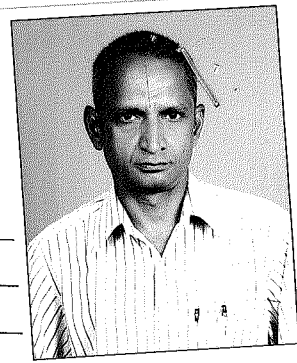
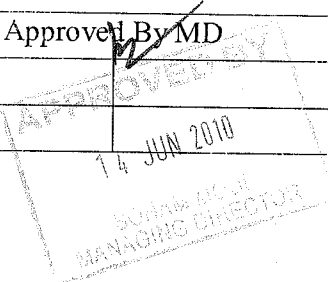


**Details of Appointment:** (For office use only – Do not write on this page)



Name	K. RANGA CHARULU
Salary	Rs 6000/-
Conveyance	<input 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 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 -11
Employee company	MODI AND NODI CONSTRUCTIONS
Designation	SITE SUPERVISOR
Site	MNN
Date of joining	16.06.10
Report to	MR. YADAGIRI
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 certificate <input 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 type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from <u>Kantha Rao</u> . <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>He worked with Mr Anand Partner.</p> <p>Transferred to SOD</p>

Approved by Shankar Reddy	Approved By MD
Date: 16/06/10	Date:
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>



Description of other courses or training	
	nil

### 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	

### Two Wheeler / Car

Make	- No -	Year	
------	--------	------	--

Family Details	Name	Age	Occupation	Company
Father <sup>name</sup>	K.V. Rangachari			
Mother	K. Venkataswami		House wife	
Wife / Husband	K. Padmaiva		Accountant	Andhra Mahila Sabha
Brother / Sister	---			
Brother / Sister	---			
Brother / Sister	---			
Son / daughter	Rohit	17	student	Inter completed
Son / daughter	Shamshree	14	student	10th class
Son / daughter				

### Salary Details

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

Last Drawn Salary	6,000/-		
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input 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			

### 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	S. Phaniendra	Company	Govt. School, Toppuram.
	Designation	Teacher	Your Relation	Brother in law.
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
--	---

### Experience & Employment Details

Years of experience in relevant field	
---------------------------------------	--

Name of Company	Home line Developers				
Duration of employment	yrs	From date:	15.9.2006	To date:	Till date
Location	Cheerajal, R.R. Dist				
Designation	Site Supervisor				
Last drawn salary	6000/-				
Number of employees in the company / branch?	Three	Number of employees in your dept. or division?			
Brief description of work handled by you.	had done Advance				
	Electrical work & Plumber				
	works. was to supervisor HOD project				
Reason for leaving	Project completed				

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


Name of Company	Venkatesa Estate				
Duration of employment	yrs	From date:	2.6.2005	To date:	11.7.2006
Location	Kothkur				
Designation	Site Supervisor				
Last drawn salary	5,000/-				
Number of employees in the company / branch?	Two	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.*

**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:			



RESUME

NAME : K. RANGA CHARYULU,

FATHER'S NAME : K.V. RANGA CHARYULU,

DATE OF BIRTH : 06.09.1960

NATIONALITY : INDIAN

RELIGION : HINDU

MARTIAL STATUS : MARRIED

ADDRESS : H.NO. 3-93 SWARNAGIRI  
-COLONY,  
CHOWDARIGUDA VILLAGE,  
SAMSKRUTI TOWNSHIP POST  
HYD - 500088.

OK.

12/06/10

K. Ranga Charyulu.







