

27/7  
Jorice

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

Name	G. Ravi Chandra.
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 type="checkbox"/> Rs. 250/- per month.
PF & ESI	<input checked="" 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
Employee company	Modi Ventures
Designation	Admin. Officer
Site	GMU
Date of joining	25/7/07
Report to	A Ranch 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 checked="" type="checkbox"/> <del>Others</del> employment details / Copy of ID card. with Railways. <input checked="" type="checkbox"/> Reference letter from Details of Photo studio. <input checked="" type="checkbox"/> Reference letter from Railways Pension payment order <input type="checkbox"/> Reference letter from A Service Certificate. <input type="checkbox"/> Other <input type="checkbox"/> Other
Remarks	

Sign: [Signature]

Date: 21/7/07

Rel: *Amrithan*

*OK*

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	<i>Administrative Officer</i>
Date of application	<i>16-07-2007</i>
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

**Personal Details**

Name	<i>GUNTI RAVI CHANDRA</i>		
Age	<i>48 years</i>	Date of Birth	<i>10-06-1959</i>
Fathers Name	<i>G. ODELU</i>		
Address for Correspondence	<i>Door No. 104, Plot No. 33, B Sakthubai Residency, Annapurna Colony, Mallapur, Hyderabad. 500 076</i>		
Phone no. for correspondence	<i>9290 277 5391 . 9267143724</i>		
Permanent Address	<i>- do - as above</i>		

*Recd  
3,000/-*

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

*Communication skills good*

**Education**

Degree	<i>M.A (Public and Personnel Management)</i>		
Name of college	<i>Osmania University (COE)</i>		
Location	<i>Hyderabad</i>		
Year	<i>1987</i>	Medium of Instruction	<i>English</i>

*- 2 year PG.*

Degree	<i>B.Sc. (Industrial Chemistry)</i>		
Name of college	<i>Kakatiya University</i>		
Location	<i>Warangal</i>		
Year	<i>1981</i>	Medium of Instruction	<i>Telugu</i>

Name of Inter/ Jr. College	<i>Intermediate Govt. Junior College</i>		
Location	<i>Mulugu, Warangal</i>		
Year	<i>1978</i>	Medium of Instruction	<i>Telugu</i>

Name of school	<i>S.S.C. Govt. Junior College</i>		
Location	<i>Mulugu, Warangal</i>		
Year	<i>1976</i>	Medium of Instruction	<i>Telugu</i>

*He is ok for office management and Admin*

*side.*

*P. Anelli  
19/07/07*

*Date of joining 24/07/07*



**Experience & Employment Details**

Years of experience (in relevant field)	20 years		
Name of Company	South Central Railway (Accounts Department)		
Duration of employment	20 years	From date: 8-2-83	To date: 21-3-2003
Location	Secunderabad		
Designation	Accounts Assistant		
Last drawn salary	16,000/-		
Brief Description of work	Out of these 20 years of service 10 years were put up in the field of stores - Inventory control, material management, general inventory, verification of the stocks and disposal of the scrap etc.		
Reason for leaving	Voluntary Retirement		

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

<p>Took VRS to open a Photo lab. - Now managed by brother.</p> <p>VRS - money received 6 lacs.</p> <p>Pension - 4,000/-</p> <p>Studio - Malkajgiri</p>	<p>money income nil</p>
--	-----------------------------

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)


## RESUME

**GUNTI RAVI CHANDRA**  
Door No. 104, Plot No, 33  
B. Sakkubai Residency  
Annapurna Colony,  
Mallapur, Hyderabad – 500 076.

E-mail : ravi\_chandrag@yahoo.com  
Cell : 9290277539

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### **CAREER OBJECTIVE**

Looking for a challenging career wherein my educational qualification and experience can be put to the best use. To strive for such exposure and opportunities that would enrich my skill set and help me become a competent employee.

### **ACADEMIC PROFILE:**

<b>EXAM</b>	<b>INSTITUTE</b>	<b>BOARD</b>	<b>YEAR OF PASSING</b>
M.A. (Public & Personnel Management)	Centre for Distance Education O.U. Hyderabad	Osmania University	1998
B.Sc (Industrial Chemistry)	C.K.M. Arts and Science College, Warangal.	Kakatiya University	1981
Intermediate	Govt. Junior College, Mulugu, Warangal Dist.	Board of Intermediate Education, A.P.	1978
S.S.C	Govt. Junior College, Mulugu, Warangal Dist.	Board of Secondary Education, A.P.	1976

### **ADDITIONAL QUALIFICATION:**

- Completed the computer course in MS-OFFICE IN 2001 (Micro Computer Academy)
- Passed Test of Proficiency in English in November, 2000/CIFEL
- Passed English Typewriting Lower grade examination in 1980.

### EXPERIENCE:

Served for 20 years from 1983 to 2003 in Central Government ( South Central Railway) in Accounts Department, Voluntarily retired as Accounts Assistant on 21-03-2003. During the period of service in the Accounts Department of S.C. Rly. Passed the following Account Tests.

1. Appendix : II IREM (Indian Railway Establishment Manual) exam in 1985.
2. Appendix – IV IREM (Indian Railways Establishment Manual) exam in 1992.
3. Appendix – III IREM ( Indian Railways Establishment Manual) exam in 1997 ( Inspector of Stores Accounts Group)

### PERSONAL PROFILE

Name : GUNTI RAVI CHANDRA  
Father's Name : Odelu  
Date of Birth : June 10<sup>th</sup>, 1959  
Gender : Male  
Nationality : Indian (Hindu)  
Marital Status : Married  
Languages Known : English, Hindi & Telugu  
Permanent Address : Door No. 104  
Plot No. 33  
B. Sakkubai Residency, Annapurna Colony,  
Mallapur, Hyderabad – 500 076.  
Hobbies : Book reading & Music.

Place : Hyderabad

Date : 16-07-2007

  
(GUNTI RAVI CHANDRA)



दक्षिण मध्य रेलवे  
SOUTH CENTRAL RAILWAY

जी. सी. GC-9

एस आर सी-आर SRC-R/1620

जी. G. 29 की B/संशोधित/ Rev. 47

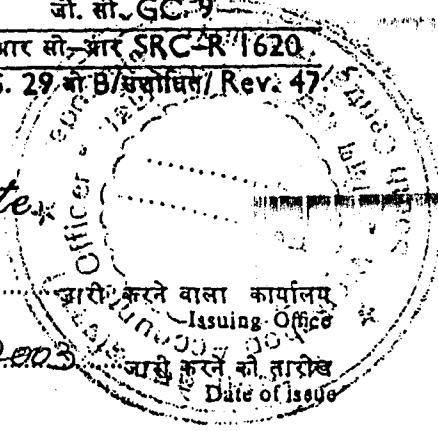
सेवा प्रमाण पत्र

Service Certificate

क्र. स.  
Serial No.

039352

1.6.10.2003



1. नाम ..... G. Ravichandra .....  
Name
2. (i) पिता का नाम ..... G. Odela .....  
Father's name
- (ii) जाति ..... Indian - Hindu .....  
Caste
3. जन्म तिथि (अक्षरों में) ..... Tenth June Nineteen Fifty Nine .....  
Date of birth (in words)
4. पहचान चिह्न (यदि कोई हो) ..... A mole on the Stomach .....  
Identification marks (if any)
5. विभाग जिस में नियोजित है ..... Accounts .....  
Department in which employed
6. सेवा की अवधि ..... 08.02.1983 ..... से ..... 21.03.2003 ..... तक  
Period of Service—From To
7. सेवा छोड़ते समय नियुक्ति ..... Accounts Assistant .....  
Appointment when leaving service
8. सेवा छोड़ते समय वेतन दर ..... Rs 7250/- .....  
Rate of pay on leaving service
9. सेवा छोड़ने का कारण ..... Voluntary Retirement .....  
Reasons for leaving service
10. समय अनुपालन ..... Regular .....  
Time keeping
11. कर्मचारी के हस्ताक्षर या अंगूठा निशान .....  
Employee's Signature or Thumb Print

*Affected*

**Mohd. Afzaluddin**  
ADMINISTRATIVE CUM ACCOUNTS OFFICER  
Salarjung Museum,  
HYDERABAD - 2.

हस्ताक्षर .....  
Signature Workshop Accounts Officer  
पदनाम .....  
Designation South Central Railway, Lathiguda



ఆంధ్ర ప్రదేశ్ రాజ పత్రము

**THE ANDHRA PRADESH GAZETTE**

PUBLISHED BY AUTHORITY

No. 34 ]

HYDERABAD, THURSDAY, AUGUST 21, 1997

*Affected*

Part II-Miscellaneous Notifications of  
Interest to the Public.

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ADMINISTRATIVE CUM ACCOUNTS OFFICER  
Salarjung Museum,  
HYDERABAD - 2.

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[PII(i)]



# Osmania University



Faculty of Social Sciences *Affected*

Roll No. 094-97-0198

*M. Afzaluddin*

Mohd. Afzaluddin  
ADMINISTRATIVE CUM ACCOUNTS OFFICER  
Salarjung Museum,  
HYDERABAD-2.

This is to certify that *Naiah J.*

son / daughter of *Osobu O.* has been

admitted to the Degree of

**Master of Arts**

of this University, he / she having passed the qualifying

Examination in *April* 1998, in *Public Personnel* in the  
*Second* Division. *Management*

Given under the seal of the University

Hyderabad

*[Signature]*

Dated MARGASHIRA 9, 1920  
NOVEMBER 28, 1998,

Vice-Chancellor

# Kakatiya University



Faculty of Science

Roll No. 7659

*Affected*

*M. Afzaluddin*

Mohd. Afzaluddin  
ADMINISTRATIVE CUM ACCOUNTS OFFICER  
Salarjung Museum  
HYDERABAD - 2.

This is to certify that Fanti Saikh

son/daughter of F. Saikh has been admitted

to the Degree of

**Bachelor of Science**

(MEDIUM Telugu)

of this University, having been declared to have passed in,

Part-I	Year	Division
English Second Language ( <u>Hindi</u> )	<u>May '80</u>	<u>First</u>

Part-II (Optionals):

1. <u>Physics</u>	<u>May '81</u>	<u>First</u>
2. <u>Industrial Chemistry</u>		
3. <u>Chemistry</u>		

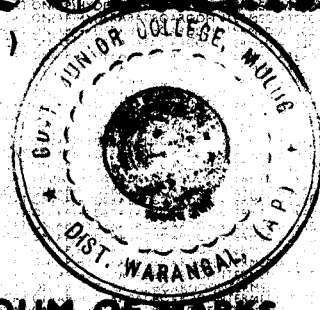
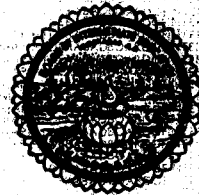
Given under the seal of the University

Warangal  
Dated 14th March 1982  
23rd Phalguna 1903

*J. P. Vignani*  
Vice-Chancellor

# Board of Intermediate Education

HYDERABAD (A.P.)



## PASS CERTIFICATE-CUM-MEMORANDUM OF MARKS

THIS IS TO CERTIFY THAT **CUNTO ILMIAN**  
 SON/DAUGHTER OF **G. DEBLU**  
 WITH REGISTRATION NUMBER **885145** PASSED THE  
 INTERMEDIATE EXAMINATION HELD IN **APRIL 1978**  
 AND WAS PLACED IN **SECOND** DIVISION.  
 THE SUBJECTS IN WHICH THE CANDIDATE WAS EXAMINED AND THE MARKS  
 SECURED WERE

*Affected*  
*M. Afzal*

**Mohd. Afzaluddin**  
 ADMINISTRATIVE CUM ACCOUNTS OFFICER  
 Salarjung Museum,  
 HYDERABAD - 2.

MEDIUM : TELUGU

SUBJECTS	MAXIMUM MARKS	MINIMUM MARKS	MARKS OBTAINED IN FIGURES
PART-1 : ENGLISH	200	70	113
PART-2 : ( HINDI )	150	53	91
PART-3 : OPTIONAL SUBJECTS			
1. MATHEMATICS	200	70	81
2. PHYSICAL SCIENCES (T)	140	42	101
3. PHYSICAL SCIENCES (P)	60	18	49
4.			
<b>GRAND TOTAL</b>			
IN FIGURES	IN WORDS		
435	**FOUR THREE FIVE		

*C. S. Rao*  
 SIGNATURE OF THE PRINCIPAL  
 AND SEAL  
 Govt. Junior College,  
 MULUG, Warangal Dt.  
 14/6/78

*M. Afzaluddin*  
 JOINT SECRETARY

BUSINESS FORMS

**BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH**



**SECONDARY SCHOOL CERTIFICATE**

073309

Certified that **GUNTI ILAIAH** bearing

R. No. 152721 Son/Daughter of **O DELU**

and belonging to **G J C MULUG** appeared

at the SSC EXAMINATION held in **MAR. 1976** and PASSED the Examination in

**SECOND** division with **TELUGU** as the medium of instruction

The Date of Birth of the Candidate is

DATE OF BIRTH			DAY	MONTH	YEAR		
10	6	1959	ONE ZERO	JUNE	ONE NINE FIVE NINE		

The Candidate Secured the following Percentage of marks

FIRST LANG	MARKS	THIRD LANG	MARKS	MATHEMATICS	MARKS
TELUGU	58	ENGLISH	54	COMPOSITE	47
GENERAL SCIENCE	50	SOCIAL STUDIES	51	TOTAL (In Figs.)	260
<b>TOTAL (In Words)</b>			TWO SIX ZERO		
SECOND LANGUAGE (		HINDI		) 49	

Marks of Identification

- 1 A mole on its stomach.
- 2

*Principal*  
**SSC Junior College, [Name]**  
 Institution

Date of Issue **3rd June 1976**  
**HYDERABAD**

*[Signature]*  
 Addl./Jt. Secretary  
 Board of Secondary Education

*Affected*  
*[Signature]*  
**Mohd. Afzaluddin**  
 ADMINISTRATIVE CUM ACCOUNTS OFFICER  
 Salarjung Museum,  
 HYDERABAD - 2.

\*The marks with the asterisk indicate the marks secured in the Previous Examinations

BUSINESS FORMS

# MICRO COMPUTER ACADEMY

504, 5<sup>th</sup> Floor, Pushpanjali Complex, Opp. Osmania Medical College, Koti, Hyd.

Ph : 4610918 Email : mca@satyam.net.in

(Recognised by the Govt of A.P. S.B.T.E.T.)



Date: 17-4-2001

This is to certify that Mr. / Miss / Mrs.....


G. Ravichandra.....

Son / Daughter / W/o. Shri..... G. Odeku.....

Working as..... AA..... in South Central Railway

successfully completed 10 days computer training course  
in the following Module.

1. Introduction to Computers
2. MS-Windows
3. MS- Word
4. MS-Excel
5. MS- Powerpoint

  
Course Coordinator  
(Y. NARSING RAO)



  
Managing Director  
(MALLIKARJUN SATHIRAJU)

Affected



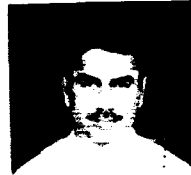
Mohd. Afzaluddin  
ADMINISTRATIVE CUM ACCOUNTS OFFICER  
Salarjung Museum,  
HYDERABAD - 2.



# Central Institute of English and Foreign Languages

Hyderabad 500 007 (INDIA)

NATIONAL ENGLISH LANGUAGE TESTING SERVICE



Admit Card No.  
HYD/SGG/0029

This is to certify that G. RAVICHANDRA  
took a Test of Proficiency in English conducted by CIEFL  
on 19 November 2000 and was awarded the following  
grades:

Part 1 (Reading, Vocabulary and Grammar): A

Part 2 (Writing) : B



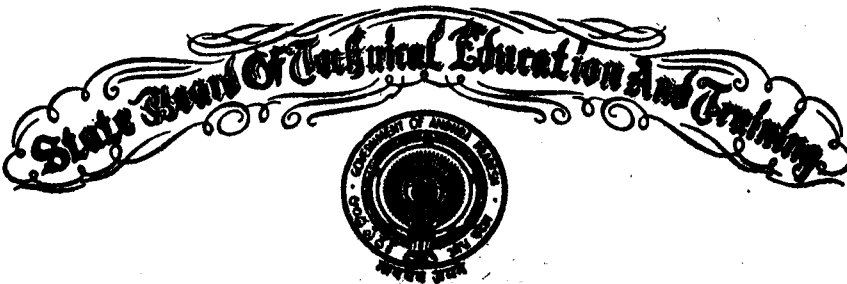
REGISTRAR

013821

Mohd. Afzaluddin  
ADMINISTRATIVE CUM ACCOUNTS OFFICER  
Salarjung Museum,  
HYDERABAD - 2.

S. No. 11398

Register No. 53406



TECHNICAL EXAMINATION  
LOWER GRADE

This is to certify that G. Ilaiah  
Son/Daughter of Shri G. Odela  
passed the Lower Examination in  
English Typewriting Conducted by  
the State Board of Technical Education  
at Warangal in the  
month of June/July 1980, and was placed  
in the Second Class.

*Affected*  
*[Signature]*  
Mohd. Afzaluddin  
ADMINISTRATIVE ACCOUNTS OFFICER  
Salarjung Museum,  
HYDERABAD - 2.



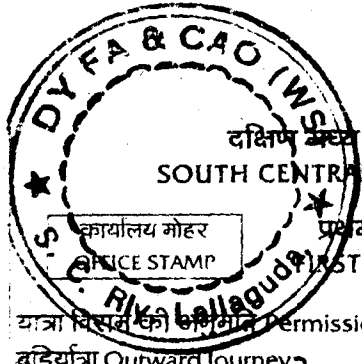
Given under the Seal of the Board.



DATED 28 JUL 1982  
19  
HYDERABAD-A.P.

*[Signature]*  
SECRETARY,

State Board of Technical  
Education & Training.



दक्षिण मध्य रेलवे  
SOUTH CENTRAL RAILWAY

कार्यालय मोहर  
OFFICE STAMP

प्रथम श्रेणी मुफ्त पास  
FIRST CLASS FREE PASS

जी. पी. 12/संशो  
G. P. 12/Rev  
एससी SC/A

455415

किया गया यात्रा विराम कर्मचारी भरे  
Break Journeys availed to be  
filled in by the Employee.

यात्रा विराम की अनुमति Permission to Break Journey

बहिर्यात्रा Outward Journey

वापसी यात्रा Return Journey

विभाग Dept. Accounts स्टेशन Station Lallaguda

दिनांक Date 21.07.07

पद Pass Shri G. Ravi Chandu  
aged 48 years with wife aged  
44 years, Son aged 22 years  
w/ daughter aged 21 years  
and w/ mother aged 65 years

पदनाम Designation Retd AA

From Secunderabad स

To Mammal तक

Via Dt होकर Over IR रेलों पर Rlys.

और वापसी में AND RETURN Via Dt होकर

To Secunderabad तक Over IR रेलों पर Rlys.

अवधि } बहिर्यात्रा Outward Journey

Available upto } वापसी यात्रा Return Journey 20.11.07

क्यों दिया गया Why Granted **COMPLIMENTARY ACCOUNT**


पास जारी करने वाले अधिकारी की हस्ताक्षर और पदनाम  
Signature & Designation of the Issuing Officer

ह पास. कर्मचारी को इसमें दल... के 30 दिन के अन्दर पास जारीकर्ता कार्यालय को. पास के पीछे  
चित प्रमाणपत्र भर कर कार्यालय दिवस वापस कर लालगुडा या. नि. के पैरा 1563 (8) में निर्धारित सजा दी जाएगी।  
his pass must be returned by the holder to the pass issuing office within 30 days from the expiry date of  
the pass with the Certificate on the reverse duly filled in failing which penalty will be levied as prescribed  
para 1563 (8) of I. R.E.M. LALLAGUDA.

वहिले तंत्र Outward	वापसी यात्रा Return
स्टेशन Station	स्टेशन Station
दिनांक Date	दिनांक Date
1. पहुंच Arri. प्रस्थान Dep.	
2. पहुंच Arri. प्रस्थान Dep.	
3. पहुंच Arri. प्रस्थान Dep.	
4. पहुंच Arri. प्रस्थान Dep.	
5. पहुंच Arri. प्रस्थान Dep.	
6. पहुंच Arri. प्रस्थान Dep.	
7. पहुंच Arri. प्रस्थान Dep.	
8. पहुंच Arri. प्रस्थान Dep.	


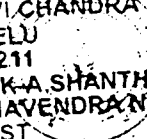
7083  
8/25/07  
N.R.




RAVICHANDRA GUNTI  
 ODEUL GUNTI  
 10/06/1959  
 Permanent Account Number  
 ACAPG2814J  
 Signature  




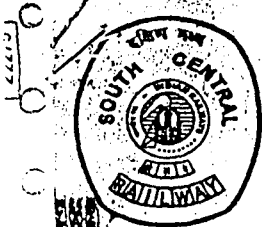
**INDIAN UNION DRIVING LICENCE**  
**ANDHRA PRADESH**  
 DRIVING LICENCE  
 17-ATSD200100  
 G RAVI CHANDRA  
 G ODELU  
 F.NO.211  
 BLOCK-A,SHANTHIGARDENS  
 RAGHAVENDRA NAGAR,NACHARAM  
 RR DIST  
 25/05/2006  
 Licensing Authority  
 RTA,RANGA REDDY

M0433387/06	Class Of Vehicle	Validity
<u>Non-Transport</u>	LMV,MCWG	09/06/2009
<u>Transport</u>		
<u>Hazardous Validity</u>		
<u>Badge No.</u>		
<u>Reference No.</u>	DLCAP029166562006	
<u>Original LA.</u>		
<u>DOB</u>	10/06/1959	
<u>Blood Gr.</u>	O+	
<u>Date of 1st Issue</u>	09/11/2001	

**Election Commission Of India**  
 భారత ఎన్నికల సంఘము  
 IDENTITY CARD  
 గుర్తింపు కార్డు  
 GNH7318330  
  
 Elector's Name : G.Ravichandra  
 పేరు : జ.రవిచంద్ర  
 Father's Name : Odelu  
 తండ్రి పేరు : ఒదెలు  
 Sex : M Age as on 1-1-2003 41  
 లింగము : పు 1-1-2003 నాటికి వయస్సు

**Address:**  
 A-211  
 Shanthi.gardens  
 Raghavendra nagar  
 Nacharam  
 చిరునామా  
 A-211  
 శాంతి గార్డెన్స్  
 రాఘవేంద్ర నగర్  
 నాచారం  
 Electoral Registration Officer  
 MEDCHAL Assembly Constituency  
 మెదక్ ఎన్నికల విభాగం  
 Place: Nacharam  
 స్థలము: నాచారం  
 Date / తేదీ : 26-04-2003  
 This card may be used as an identity card  
 under different Government schemes  
 ఈ కార్డును వివిధ ప్రభుత్వ పథకాలలో  
 గుర్తింపు కార్డుగా ఉపయోగించవచ్చును  
 GNH7318330 333 / 2063



SOUTH CENTRAL RAILWAY

WORKSHOP ACCOUNTS OFFICE.  
LALLAGUDA.  
DT. 15-05-2003

NO. APN/B01

THE MANAGER(LINK BR.).  
CORPORATION BANK.  
SIDDIAMBER BAZAR.  
HYDERABAD

SIR.

SUB: Disbursement of Pension/ Family Pension to Railway pensioners through Public sector banks.

I am to forward the undermentioned PPO together with the enclosures and request to arrange payment of pension through the Paving branch mentioned therein.

1. Name of the pensioner	G.RAVICHANDRA
2. Name of the family pensioner	SMT.G.VANAJA
3. PPO No. & date.	59072102758 DT. 15-05-2003
4. Name of the paving branch.	CORPORATION BANK TARNAKA BRANCH SECUNDERABAD
5. A/c No.	68

Yours faithfully.

WORKSHOP ACCOUNTS OFFICER/LALLAGUDA

Encl: 1. PPO (Disbursers half only)  
2. Photograph.  
3. Specimen signature & thumb and finger impressions duly attested.

Copy to: 1. FACAO/PH/SC. 2.WAO/LGD  
3. G.RAVICHANDRA. FLAT NO.211.BLOCK I.SHANTI GARDENS  
RAGHAVENDRA NAGAR. NACHARAM. HYDERABAD-76

WORKSHOP ACCOUNTS OFFICER/LALLAGUDA

Date: 23/7/2007  
Seemaroo

I was running a photo colour lab as a proprietor by name Bhavana Colour Lab and studio in Malkajgiri. It was inaugurated on 19. 11. 2001 by Shri P. Ramulu then Police Commissioner of Hyderabad. It went on smoothly till end of the year 2005. Later the business had come down and was running almost under loss due to the arrival of digital technology and heavy competition in the market. In these circumstances it was decided to close the business. Since ~~from~~ February of this year 2007, to till date the shutters are down and the shop is situated at the following address.

Bhavana Colour Lab.  
Shop no. 1-34,  
Greengold Apartments  
Malkajgiri railway station Road,  
Near By Reliance Fresh  
Malkajgiri, Seemaroo - 500047

Ravichandra  
(G RAVI CHANDRA)