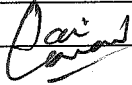


Rejomed

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

Name	D. PHANI KUMAR
Salary	7500/-
Conveyance	<input 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 - 2013
Employee company	KADARIA AND BIODI HOUSING
Designation	DATA ENTRY EXECUTIVE
Site	Greenwood Residency.
Date of joining	JAN 12
Report to	RANJITH PRAKASH
Commitment	Committed to work for atleast <u>02</u> yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input 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 10 years.</p> <p>Resigned on 28 Sep/11</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	12-01-2012	Date:	
Sign:		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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	7500/- to 8500/-

**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	7500/-	Date of joining	
Remarks:			

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Data Entry Executive		
Date of application	06/1/12		
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:	NA

**Personal Details**

Name	D. Phani Kumar		
Age	27	Date of Birth	04/07/1984
Fathers Name	D. N. Murthy		
Address for Correspondence	H.No. 45-239/2, NMDC Malkajgiri, Hyd.		
Phone & Mobile	9106865506		
Permanent Address	do		

**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			

Name of school	St. Anthony's High School.		
Location	Malkajgiri		
Year	2000	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	

### Two Wheeler / Car

Make	_____	Year	_____
------	-------	------	-------

Family Details	Name	Age	Occupation	Company
Father	D.N. Murphy	57	_____	_____
Mother	D. Bola	48	_____	_____
Wife / Husband	_____	_____	_____	_____
Brother / Sister	D. Murphy	24	Punhit	_____
Brother / Sister	R. Ananya	23	Married to w.	_____
Brother / Sister				
Son / daughter				
Son / daughter				
Son / daughter				

### Salary Details

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

Last Drawn Salary	7150/-	
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 type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	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		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
--------------------------------------------------	---------------------------------------------------------------------

**Experience & Employment Details**

Years of experience in relevant field	10. Years
---------------------------------------	-----------

Name of Company	MPIPL		
Duration of employment	yrs	From date: 20/12/01	To date: 30/9/11.
Location	MG Road.		
Designation	D.E.O		
Last drawn salary	7150/-		
Number of employees in the company / branch?	120	Number of employees in your dept. or division?	1.
Brief description of work handled by you.	Data Entry work of site of Labour Paymets, mutual Paymets etc.		
Reason for leaving			

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

Joined as office Assistant then promoted data Entry operator.

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.*



BIO-DATA

Joined on  
20/12/2001

Name : D. Phani Kumar

Father's name : D. N. Murthy

Date of Birth : 04.07.1984

Age : 18 Years.

Qualification : 10th class passed  
From St. Anthony School,  
Malkejgi, Sec'nd  
in the year 2000

Address : H.No. 9-24/A,  
Venkateswara Nagar  
Malkejgi  
Hyderabad- 47

Experience : Nil.

Salary Expected : Rs. 1,500/-

Reference : Father Mr. Murthy is  
working in Steel Road,  
as manager for 20 years.

\* Salary Rs. 1200/- + Bonus.

3 months probata.

Doc : Photo grabh.

10th class pass certificate.

Previous  
Employment  
Resume

