

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

Name	A. SURESH KUMAR
Salary	₹ 45000 p.m
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input 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 type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April Oct-09
Employee company	ALPINE COYAGE
Designation	Site SUPERVISOR
Site	NPH
Date of joining	25/02/09
Report to	P. Ramesh
Documents required	<input checked="" type="checkbox"/> 4 photographs ✓ <input checked="" type="checkbox"/> Copy of school certificated ✓ <input checked="" type="checkbox"/> Copy of degree certificates B.TECH ✓ <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Father/Husband's employment details / Copy of ID card ✓ ID card <input checked="" type="checkbox"/> Reference letter from BHEL ✓ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____
Remarks	Ref. through Mr. Sharan Kumar and Mr. J. Jayakumar

Sign: _____

Date: 22/02/09



Bio-Data

Note: Attach copy of Resume / Bio-data

A. Suresh

Electrician
Afl 27/09/09
Secunderbad

Application for post of	Supervisor cum Electrician
Date of application	17-02-09
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: K. Sarvan Kumar

Personal Details

Name	A. SURESH KUMAR		
Age	21	Date of Birth	26-05-1987
Fathers Name	A. SANKAR RAO		
Address for Correspondence	SARASWATI SURYA NILAYAM PLOT NO.: 84/A, KRISHNA NAGAR COL, NFC - MAIN ROAD, HOUSING BOARD COL, MOULA-ALI, SECUNDERBAD.		
Phone no. for correspondence	9393 761 758		
Permanent Address	- do -		

Referred

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

<i>Communiati Stalk - ok</i>
<i>appear</i>

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	
Degree			
Name of college			
Location			
Year		Medium of Instruction	
Name of Inter/ Jr. College	Kendriya Vidyalaya Balasore, Orissa		
Location	Balasore, Orissa		
Year	2005	Medium of Instruction	English (C.B.S.E)
Name of school	Kendriya Vidyalaya Balasore, Orissa		
Location	Balasore, Orissa		
Year	2003	Medium of Instruction	English (C.B.S.E)

*He'y having less experience in electrical field,
we can use him as a supervisor, 6 months
training required*

P. Kamlu
19/02/09

Other courses or training	I.T.I (Electrician) completed from N.C.V.T and DCA in computers from NICA.
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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	Year
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Family Details	Name	Age	Occupation	Company
Father	A. Sankar Rao	51	clerk.	Railway, Balasore, Orissa.
Mother	A. Lalitha	44	House-wife	
Wife / Husband				
Brother / Sister	A. Jay Sudha	25	Accountant	MODI Pvt. Ltd.
Brother / Sister			Purchasing	
Brother / Sister	A. Srikanth	20	studies	
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary	
Above salary Included	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PF: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	6,000/-

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

Salary may be fixed according to S.O.
 Salary Rs. 4,500/- Review in Oct '09.
 Site M.F.N.
 Design: Site Supervisor.
 27/2/09

Experience & Employment Details

Years of experience in relevant field	- 1 year.		
Name of Company	Bircda Tyres.		
Duration of employment	From date:	01-02-08	To date: 01-02-09
Location	Balasore, ORISSA.		
Designation	Electrician		
Last drawn salary	4,500.		
Brief Description of work	:- machine operating & maintenance. It is a tyres production company.		
Reason for leaving	Insufficient salary. cc, doc		

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

CURRICULAM VITAE

A.SURESH KUMAR

SARASWATHI SURYA NILAYAM
PLOT NO. : 84/A, KRISHNA NAGAR COL,
NFC - MAIN ROAD, HOUSING BOARD COL,
MOULA-ALI, SECUNDERBAD,
MOBILE: 9393761758
Email: sri_higher@rediffmail.com

CAREER OBJECTIVE:

I would like to work in a professional organization with strong values and growth along with exciting responsibilities and new challenges where my abilities are utilized to full of my potential and contribute for the growth of the organization.

EDUCATIONAL QUALIFICATIONS:

SL.NO.	EDUCATION	UNIVERSITY/BOARD	YEAR	%
1.	SSC	C.B.S.E, Orissa	2002-03	58 %
2.	INTERMEDIATE	C.B.S.E, Orissa	2004-05	64 %
3.	I.T.I(ELECRICIAN)	N.C.V.T, Orissa	2005-07	84 %
4.	Diploma in Computer Application	NICA, Orissa	2007-08	80 %

EXPERIENCE: -

- Contracting works (House Wiring, Maintenance motors & Generators).
- Invertors wiring & Maintenance.
- Fan Windings.

PERSONAL PROFILE:

Father's Name : A.Sankar Rao
Date of Birth : 26/05/1987
Marital Status : Single
Religion : Hindu
Nationality : Indian
Languages Known : English, Hindi, Telugu, and Oriya
Hobbies and Interest : Playing cricket & Hockey.

DECLARATION

In view of the above, I request you to be kind enough to give me an opportunity to serve your esteemed organization in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

Date :
Place : Secunderabad

(A.SURESH)

SERVICE CERTIFICATE

This is to certify that Sri/Smt/Miss A. Sankar Rao

Son/Daughter/Wife of Sri LATE. A. J. Rao

Village BALAGA PO Srikakulam

H.N. 181/ADCO Colony

P.S. Srikakulam Dist. Srikakulam State Andhra Pradesh

is working as Wireman Gr II in the Office of the _____

Jr Section Engineer (Elect) S.E. Ry. Balasore. He/She is a regular employee.

His/Her dependent Husband/Son/Daughter/Brother/Sister (name)

A. Suresh Kumar is residing with him since last 18

(Eighteen) years.

NAME/SIGNATURE WITH SEAL
OF THE DIST. LEVEL OFFICER.

OFFICE OF THE Jr. Section Engineer (Elect) S.E. Ry. Balasore
(NAME OF THE OFFICE)

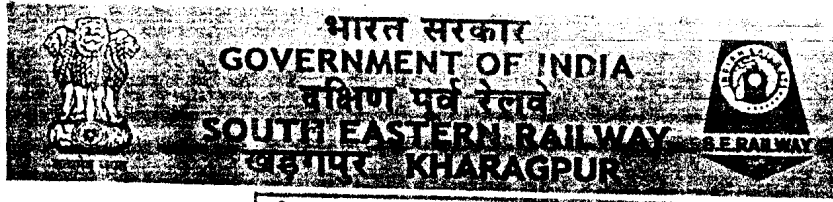
Mem. No. SE/misc/011 Balasore, Dated 31.05.06

Copy to :-

1. Person concerned for information.
2. The District Employment Officer, Balasore for information.

NAME/SIGNATURE WITH SEAL
OF THE DIST. LEVEL OFFICER.

Certified that the above statement given is true as per office record. Wim my
31/05/06



परिचय पत्र संख्या Identity Card No. EL(G) 2626	निर्गत वर्ष Date of Issue 01-04-2005
नाम Name : A. SANKAR RAO	
पदनाम Designation : W/MAN-II/BLS	भ.नि.सं. P.F. No.: 06098757
विभाग Department : ELECTRICAL(G)	
A. S. Rao कर्मचारी के हस्ताक्षर Signature of Employee	जारीकर्ता अधिकारी Issuing Authority

Handwritten signature and initials

निवास स्थान

Residential Address: RLY QR. NO: EL-56 - "D"

रक्त समूह
Blood Group : A-

BALASORE. E/79-D

Phone No.: 269175

पहचान चिन्ह

Identification Mark: ONE CUT MARK ON LEFT SIDE CHEEK.

अनुदेश

INSTRUCTION

1. इस पहचान पत्र को प्रत्येक धारक ड्यूटी पर अपने पास रखें ।
1. This Card should be kept with the concerned Employee/Holder while on duty.
2. स्थानान्तरण या सेवानिवृत्ति होने पर लौटाया जाये ।
2. This Card should be surrendered on transfer or Retirement.
3. इस पहचान पत्र के खो जाने पर कार्यालय तथा निकटवर्ती पुलिस स्टेशन को तत्काल रिपोर्ट की जाय ।
3. Loss of this Card should be reported at once in the Office or to the nearest Police Station.
4. इसके खो जाने पर नया पहचान पत्र का मूल्य धारक को देना होगा ।
4. In case of Loss, the holder should pay the requisite cost for the New Card.



State Council for Technical Education & Vocational Training, Orissa Bhubaneswar

07\02784

(PROVISIONAL NATIONAL TRADE CERTIFICATE)

(FOR REGULAR CANDIDATE ONLY)

A. SURESH KUMAR

Shri / Smt. / Kumari :

A. SANKAR RAO

Son / Wife / Daughter of :

05223226

Regd. No. :

I.E.T., SAMALPUR, BALASORE

having completed the course of

training at :

and passed the prescribed trade test

in the trade of :

ELECTRICIAN

held in the month of :

JULY 2007

is awarded this certificate provisionally.

The National Trade Certificate will be issued by the National Council for Vocational Training, New Delhi.

Period of training from :

AUGUST, 2005

JULY, 2007

Character :

C1009

Verified with agent

TRADE TEST MARKS

Sl.No	Subject	Max. Marks	Marks Secured
1	PRACTICAL	100	82
2	TRADE THEORY	100	85
3	WORKSHOP CAL. & Sc.	100	77
4	ENGINEERING DRAWING	70	59
5	SOCIAL STUDIES	100	74
Total :		700	592

Date of birth as recorded in the school certificate :

26/05/1987

Prepared by

Suresh Kumar
Principal 14.12.07

Checked by

(Signature of Head of Institute with seal)
BALASORE
14.12.07

(Facsimile Signature)
Secretary
S.C.T.E. & V.T.
Orissa, Bhubaneswar

A. Suresh Kumar
(Signature of certificate holder)
Date :- 14-12-07

क्रम संख्या/ 2005 163294
S.No.SSCE/

(018398)

केन्द्रीय माध्यमिक शिक्षा बोर्ड
Central Board of Secondary Education



सीनियर स्कूल सर्टिफिकेट परीक्षा, 2005
ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2005

यह प्रमाणित किया जाता है कि
This is to certify that A SURESH KUMAR

अनुक्रमांक आत्मज/आत्मजा श्रीमती
Roll No. 5629787 Son/Daughter of Smt. A LALITHA

एवं श्री
& Shri A SANKAR RAO

ने बोर्ड द्वारा मार्च, 2005 में आयोजित सीनियर स्कूल सर्टिफिकेट परीक्षा
passed the Senior School Certificate Examination of the Board held in March, 2005

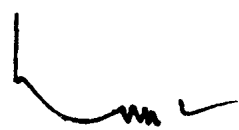
विद्यालय से
from KENDRIAYA VIDYALAYA PROOF COLONY BALASORE ORISSA

निम्न विषयों में उत्तीर्ण की :
in the following subjects :

- | | | |
|----------------------|-------------------|-------------------|
| 1 ENGLISH CORE | 2 HINDI CORE | 3 HISTORY |
| 4 GEOGRAPHY | 5 ECONOMICS | 6 WORK EXPERIENCE |
| 7 PHY & HEALTH EDUCA | 8 GENERAL STUDIES | |

दिल्ली
Delhi
दिनांक
Dated

23-05-2005


(Pavnesh Kumar)
परीक्षा नियंत्रक
Controller of Examinations

क्रमांक
S.No. 2003

036263

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
संकण्डरी स्कूल परीक्षा, 2003
ALL INDIA
SECONDARY SCHOOL EXAMINATION, 2003

OK

नाम Name A SURESH KUMAR

अनुक्रमांक Roll No. 5143069

माता का नाम Mother's Name A LALITHA

पिता का नाम Father's Name A SANKAR RAO

जन्म तिथि Date of Birth 26TH MAY NINETEEN HUNDRED EIGHTY SEVEN

विद्यालय School 8301 KENDRIAYA VIDYALAYA PROOF COLONY BALASORE OR

विषयकोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लि. TH	प्र. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
001	ENGLISH COURSE-A	040	XXX	040	FORTY	D2
002	HINDI COURSE-A	060	XXX	060	SIXTY	B2
041	MATHEMATICS	039	XXX	039	THIRTY NINE	D1
086	SCIENCE WITH PRAC.	037	023	060	SIXTY	C1
087	SOCIAL SCIENCE	081	XXX	081	EIGHTY ONE	A2

AB : विषय में अनुपस्थित Absent in the Subject

परिणाम Result PASS

दिल्ली Delhi

दिनांक Dated 24-05-2003

परीक्षा नियंत्रक
Controller of Examinations

क्रमांक
S.No. 2005

208285

केन्द्रीय माध्यमिक शिक्षा बोर्ड
CENTRAL BOARD OF SECONDARY EDUCATION
अंक विवरणिका MARKS STATEMENT
सीनियर स्कूल सर्टिफिकेट परीक्षा, 2005

ALL INDIA SENIOR SCHOOL CERTIFICATE EXAMINATION, 2005

अनुक्रमांक Roll No. 5629787

नाम Name A SURESH KUMAR

माता का नाम Mother's Name A LALITHA

पिता का नाम Father's Name A SANKAR RAO

विद्यालय School 08301 KENDRIAYA VIDYALAYA PROOF COLONY BALASORE ORISSA

विषय कोड SUB. CODE	विषय SUBJECT	प्राप्तांक MARKS OBTAINED				स्थितीय ग्रेड POSITIONAL GRADE
		लि. TH	प्रे. PR	योग TOTAL	योग शब्दों में TOTAL IN WORDS	
301	ENGLISH CORE	061	XXX	061	SIXTY ONE	C1
302	HINDI CORE	060	XXX	060	SIXTY	C2
027	HISTORY	067	XXX	067	SIXTY SEVEN	A1
029	GEOGRAPHY	053	028	081	EIGHTY ONE	A2
030	ECONOMICS	045	XXX	045	FORTY FIVE	C2
500	WORK EXPERIENCE					A2
502	PHY & HEALTH EDUCA					A1
503	GENERAL STUDIES					C2

संक्षिप्तियों का अर्थ : Abbreviations

AB : विषय में अनुपस्थित Absent in the Subject

EX : छूट - प्राप्त Exempted

FP : प्रयोगात्मक में असफल Fail in Practical

FT : लिखित में असफल Fail in Theory

दिल्ली Delhi
दिनांक Dated

23-05-2005

परिणाम Result

PASS

परीक्षा नियंत्रक
Controller of Examinations

*Verfied with
papers*

क्रमा संख्या /
S. No. SSE/ 2003 178042

(8301)

केन्द्रीय माध्यमिक शिक्षा बोर्ड Central Board of Secondary Education

R038301314344



सेकण्डरी स्कूल परीक्षा, 2003

ALL INDIA SECONDARY SCHOOL EXAMINATION, 2003

यह प्रमाणित किया जाता है कि
This is to certify that A SURESH KUMAR

अनुक्रमांक आत्मज/आत्मजा श्रीमती
Roll No. 5143069 Son/Daughter of Smt. A LALITHA

एवं श्री
& Shri A SANKAR RAO

जिनकी जन्म तिथि
Born on TWENTY SIXTH MAY NINETEEN HUNDRED EIGHTY SEVEN

है, ने बोर्ड द्वारा मार्च, 2003 में आयोजित सेकण्डरी स्कूल परीक्षा
passed the Secondary School Examination of the Board held in March, 2003

विद्यालय से
from KENDRIAYA VIDYALAYA PROOF COLONY BALASORE OR

निम्न विषयों में उत्तीर्ण की :-
in the following subjects :-

ENGLISH COURSE-A

HINDI COURSE-A

MATHEMATICS

SCIENCE WITH PRAC.

SOCIAL SCIENCE

दिल्ली
Delhi
दिनांक
Dated 24-05-2003

(Pavnesh Kumar)
परीक्षा नियंत्रक
Controller of Examinations

टिप्पणी: संस्थागत विद्यार्थी का संपूर्ण मूल्यांकन करते समय, बोर्ड द्वारा निर्धारित विद्यालयीय मूल्यांकन प्रमाणपत्र का भी संज्ञान वांछित है।
NOTE : While judging regular students, it is expected that CERTIFICATE OF SCHOOL-BASED EVALUATION would be taken cognizance of .

NATIONAL INSTITUTE OF COMPUTER APPLICATION

REGD. NO KJR/2362-260/95-96



THE NICA BOARD OF EXAMINATION CERTIFIES THAT

Mr./Ms. A. SURESH KUMAR Regd. No. nica/bls/385

has qualified in Diploma in Financial Accounting

course at BALASORE during the

examination held in 15th April 2007

The duration of the course was from 27/09/07 to 22/03/08

He/She secured grade "A" in the over all assessment of his/her written examination, Practical marks & Project report.

Jaswanth Kumar
Controller of Examination

[Signature]
Director

CLASSIFICATION OF GRADES	
PERCENTAGE OF MARKS	GRADE RATING
80 and above	A+ Distinction
60-79	A 1st Class
50-59	B 2nd Class
40-49	C 3rd Class

[Handwritten signature]

DATE : *[Handwritten date]*