



Details of Appointment: (For office use only – Do not write on this page)

Name	K. GOPI KRISHNA
Salary	6,250/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" type="checkbox"/> Pay ESI & PF
Probation Period	<input checked="" type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	GSE MPIPL
Designation	Assistant in Accounts / Admin
Site	Head office
Date of joining	11/6/12
Report to	Jaymalakha / Santosh Rao.
Commitment	Committed to work for atleast 02 yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input checked="" type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input type="checkbox"/> 1 yr bank statement _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ Referred by Santosh Modi → worked for Duleira foundation. → To Assist in all household work at plot no. 280. All repairs and maint work to be taken up by him. Must report to my residence on alternate Sandays at 10:30 am.

Approved by HR & Admin.		Approved by Managing Director	
Date:		Date:	
Sign:		Sign:	

APPROVED BY
- 8 JUN 2012
SONAM MODI
MANAGING DIRECTOR

Remarks by Admin.: (For office use only – Do not write in this box)

Background – Personal	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	7500/- to 8,500/- (including conveyance)
→ 3 childrens – Studying	
→ Can look after liason works, Knowledge in Computer	
→ Writing skills – OK.	

Remarks by Divisional Manager: (For office use only – Do not write in this box)

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Suitable Post
Date of application:	06-06-2012
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: Saleish Modi Sir.

Personal Details

Name	KARAM PUDI Gopi KRISHNA		
Age	39	Date of Birth	5-5-1974
Fathers Name	late. K. VISHNU MURTHY		
Address for Correspondence	1-7-176 opp. Pochamma Temple Bakaram Muthcherabad Hyd-20		
Phone & Mobile	92900 79981		
Permanent Address:	1-7-176 opp. Pochamma Temple Bakaram Muthcherabad Hyd-20		

own home!

Education

Receive a rent of Rs. 4,000/- p.m. for godown.

Degree (PG)	—		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree	—		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion		Medium of Instruction	
Percentage marks			

Name of Inter/ Jr. College	Tagore's Home Junior College (Jail)		
Location	East Mared Pally Sec-6		
Year	1992-1993	Medium of Instruction	English

Name of school	Martinet High School		
Location	Dayara Market Muthcherabad		
Year	1984-1989	Medium of Instruction	English

II class.

Description of other courses or training	

Computer Skills

MS Office	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

Two Wheeler / Car

Make	CT-100	Year	2005
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Family Details	Name	Age	Occupation	Company
Father				
Mother	K. Nagamma	79	House wife	
Wife / Husband	K. UMA Devi	34	House wife	
Brother / Sister				
Brother / Sister				
Brother / Sister				
Son / daughter	K. Bindu	15	Inter	Narayana Junior College
Son / daughter	K. MANISH	12	VI th class	St. Joseph School
Son / daughter	K. VISHWESH	07	III rd class	St. Joseph School

2500/-
950/-
950/-

Salary Details

(Copy of 1 yr bank statement form salary account will have produced at time of employment)

Last Drawn Salary			
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary			

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name		Company	
	Designation		Your Relation	
Surety 2:	Name		Company	
	Designation		Your Relation	

Commitment

Can you commit to work for a minimum of 2 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Experience & Employment Details

Years of experience in relevant field	
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Name of Company	Dehara Foundation		
Duration of employment	5 yrs	From date: 20.07.2007	To date: 31.5.2012
Location	B.N. Reddy Colony, Bangaluru Hills,		
Designation			
Last drawn salary	Rs. 7,250/- (5,000 + 1000 Conveyance + 1250 Child School Fee)		
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.			
Reason for leaving			

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Name of Company			
Duration of employment	yrs	From date:	To date:
Location			
Designation			
Last drawn salary			
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.			
Reason for leaving			

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Location				
Designation				
Last drawn salary				
Number of employees in the company / branch?		Number of employees in your dept. or division?		
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Duration of employment	yrs	From date:		To date:
Location				
Designation				
Last drawn salary				
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Ask for additional sheets if required.