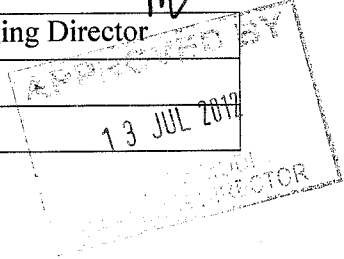




Details of Appointment: (For office use only – Do not write on this page)

Name	N. RAJYA LAKSHMI
Salary	16,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. <u> </u> per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. <u> </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 - 13
Employee company	MODI AND MODI CONSTRUCTIONS
Designation	ACCOUNTANT
Site	HEAD OFFICE
Date of joining	16-07-2012
Report to	A. Sambasiva Rao / Gayaprabhash.
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 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 type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> 1 yr bank statement <input checked="" type="checkbox"/> Reference letter from <u>Breed & Consulting</u> - <u>Service Certificate</u> <input type="checkbox"/> Reference letter from <u>Yashraj Industries</u> - <u>Service Certificate</u> <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Previously worked with MPIPL for 5 years.</p> <p>→ Ex-Employee</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	13-07-2012	Date:	
Sign:	<i>[Signature]</i>	Sign:	



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

Background – Personal	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<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 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 type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	P. Rajyalakshmi Accountant
Date of application	13/7/2012
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by:

Personal Details

Name	N. Rajyalakshmi		
Age	34 yrs	Date of Birth	24-04-1978
Fathers Name	P. Venkata Ramana		
Address for Correspondence	Flat. No. 309, Block # 6, DV Township, old Safilguda, Sec-bad		
Phone & Mobile	9491219926		
Permanent Address	- Same -		

Education

Degree (PG)	M.COM		
Name of college	Osmania University		
Location	Hyderabad		
Course type	<input type="checkbox"/> Regular Course <input checked="" type="checkbox"/> Correspondence Course		
Year of completion	2001	Medium of Instruction	English
Percentage marks	56%	Category	SC/ST/BC/Open

Degree	B.com		
Name of college	Bharat Degree College		
Location	old Malakunta		
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	1998	Medium of Instruction	English
Percentage marks	64%		

Name of Inter/ Jr. College	Mehabubia Junior College		
Location	Abids		
Year	1995	Medium of Instruction	English

Name of school	Mehabubia Girls High School		
Location	Abids		
Year	1993	Medium of Instruction	English

Description of other courses or training	

Computer Skills

MS Office	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	Ex-Next Generation, Tally

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	P. Venkatarajana	65	Retired	Govt Employee
Mother	P. Krishnakumari	56	House-wife	
Wife / Husband	N. Venkat Lakshmi	38	HR Manager	Private Service
Brother / Sister	D. Susela	36	House-wife	
Brother / Sister	M. Lalitha	31	House-wife	
Brother / Sister				
Son / daughter	N. Shanmukh	4 1/2	Student	
Son / daughter	N. Abhigyan	2 1/2	Student	
Son / daughter				

Salary Details.

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

Last Drawn Salary	Rs. 20000/-		
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	Rs. 25000 +		

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	7 years
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Name of Company	Breed@ Consulting				
Duration of employment	1 yrs	From date:	8/1/2011	To date:	Feb 2012
Location	Mumbai work				
Designation	consultant - Accounting				
Last drawn salary	Rs. 20000/-				
Number of employees in the company / branch?	1 yr	Number of employees in your dept. or division?	4		
Brief description of work handled by you.	Payroll Statement				
	Service Tax filings				
Reason for leaving	transfer shifted to Hyderabad				

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

Name of Company	Yashraj Industries				
Duration of employment	1 yrs	From date:	Sep 2006	To date:	Jul 2007
Location	Mumbai / Kandivadi (East)				
Designation	Account Officer				
Last drawn salary	Rs. 15000/-				
Number of employees in the company / branch?		Number of employees in your dept. or division?	.		
Brief description of work handled by you.	Sales Tax Filing				
	finalisation of B/S				
Reason for leaving	accepting my first child				

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

Name of Company	Nadi Properties & Investment Pvt Ltd				
Duration of employment	5 yrs	From date:	Jan 01	To date:	Nov 2005
Location	boats club				
Designation	Accountant				
Last drawn salary	Rs. 8000/-				
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	Shifted to Mumbai				

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

Name of Company	Vimpixel Advertising Agency				
Duration of employment	1 yrs	From date:	Aug 99	To date:	Dec 00
Location	Himatnagar				
Designation	ASST. Accountant				
Last drawn salary	Rs. 2500/-				
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)

Salary offered Rs. 16,000/- p.m. CTC. Employee in m.m. will join from <u>16/7/12</u>

Ask for additional sheets if required.

13/7/12