

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

Name	S. RAM MOHAN
Salary	8,000/-
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. 200/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input checked="" 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
Employee company	Modi & Modi Const.
Designation	Admin Officer.
Site	Nilgiri Home - Rampally
Date of joining	2/11/07 2/11/07
Report to	Meet M. Abraham at site.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <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 checked="" type="checkbox"/> Reference letter from <u>POSTAL DEPT.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Send for 1 week training at SOB to Mr. Bhavani at Rasad.

Sign: _____

Date: 1/11/07

Ref: Thugh 221 - 23/10/70

Law Day 20
Mushu
Bin

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	ADMINISTRATIVE OFFICER
Date of application	
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	SIDDHANTAM RAM MOHAN		
Age	48 years	Date of Birth	29-7-1959
Fathers Name	Late S. Satyanarayana		
Address for Correspondence	HNO 4-221 Flat No (301) Geethanagar Malkajgiri Hyd-47		
Phone no. for correspondence	9247536103		
Permanent Address	HNO 4-221 Flat No (301) Geethanagar Malkajgiri Hyd-47		

Ren's
Avin S.
Hov

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

Education

Degree	LLB Padala Perini Reddy Law College		
Name of college			
Location	Amrampet		
Year	1992	Medium of Instruction	ENGLISH

Every college

Degree	B.Com. Raju Jagjivan Ram Degree College		
Name of college	Poakasham Nagas Begpet		
Location			
Year		Medium of Instruction	ENGLISH

Name of Inter/ Jr. College	Wosley Juniors College		
Location	Secunderabad		
Year	1975	Medium of Instruction	ENGLISH

Name of school	Wosley High School		
Location	Secunderabad		
Year	1973	Medium of Instruction	ENGLISH

Other courses or training	L.L.M P.G. College of Law Bairsheerbagh, Hyd.
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Remarks: (For office use only – Do not write in this box)

Computer Skills

MS Office:	<input checked="" type="checkbox"/> Excellent / Good / Avg. / Learnt but never worked on it / Nil
MS Word:	<input checked="" type="checkbox"/> Excellent / Good / Avg. / Learnt but never worked on it / Nil
MS Excel:	<input checked="" type="checkbox"/> Excellent / Good / Avg. / Learnt but never worked on it / Nil
Auto CAD:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
Other:	

Two Wheeler

Make	Bajaj	Year	Old
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Family Details	Name	Age	Occupation	Company
Father	Late S. Sathyanarayana	-		
Mother	Late S. Yashodamma			
Wife / Husband	S. Anuradha	47	Housewife	
Brother / Sister	-			
Brother / Sister	-			
Brother / Sister	-			
Son / Daughter	S. Sadya Santhosh	24	Employee	knock solutions.
Son / Daughter	S. Shalini	21	Student	
Son / Daughter	S. Anshu	17	Student	

Salary Details

Last Drawn Salary	9000 +		
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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			

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

Experience & Employment Details

Years of experience in relevant field	
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Name of Company	H.A.L. Hyd			
Duration of employment	From date:	1979	To date:	1980
Location	BALANAGAR			
Designation	Book-keeping Apprentice.			
Last drawn salary	Rs 130/- stipend.			
Brief Description of work	Accounts - typing -			
Reason for leaving	Apprentice Period OVER.			

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

Name of Company	SUN-SIP LTD.			
Duration of employment	From date:	1981	To date:	1981
Location	BALANAGAR.			
Designation	CLERK - cum - CASHIER			
Last drawn salary	Rs 300 +.			
Brief Description of work	Bank Transactions Salary Distribution Ledger Maintenance. Typing			
Reason for leaving				

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

Name of Company	POSTAL DEPARTMENT			
Duration of employment	From date:	1982	To date:	2002
Location	VARIOUS LOCATIONS			
Designation	Postal Assistant		Office Assistant	
Last drawn salary	Rs 9000 +			
Brief Description of work	Public dealings - STOCK - INVESTIGATIONS LEGAL CORRESPONDENCE.			
Reason for leaving	Taken N.R.			

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

Name of Company				
Duration of employment	From date:		To date:	
Location				
Designation				
Last drawn salary				
Brief Description of work				
Reason for leaving				

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

**Ask for additional sheets if required.*

FOR THE POST OF ADMINISTRATIVE OFFICER

CURRICULUM VITAE

RAM MOHAN S.

H No 4-221

Flat No (301)

Geethanjali
MILIKAJIRI

Hyd-47

9247536103

OBJECTIVE

To be trust worthy to the management by fulfilling with given tasks and reach up to the highest position with entrusted works at their utmost satisfaction.

SCHOLASTIC RECORD

- Bachelor of Commerce (Advanced Accountancy, Auditing and Income Tax) successfully completed and secured **Second Division**, in 1979.
- Bachelor of Law, completed and Secured **first division** in 1992 from Padma Ram Reddy Law College, affiliated to Osmania University.
- Master of Law (Crimes and Torts) successfully completed and secured first division from Osmania University, in the year 1995.

TECHNICAL RECORD:

- English Lower Grade Typewriting completed from Board of Technical Education, Hyderabad.
- Basic Computer skills

PROFESSIONAL EXPERIENCE:

1. In Public Sector undertaking "H.AL, Hyderabad" - 1 ½ Year (1979-1980) ✓
2. Private Company "Sun-Sip Ltd., Hyderabad" - 6 months (1981)
3. Central Government Department (POSTAL) - 20 Years (1982-2002)

Having worked in Government department and Private company I am having considerable experience in a) Public dealings.

b) Financial matters.

c) Administrative dealings.

d) Legal dealings.

a) Public dealings

- > Interaction with members of public across the counter.
- > Managed the work without any complaint from the members of public.

b) Administrative dealings -> Attended various works involving correspondence with

- 1) State government officials
- 2) Police department.
- 3) Advocates.
- 4) Correspondence in respect of purchases

c) Financial matters

- > Worked as cashier in both Government department and private company.
- > I have been very cautious in financial dealings
- > Attended bank transactions

d) Legal dealings

- > Correspondence with Police department in respect of thefts.
- > Processing for recovery of theft amount
- > Correspondence with Advocates
- > I am having considerable experience in dealing with cases in Honorable Central Administrative Tribunal as I was drafting counter on behalf of department

My Strengths:


- a) Honesty.
- b) Work is worship.
- c) I am having considerable experience in drafting legal and other correspondence.
- d) I did not have any remark in my service either in Pvt company or Government department

PERSONAL DETAILS:

Father's Name	Late S. Satyanarayana
Date of Birth	29-07-1959
Marital Status	Married
Nationality	Indian
Religion	Hindu
Languages known	English, Hindi and Telugu

Date

Place: Hyderabad


(RAM MOHAN. S)

Board of Secondary Education

ANDHRA PRADESH



SECONDARY SCHOOL CERTIFICATE

Roll No. 60662

Certified that S. Rammohan
Son/Daughter of S. Satyamarayana
belonging to Wesley Jr. College & High School
(Name of the School) Secunderabad
appeared at the S.S.C. Examination held in May
March/October, 1973 and passed the Exami-
nation in Pass Division securing
the following percentage of marks.

SUBJECT.	MARKS.
1. First Language (Telugu)	52 Fifty two
2. Second Language (Hindi)	36 Thirty Six
3. Third Language English	49 Forty nine
4. Mathematics (General/Composite)	68 Sixty eight
5. General Science	62 Sixty two
6. Social Studies	69 Sixty nine
7.	

TOTAL: 336
Three three Six
DATE OF BIRTH: 29-7-1959 (In words) Twenty ninth July Nineteen Fifty nine

MARKS OF IDENTIFICATION: (1) _____
(2) _____

Signature of the Head of the Institution:

Principal & Correspondence
Wesley Junior College & High School,
SECUNDERABAD.

ADDL. JT. SECRETARY.

Senior Superintendent of Schools
Secunderabad DN: Hyderabad 500 012

Osmania University



Faculty of Commerce

Roll No. 25837

This is to certify that S. Rama Mohan
son/daughter of S. Satyanarayana has been
admitted to the Degree of

Bachelor of Commerce

(MEDIUM English)

of this University having been declared to have passed in,

Part-I

English

Second Language (Tamil)

Year

May 1978

Division

Second

Part-II (Optionals):

1. Group 'A'

2. Group 'B'

3. Group 'C'

May 1979

Second

Advanced Accountancy
Auditing

Given under the seal of the University.

Hyderabad

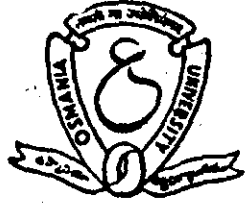
Dated

15/04/1978
APRIL 30, 1978

G. Ramani
Vice-Chancellor

విశ్వవిద్యాలయము
హైదరాబాద్ - 500 010
ఆంధ్ర ప్రదేశ్ రాష్ట్రం
హైదరాబాద్ - 500 010

Osmania University



Faculty of Law

Roll No. 0489-078

This is to certify that S. Brown Nohar
son/daughter of S. Sathuramayya has been admitted
to the degree of

Bachelor of Laws

of this University, having passed the qualifying Examination
in October 1990 in the First Division.

Given under the seal of the University

Hyderabad

Dated CHAITRA 19, 1916

APRIL 9, 1994

Attested

Signature

M. M. M. M. M.

Vice-Chancellor

Office of the Vice-Chancellor
Osmania University
Secunderabad EN 500 012

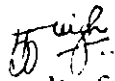
(D)

DEPARTMENT OF POST - INDIA
O/o the Sr.Suptd. of Post Offices, Secunderabad Division,
Hyderabad - 500 016.

Memo NO: B1/PAs/VR/II/2002-03 dated at Hyd-16 the 30-7-2002.

Under the provisions of Rule 48 A of CCS (Pension) Rules 1972, Sri.S.Ram Mohan, PA, Begumpet S.O. who has given a notice dated 01.7.2002 for Voluntary Retirement with immediate effect, is permitted by the undersigned to retire voluntarily from service w.e.f. 3.8.2002 F/N.

The official will note that, under the provisions of Rule 48 A (3A) (b) of CCS (Pension) Rules 1972, he shall not apply for commutation of a part of his Pension before expiry of the period of notice of three months i.e. 30.9.2002.


Sr.Suptd of POs
Secunderabad Division,
Hyderabad - 500 016.

Copy of this memo is issued to :

1. The Official.
2. PI of the official.
3. The SB of the official
4. The Sr.Postmaster, Secunderabad H.O. for information and necessary action. He is requested to recover all govt dues, if any, from the DCRG payable to the official.
5. The SPM, Begumpet S.O. He will relieve the official on 3.8.2002 F/N positively and forward relinquishing charge reports in triplicate.
6. The Accountant D.O. alongwith a copy of notice.
7. The steno to SSPO's
8. The OAs, EIII branch and D branch D.O.
- 9-10 Office / Spare copy.