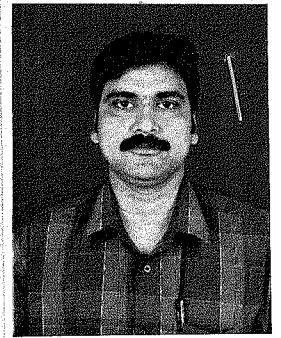


Details of Appointment: (For office use only – Do not write on this page)



Name	M. MAHENDER
Salary	8500/-
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 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 <u>2013</u>
Employee company	KADAKIA AND MODI HOUSING
Designation	C-R. ASSISTANT
Site	HEAD OFFICE
Date of joining	03-4-2012
Report to	G B. RAMBABU
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 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 type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Ex-Employee - worked for 13 years in UPIK</p> <p>→ Rejoined</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	04-04-12	Date:	
Sign:	<i>Jain</i>	Sign:	

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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	8500/-
Maybe appoint as CR Assistant at present	
Must work for 2 years	
Dai and AAR	

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 type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

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

Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered	8500/-	Date of joining	03-04-2012
Remarks:	CR division - Under GBRambhale.		

Bio-Data**Note:** Attach copy of Resume / Bio-data

Application for post of	Office Assistant	
Date of application	02/04/2012	
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:

Personal Details

Name	M. MAHENDER		
Age		Date of Birth	20/07/1978
Fathers Name	M. MALLESU		
Address for Correspondence	H.NO: 2877 Neredmet R.K. Post Sabul.		
Phone & Mobile	9059442536		
Permanent Address	H.No: 28-77 Neredmet R.K. Post Sabul.		

Education

Degree (PG)	—		
Name of college	—		
Location	—		
Course type	<input type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

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			
Location			
Year		Medium of Instruction	

Name of school	National College High School		
Location			
Year		Medium of Instruction	

Description of other courses or training	
	_____ X

Computer Skills

MS Office	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" 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	<u>None</u>

Two Wheeler / Car

Make	<u>Hero Honda</u>	Year	<u>11-9-2005</u>
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Family Details	Name	Age	Occupation	Company
Father	<u>Mr. MALLISH</u>	<u>55</u>		
Mother	<u>M. Yedevini</u>	<u>70</u>		
Wife / Husband	<u>M. Subhika</u>	<u>32</u>		<u>House wife</u>
Brother / Sister	<u>—</u>			
Brother / Sister	<u>—</u>			
Brother / Sister	<u>—</u>			
Son / daughter ✓	<u>Ruchika</u>	<u>06</u>	<u>School</u>	
Son / daughter ✓	<u>Penshu</u>	<u>05</u>	<u>School</u>	
Son / daughter	<u>Bhaskar</u>	<u>04</u>	<u>School</u>	

Salary Details

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

Last Drawn Salary	<u>7000/-</u>		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Expected Salary	<u>8500/- (negotiable)</u>		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name		Company	
	Designation		Your Relation	
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	Modi Brothers				
Duration of employment	13 yrs	From date:	19.9.1997	To date:	2010
Location	5-4-187 Howard Seebach,				
Designation	Office Assistant				
Last drawn salary	7000/-				
Number of employees in the company / branch?		Number of employees in your dept. or division?			
Brief description of work handled by you.	ALL ALL TYPE Bank WORK'S & Banking Banking Liaison & office work				
Reason for leaving	Better prospects-				

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

Worked for 13 years as office Assistant
then worked in Accounts department for Bank works.

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				

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)

Ask for additional sheets if required.

(800 + BRS pass)

APPLICATION

Approved
[Signature]
19/9/97

Dt: 19.09.1997

From,

M. Mahender Kumar,
H.No: 27-108,
Neredmet,
Ramakrishnapuram, (Post),
HYDERABAD - 500 056.

To,

M/s. Modi Builders,
5-4-137/3 & 4, M. G. Road,
SECUNDERABAD - 500 003.

Dear Sirs,

I have come to know that there are some vacancies for the posts of Office Boys in your Organisation. I, therefore would like to submit my candidature for the post of Office Boy.

I am herewith enclosing my detailed Bio-data for your kind perusal and appraisal. As mentioned in my Bio-Data, I am already been working as a Office Boy in M/s. H.M. Brothers, M. G. Road, Secunderabad since 2 years.

I will be very glad to serve in your esteemed organisation if I be given a chance.

Thanking you,

Yours sincerely,

DATE : 19/9/97.

PLACE : Hyderabad,

[Signature]
(M. MAHENDER KUMAR).

