



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

Name	G. RAJESH
Salary	Rs 13,500/- PM
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. <u>250/-</u> per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input checked="" 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 type="checkbox"/> Next <u>April</u> <u>00/00/2011</u>
Employee company	GWE
Designation	AUTOCAD - ENGINEER
Site	GWE
Date of joining	04/07/2011
Report to	M.D.
Commitment	Committed to work for atleast <u>2</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 checked="" 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>Ex-junior letter</u> <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	He responded through Paper Add.

Approved by Shankar Reddy		Approved By MD	
Date:		Date:	
Sign:		Sign:	

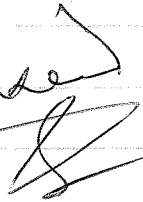
Note

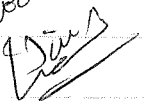
02/02/11

Ser,  
Mr. G Rajesh, came for Autolead/Diploma  
Engineer Position, Short listed by you,  
awaiting for your decision.

Date  
02/02/11.

this for your kind information

Q, 13,500 Salary fixed  


asked him to  
come on Friday  
Afternoon -  


02/02/11  
*[Signature]*

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Auto Cad Engineer
Date of application	
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: <u>Radhika</u>

**Personal Details**

Name	C. RAJESH		
Age	31	Date of Birth	18-08-1978
Fathers Name	C. Narsingh RAJ		
Address for Correspondence	18/7/864 out Side Goudipura own home		
Phone & Mobile	9550410104		
Permanent Address	Same as		

**Education**

Degree (PG)	<del>Diploma in Certificate (Draftman Civil)</del>		
Name of college	<del>IGNO</del>		
Location	<del>HYD</del>		
Course type	<input type="checkbox"/> Regular Course <input checked="" type="checkbox"/> Correspondence Course		
Year of completion	<del>2007</del>	Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

*discarded  
 Father Expul.  
 recently*

Degree	Draftman Civil		
Name of college	Hyderabad Technical College		
Location			
Course type	<input checked="" type="checkbox"/> Regular course <input type="checkbox"/> Correspondence Course		
Year of completion	2006	Medium of Instruction	
Percentage marks	65%		

*65%*

Name of Inter/ Jr. College	V.V. College		
Location	Jawab of		
Year	2006	Medium of Instruction	English

*discarded*

Name of school	Nrupatanga High School		
Location	Narayan Guda		
Year	1997	Medium of Instruction	English

Description of other courses or training	Autocad -
	from Academy of Architects.

**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 checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

**Two Wheeler / Car**

Make	Honda Shine	Year	2007
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Family Details	Name	Age	Occupation	Company
Father	Narsing Rao	-	expired	
Mother	Sreemathi	-	"	
Wife / Husband				
Brother / Sister	Vignesh	29	technician	Carrier Comput Systems
Brother / Sister	Sripatha	25	H/W	working under Advocate
Brother / Sister	Kameshwar	35	H/W	married
Son / daughter				
Son / daughter				
Son / daughter				

Expire  
M

**Salary Details**

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

Last Drawn Salary	12,000/-		
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input checked="" 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	14000/- (Negotiable)		

**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	Shekar-T	Company	
	Designation	Software Engineer	Your Relation	friend
Surety 2:	Name	Vivek	Company	IDL
	Designation	ADMIN.	Your Relation	friend

Can provide Reference letters after appointment

**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	5 years
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Name of Company	Syplan Associate (Syplan)		
Duration of employment	5 yrs	From date: 2007	To date: 2011
Location	Hyderabad, Hyderabad		
Designation	Structural / Drafting		
Last drawn salary	12000/-		
Number of employees in the company / branch?	25	Number of employees in your dept. or division?	8
Brief description of work handled by you.	Structural details for RCC Construction works & Site Utility and execution, Steel quantities estimation for <sup>steel</sup> Building Construction		
Reason for leaving	Expected More Salary		

Will  
copy

**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)


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.*

## CURRILULUM VITAE

G.RAJESH

# 18-7-864/ 1

o/s Gowlipura

HYDERABAD

Cell no - 9247556423, 9550410104

E-mail : gogikar\_rajesh@yahoo.co.in

### CAREER OBJECTIVE:

Professionalism with strong analytical and conceptual skills with Industrious nature and Ability to deal in all aspects of Civil Engineering.

Having an Objective to make a successful career in Detailing of R.C.C Structures. Monitoring and updating the day-to-day Changes in Different Fields of Civil Engineering.

### ACADEMIC QUALIFICATIONS:

- Perusing Diploma In Civil Engineering (D.C.E) in IGNOU HYD. ✓
- ITI Civil Draughtsman in govt ITI Mallapally , Hyderabad. ✓
- SSC from Nrupatunga High School, Hyderabad. ✓

### WORK EXPERIENCE

- Godrej & Boyce Mfg Pvt as a Intero works in Hyderabad. (One year Experience).
- Presently working as a Structural Draftsman R. C. C.Detailer at SYSPLAN ASSOCIATES Pvt Ltd., Hyderguda, and Hyderabad. (Since 2007,June)

### LIST OF MAJOR PROJECTS DONE

1. IIT Faculty quarters at Gachibowli.
2. kalajyothi press Delhi
3. Keerthi Estates at Banglore.
4. Dr. Surender Reddy At Nallakunta.
5. Proposed Residential Apartment at Banglore.
6. R.G.Mallu Apartment at Gulbraga
7. Span center Proposed Residential Apartment at Banglore
8. Proposed Collage Building at Chevalla.
9. B.V Reddy at Jubilee hills, Hyderabad.
10. Dr. Ambedkar open university at Jubilee hills, Hyderabad.





**SOFTWARE SKILLS**


- AUTO CAD
- MS - OFFICE

**EXTRA-CURRICULAR ACTIVITIES**

NCC : A & B  
SPORTS : Cricket,

**PERSONAL DETAILS**

Date of Birth : 18-08-1980  
Gender : Male  
Marital Status : Single  
Nationality : Indian  
Languages Known : Telugu, Hindi and English  
Permanent Address : G.RAJESH  
# 18-7-864/1 o/s  
GOWLIPURA  
HYDERABAD  
Andhra Pradesh, (INDIA).

  
YOURS SINCERELY  
(G.RAJESH)



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

Background – Personal	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input checked="" type="checkbox"/> Good <input 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 checked="" 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	2,13,500/-	Date of joining	4/02/011
Remarks:			

