

**Please read information given under ALL FIVE Main Points below**

**1. Background Verification Process – An Overview:**

CRISIL performs background verification for all its employees through a third party agent. Three components are verified in this process – *Education check* for the highest educational qualification, *Employment check* for immediate previous employments before joining CRISIL and a *Court record* check based on the candidate's place of residence. In addition, an *international database check* is also conducted, as applicable for International Candidates.

This document is a guide for the candidate to fill the Background Verification or Personal Data Form.

**2. Guidelines for candidate to fill the Background Verification or Personal Data Form**

**General Note:**

- ❖ Please do not leave any of the fields blank unless otherwise explicitly mentioned in the guideline. If a particular field is Not Applicable, then please say "N.A"
- ❖ Please refer to your Supporting Documents, as required when filling the Form
- ❖ Refer to the list of Supporting Documents (Soft Copy) required to be submitted along with Filled and Signed Soft Copy of Background Verification or Personal Data Form to the mentioned E-mail IDs.
- ❖ Please ensure all the documents are Clear and Uncut Copy
- ❖ Supporting Documents details is provided at the end of this page
- ❖ Please read all the Instructions in the below Guidelines carefully
- ❖ Click on the Background Verification or Personal Data Form link for Filling

**3. How to fill the Background Verification or Personal Data Form**

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**For HR Use Only** - All the fields (Employee ID, Date of Joining, Department, and Location) should be left blank.

**Personal Information**

- ❖ Personal data – Mention the details correctly.

**Address** (Please Tick the Address to be Verified) -

- ❖ In Current (Present / Local) Address and Permanent Address
  - ❖ Complete address with House No. /Door No. /Street Name/Area Name/City/State/Pin Code has to be given along with an easily identifiable landmark
  - ❖ Period of Stay should be stated in **MMM-YYYY** format (ex: Mar-2003) (Kindly mention in **column From – the start date (month-year)** and in **column To – Current month-year**)

**For International Employees –**

- ❖ If period of stay in current (present / local) or permanent address is less than two years, then similar details (incl. period of stay) pertaining to immediate previous address of stay also has to be provided.

**For India Employees -**

- ❖ If your period of Stay is – Less than Six (6) Months or planning to Relocate or Shift, please Tick on the Actual Address to be verified

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**Education Qualification - Highest Qualification**

- ❖ Only the details pertaining to highest educational qualification (completed in its entirety) have to be given. For instance, if an individual has completed M.Com and CFA level 2, the highest qualification will be M.Com since CFA is still being pursued
- ❖ If an individual holds multiple qualifications, the highest qualification for the purpose of background verification process will be considered in the following order of preference:
  - ❖ MBA, CA, CFA, MS (Finance), MBBS, CPA, ICWA, ACS, BE, B.Tech., M.Com (PG Course)
- ❖ College Name & Address / University Name & Address
  - ❖ Name of the college/university along with address wherever applicable
  - ❖ Professionally qualified – Name of the Institute (ICAI / ICWAI / ICSI / ICFAI / CFA Institute)
- ❖ Dates attended –
  - ❖ For those who have attended colleges for their highest qualification, Month and Year will suffice
  - ❖ For professionally qualified, Start date should relate to the month & year the candidate first wrote the foundation or intermediate stage (if enrolled into the course after completing UG) and end date should relate to month & year of announcement of final examination results
- ❖ Qualification Gained –
  - ❖ As stated in the degree / provisional certificate
  - ❖ As stated in the mark sheet (if yet to receive provisional/degree certificate)
  - ❖ Whether the course is full time or part time
- ❖ ID/Roll No –
  - ❖ College ID/Roll number
  - ❖ For professionally qualified – Membership/Charter number. Final exam roll number for those who are yet to obtain their membership/charter number

**Previous Employment History (Last 5 Employers) –**

Please tick Yes / No if you are Fresher. If No, provide past 5 Employer details

1. In this table, candidate has to provide information about past employments, i.e., details of the immediate Past Five (5) Employers before joining CRISIL has to be mentioned.
2. If the candidate is currently employed and has already filled details pertaining to current employment (Employer One), then details of Four (4) other Previous Employers alone has to be furnished in this section.
3. If the candidate is not currently employed, then details of both the previous employments have to be given.
4. The employment details should be furnished in descending chronological order.
5. [Start with Most Recent or Current Employer \(Organization\)](#)

**Employer One -**

If the candidate is currently employed, this table has to be filled. Else, please leave this table blank.

- ❖ **Name of the Organization** – Complete name (without abbreviation) of the employer has to be given
- ❖ **Address of Organization** – Complete address with Building No. /Street Name/Area Name/City/State/Pin Code pertaining to the location of the office where the candidate last reported has to be given
- ❖ **Employee Code/No** – Should be given mandatorily with the only exception where the individual was employed on a contractual basis
- ❖ **Designation** – Exact designation as provided in the relieving letter / experience certificate has to be given

- ❖ **Department** – Name of the department within the Company where the candidate last worked before parting from the organization
- ❖ **Last Salary Drawn (Annual CTC)** – State the Gross pay received per month or per annum (explicit mention of p.m. / p.a. is required). This field is mandatory
- ❖ **Was this Position permanent/temporary/contractual?** –
  - ❖ Permanent, in case the individual was on the payrolls of the Company
  - ❖ Temporary or Contractual, if the candidate was employed on a contractual or temporary basis and was not on the payrolls of the Company
- ❖ **Agency Details (if temporary or contractual)** – Details pertaining to the agency, if any, through whom the candidate was employed on a temporary / contractual basis
- ❖ **Employment Period (dd/mmm/yyyy)** – Should be exactly as stated in the relieving letter / experience certificate provided by the employer
- ❖ **Reasons for Leaving** – Should be same as stated when leaving from the organization
- ❖ **Supervisor / Manager Details** – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id)
- ❖ **Telephone Number** – should be given along with STD/ISD codes as applicable. Multiple contact numbers to be provided wherever possible
- ❖ **HR Contact Name & Number** – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id); Telephone & E-mail to be provided wherever possible.
- ❖ **Can a reference be taken now?** – Please tick “Yes” if your current employer can be contacted currently. Tick “No” if the employer cannot be contacted and state the date on when they can be contacted.

#### Other Previous Employment details -

- ❖ **Name of the Organization** – Complete name (without abbreviation) of the employer has to be given
- ❖ **Address of Organization** – Complete address with Building No. /Street Name/Area Name/City/State/Pin Code pertaining to the location of the office where the candidate last reported has to be given
- ❖ **Employee Code/No** – Should be given mandatorily with the only exception where the individual was employed on a contractual basis
- ❖ **Designation** – Exact designation as provided in the relieving letter / experience certificate has to be given
- ❖ **Department** – Name of the department within the Company where the candidate last worked before parting from the organization
- ❖ **Last Salary Drawn (Annual CTC)** – State the Gross pay received per month or per annum (explicit mention of p.m. / p.a. is required). This field is mandatory
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- ❖ **Telephone Number** – should be given along with STD/ISD codes as applicable. Multiple contact numbers to be provided wherever possible

- ❖ **HR Contact Name & Number** – Name of the manager to whom the candidate last reported along with their contact details (phone number and email id); Telephone & E-mail to be provided wherever possible.

**Directorship Declaration –**

- ❖ If you are holding a Directorship in any Organization? Please tick Yes / No, as appropriate.
- ❖ If yes, please provide Name of the Organization and Period of Directorship.

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**Gap in Employment** – The period and reason for Gap in employment to be provided, if any.

**Undertaking** – To certify on Criminal Verification details

**Information Release Form**

- ❖ The candidate has to provide an authorization to CRISIL for getting the credentials verified from educational institutions / employers / ID and Address / other Undertakings. The candidate has to give his/her name, date of authorization and signature.

**4. Supporting documents (Clear and Uncut SCAN Copy in PDF Format) to be submitted with BGV Form**

**For International Employees (Specific to GR&A)**

**ID & Address Proofs**

- ❖ Passport
- ❖ Alternatively, provide – Driving License / any other relevant document having correct details

**Education Proofs –**

- ❖ Degree / Passing Certificate and,
- ❖ Final Year or Consolidated All Semesters' marks sheet)

**Previous Employment (if applicable) –**

- ❖ For Immediate Prior Employment – Resignation acceptance letter or e-mail
- ❖ Relieving or Experience letter or Service Certificate for last 5 years' employment

**For INDIA Employees (All Businesses, including GR&A) & MT Campus Hires**

**ID –**

- ❖ Mandatory documents required – PAN Card & Aadhar Card  
(In absence of PAN & Aadhar, please apply for the same and share acknowledgment receipt.)

**Address –**

- ❖ Any utility bill like Gas, Electricity and Telephone which highlights the address mentioned in the Background Verification Form. (The landlord's or father's name on such document is fine).
- ❖ Alternatively, provide – Passport / Driving License / any other relevant document having correct details.

**Education Proofs –**

- ❖ Degree / Passing Certificate and,
- ❖ Final Year or Consolidated All Semesters' marks sheet)

**Previous Employment (if applicable) –**

- ❖ For Immediate Prior Employment – Resignation acceptance letter or e-mail
- ❖ Relieving or Experience letter or Service Certificate of last Five (5) years' employment

**5. Submission of Background Verification / Personal Data Form and Supporting Documents (refer point 4)**

**For International Employees (Specific to GR&A)**

- a) Once the Online BGV Form is filled, take a Print, Sign and Scan in PDF Format.
- b) E-mail Scanned Soft copy of – BGV Form with your Signature and all the necessary Supporting Documents to – **Your respective Recruiter**

**For INDIA Employees (See below)**

- a) Once the Online BGV Form is filled, take a Print, Sign and Scan in PDF Format.
- b) E-mail Scanned Soft copy of – BGV Form with your Signature and all necessary Supporting Documents to –

**BGV CRISIL - [bgv.crisil@crisil.com](mailto:bgv.crisil@crisil.com) & Recruitment Connect - [Recruitment.connect@crisil.com](mailto:Recruitment.connect@crisil.com)**

**For MT Campus Hires (See below)**

E-mail Scanned Soft copy of – BGV Form with your Signature and all necessary Supporting Documents to –

**BGV CRISIL - [bgv.crisil@crisil.com](mailto:bgv.crisil@crisil.com) & Campus Connect - [campus.connect@crisil.com](mailto:campus.connect@crisil.com)**

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**About CRISIL Limited**

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CRISIL is majority owned by S&P Global Inc., a leading provider of transparent and independent ratings, benchmarks, analytics and data to the capital and commodity markets worldwide.

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CRISIL respects your privacy. We use your contact information, such as your name, address, and email id, to fulfil your request and service your account and to provide you with additional information from CRISIL and other parts of S&P Global Inc. and its subsidiaries (collectively, the "Company") you may find of interest.