

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

Name	A VIJAY KUMAR
Salary	4,000/-
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 Construction.
Designation	Electrician.
Site	Modi & Modi Cantt at Rampally.
Date of joining	15/10/07
Report to	M. Prabhakar.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> <del>Fathers</del> <sup>Brothers</sup> employment details / <sup>shop address.</sup> Copy of ID card. <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Worked as electrician at several of our sites.

Sign: M. M. M.

Date: 11/10/07.

Ref: P. Ramesh

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Electrician
Date of application	10.10.01
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: P. Ramesh

**Personal Details**

Name	A. Vijay Kumar		
Age	26 yrs	Date of Birth	1981
Fathers Name	A. Devadas		
Address for Correspondence	10-5-979/6/1, Venkar Nagar, Tukaramgare, Sec-Bad.		
Phone no. for correspondence	9866385322		
Permanent Address	10-5-979/6/1, Venkar Nagar, Tukaramgare, Sec-Bad		

→ Rented!

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

→ He works with Mayflower Park.  
 → It seems he is good at electrical work.

**Education**

Degree	
Name of college	
Location	
Year	Medium of Instruction

Degree	
Name of college	
Location	
Year	Medium of Instruction

Name of Inter/ Jr. College	
Location	
Year	Medium of Instruction

Name of school	Ashok colony (S.S.C)		
Location	- WPO - Bad		
Year	1996	Medium of Instruction	Telugu

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


**Computer Skills**

MS Office:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
MS Word:	Excellent / Good / Avg. / Learnt but never worked on it / Nil
MS Excel:	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 <input checked="" type="checkbox"/>	Yes	Year	Aug 26, 09
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Family Details	Name	Age	Occupation	Company
Father	Devadas	60	Labour	—
Mother	Sukadatta	55	House wife	—
Wife/Husband	Revathi	53	House wife	—
Brother / Sister	Ravi Kishan	29	Business work	—
Brother / Sister	—	—	—	—
Brother / Sister	—	—	—	—
Son / Daughter	—	—	—	—
Son / Daughter	—	—	—	—
Son / Daughter	—	—	—	—

**Salary Details**

Last Drawn Salary	N 000 /—	
Above salary Included	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	4500 /—	

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


**Experience & Employment Details**

Years of experience in relevant field | 10 Years Experience in Electricity field.

Name of Company	May-Flower Park		
Duration of employment	From date:	2008	To date: Till date.
Location			
Designation	Electrician		
Last drawn salary	4000/-		
Brief Description of work	maintenance work. of all buildings. in may flower park.		
Reason for leaving	Due to insufficient salary.		

**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			

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Ref :

Date : 12.10.2007

## TO WHOM SO IT MAY CONCERN

This is to certify that Sri.A.Ramakrishna S/O Late.A.Devadas R/O  
H.No.10-5-779/1, Venkat Nagar, Tukaramgate, Secunderabad  
Is working in our organization since (1994) FOUTEEN years as a binder  
He is handworker and honesty's bears a good conduct.

For shradha publications

