

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

Name	V. SRINIVAS NARAYAN
Salary	6,000/-
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 checked="" type="checkbox"/> Rs. <u>250/-</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 checked="" type="checkbox"/> Next April - 2014.
Employee company	VISTA HOMES
Designation	SITE SUPERVISOR
Site	VISTA HOMES, KUSHAIGUDA.
Date of joining	10-07-2013
Report to	A. RAMESH, PROJECT MANAGER.
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 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 checked="" type="checkbox"/> Other <u>PAN card Xerox.</u> <input type="checkbox"/> Other _____
Remarks	Referred by: Sujatha, (Sub: bills, plot no: 280)

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	03-07-2013	Date:	<input checked="" type="checkbox"/>
Sign:	<i>Dai</i>	Sign:	

APPROVED BY  
03 JUL 2013  
SOHAM 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 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 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	

**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 checked="" type="checkbox"/> Poor
Knowledge of subject	<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	
<p><i>in his field</i>                  @ Relevant experience in par, He can understand &amp; speak English &amp; Hindi languages, we have to train him. It seems that he can learn the things overall.                  Short list &amp; decide later</p>	

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

Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	Later.
<p>Send him to Sanjit for his comments.                  Employ as Supervisor at VISJA – 3 months probation. Salary 6,000/-</p>	

**Offer Details**

Salary offered		Date of joining	
Remarks:			

APPROVED BY  
 02 JUL 2018  
 SOHAM MODI  
 MANAGING DIRECTOR

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	any suitable post
Date of application	1-7-2013
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: <u>SUJATA</u>

**Personal Details**

Name	SARINIVAS Vangala		
Age	36	Date of Birth	17-9-1977
Fathers Name	NARAYAN		
Address for Correspondence	1-15-62 Lohakunta ALLWA Secbad		
Phone & Mobile	8790 624933		
Permanent Address	S/o Narayan Vangala H.No. 1-20-241 Vansare Nagar Dandad Bhatnagar Pt. II. Near		

**Education**

Degree (PG)	inter discontinue		
Name of college	Shiraji college CIDCO Nanded		
Location	Nanded		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	1994	Medium of Instruction	B.C
Percentage marks	<del>60%</del>	Category	SC/ST/BC/Open

Discontinued due to Jaundice

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	Shiraji college CIDCO Nanded		
Location	Nanded		
Year	1994	Medium of Instruction	

Discontinued

Name of school	Anandh Sasmati tege high school		
Location			
Year	55% 1992	Medium of Instruction	Marathi

Description of other courses or training	

**Computer Skills**

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

**Two Wheeler / Car**

Make	—	Year	—
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Family Details	Name	Age	Occupation	Company
Father	Narasimh	65	BISNESS	Accountant in Kirana store Wholesale
Mother	Sarajya	62	Housewife	
Wife / Husband	RAJANI	30	)	
Brother / Sister	SAVITESH	31	BISNESS	medical shop at village
Brother / Sister				
Brother / Sister				
Son / daughter	VAISHNAVY	7	School	2nd class p
Son / daughter	SIDDHU	5	School	L.K.G
Son / daughter				

*study of at village*

**Salary Details**

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

Last Drawn Salary	4,500/-		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" 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	8,000/-		

**Surety**

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

**Commitment**

Can you commit to work for a minimum of 2 years?	<input checked="" 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					
Duration of employment	yrs	From date:	2004	To date:	2010
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.	my own byssnes Medical Retail Company 2004 to 2010				
Reason for leaving	Family Reassions				

2010 to 2013  
Worked as countri  
Salesman  
C 4500/- Pm

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

Not fluent in English can read & write.	
Not fluent in Telugu	
Candidate O.K, Can do supervision work at site By guidance & training	

Name of Company	Private Company - Medical				
Duration of employment	yrs	From date:	2010	To date:	2013
Location	Nanded				
Designation	Representative				
Last drawn salary	4500/- pm				
Number of employees in the company / branch?			Number of employees in your dept. or division?		
Brief description of work handled by you.	Maintenance of counter.				
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			

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*Ask for additional sheets if required.*