*

..... **Step 1** .....      ..... **Step 2** .....      ..... **Step 3** .....

**Personal/Family Information**      Education/Professional Information      Supportive Information      Attachments