

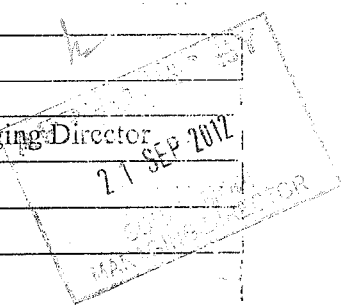
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**Details of Appointment: (For office use only – Do not write on this page)**

Name	M. RAJ KUMAR
Salary	5,850/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u>NA</u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u>200/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input 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 type="checkbox"/> Next April
Employee company	GREENWOOD ESTATES.
Designation	Trainee (Electrician)
Site	Greenwood Residency, Kowkur
Date of joining	22-09-2012
Report to	Ranjith Prakash
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificates <input type="checkbox"/> Copy of degree certificates <input 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 checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	→ Ex-Employee - → Trainee (Electrician) 3 months Probation

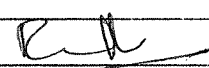
Approved by Manager - HR & Admin.	Approved by Managing Director
Date: 21-09-2012	Date: 21 SEP 2012
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>



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

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	5400 to 6000/-

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	
He is interested but he has learn more of MME - Not able to understand the problem of MMEs. Training is Required	
 (A. Ramesh) 18/9/12	

**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	5850/-	Date of joining	22-09-2012
Remarks:			

Ex-Employee.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Supervisor (Electrician)
Date of application	19/09/2012
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

**Personal Details**

Name	M. Rajkumar		
Age	40	Date of Birth	1967
Fathers Name	M. B. Narasimha		
Address for Correspondence	2-B-2A 2-A-136/1. Venkatesh Reddy Colony.		
Phone & Mobile	9901 519802		
Permanent Address	Same as above		

**Education**

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/O

Degree			
Name of college			
Location			
Course type	<input type="checkbox"/> Regular		
Year of completion			
Percentage marks			

Name of Inter/ Jr. College			
Location			
Year			M

Name of school	S.S.C.		
Location			
Year			Me

21/9/12  
Sir,  
→ Salary has to finalise.  
→ Previous paid - 4500/- (Mario)  
→ Stipend may be finalise for 5400 to 6000/- (approx) (min. wages)  
Kindly advise sir.

→ least salary in compn - 5865/- (Swarajya)  
Tele. No.

Employee a trainee for 3 month at UWE. (Electrician)  
On Probation for 3 months.

APPROVED BY  
21 SEP 2012  
SOMAY MOJI  
MANAGING DIRECTOR

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		Year	
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Family Details	Name	Age	Occupation	Company
Father	B. Narasimha	60		
Mother	late. M. Yedamma			
Wife / Husband	M. Sarala	21	House wife	
Brother / Sister	M. Chitra	10	School student	
Brother / Sister	M. Mohan	09	School student	
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

**Salary Details**

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

Last Drawn Salary	Rs. 4,500		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Expected Salary	Rs. 6,500		

**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	14 years.
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Name of Company	Usharivan Complex - (M.P.I.P.L.)		
Duration of employment	14 yrs	From date: 10/11/98	To date: 31.3.2010
Location	Paradise.		
Designation	Lift operator.		
Last drawn salary	4500/-		
Number of employees in the company / branch?	1	Number of employees in your dept. or division?	1
Brief description of work handled by you.			
Reason for leaving	Lay off		

**Remarks:** (For office use only – Do not write in this box)

→ Worked under - Shelaar - Electrical Contractor
→ Also worked under - Sudharshan Electrician at G.M.H.
→ worked as lift operator for UKC under M.P.I.P.L.

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			

**Remarks:** (For office use only – Do not write in this box)


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				

**Remarks:** (For office use only – Do not write in this box)


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				

**Remarks:** (For office use only – Do not write in this box)


*Ask for additional sheets if required.*