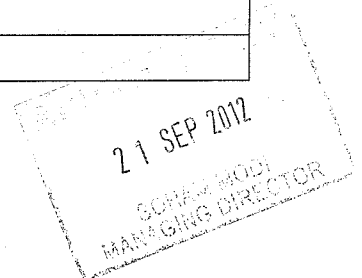


Details of Appointment: (For office use only – Do not write on this page)

Name	D. MAHESH BABU,
Salary	6750/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input checked="" type="checkbox"/> Extra Rs. <u>NA</u> 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 April-2013
Employee company	Mehta & Modi Homes
Designation	Site Supervisor
Site	Silver Oak Bungalows - Phase III, II, I
Date of joining	24-09-2012
Report to	A-SURESH, (A.P.M) SOB Site.
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 checked="" type="checkbox"/> Copy of degree certificates <input 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 type="checkbox"/> 1 yr bank statement _____ <input checked="" type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Referred by D. Man Mohan, Engineer KRM

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	21-9-2012	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 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 type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input type="checkbox"/> Average <input checked="" type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Short list & decide later
Recommended salary	7000/- (approx)

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

Relevant experience	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input checked="" 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	6750/-	Date of joining	24-09-2012
Remarks:			

Sob

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Civil SUPERVISOR ✓
Date of application	17-09-2012
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: D. manmohan, KNTM siri

Personal Details

Name	D. Mahesh Babu		
Age	18	Date of Birth	25-05-1994
Fathers Name	D. Narsing Rao		
Address for Correspondence	H-No: 2-2-225/30, Venkateshwara Enclave, Macha Bollalum, Secunderabad. (Near Alwas)		
Phone & Mobile	9885265753		
Permanent Address	H-No: 2-2-225/30, Venkateshwara Enclave, Macha Bollalum, Secunderabad		

- own house.

Education

Degree (PG)	Diploma in Civil Engineering ✓		
Name of college	SRRS Govt. Polytechnic, Sissilla		
Location	Sissilla, Karimnagar		
Course type	<input checked="" type="checkbox"/> Regular Course <input type="checkbox"/> Correspondence Course		
Year of completion	2012	Medium of Instruction	English
Percentage marks	67.14%	Category	SC/ST/BC/Open

Degree		21/6/12	
Name of college			
Location			
Course type			rse
Year of completion			
Percentage marks			

Diploma candidate (Sob)
 Fresher
 Salary may offer - 6250/-

Name of Inter/ Jr. College	
Location	
Year	

Kindly admission

Name of school	ST. (PF BS) has to added extra.	
Location	All minimum - 7000/- for supressor in our company	
Year	200	Medium of Instruction English

- Cousin of Mr. Manmohan Page 1 of 6
KNTM project.
- Diploma studied at Karimnagar.
- native place - Hyderabad

Description of other courses or training	Six months industrial training. ✓
	Auto CAD (2d, 3d) ✓

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	Auto level

Two Wheeler / Car

Make	-	Year	-
------	---	------	---

Family Details	Name	Age	Occupation	Company
Father	D. Narasing Rao	47	Plumber	own - Present not working
Mother	D. Malleshwari	35	Home maker	-
Wife / Husband	-	-	-	-
Brother / Sister	D. Sureshkumar	27	Plumber	own -
Brother / Sister	D. Maheshwari	21	-	SSC. -
Brother / Sister	D. Sandhya Rao	20	-	B.Tech completed (CS) -
Son / daughter	-	-	-	-
Son / daughter	-	-	-	-
Son / daughter	-	-	-	-

Salary Details

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

Last Drawn Salary	-		
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	7000/-		

Surety

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Surety 1:	Name	D. Mahimohan	Company	Modi Properties ✓
	Designation	site engineer	Your Relation	Brother (Cousin)
Surety 2:	Name	P. Raju	Company	Income tax ✓
	Designation	Attender	Your Relation	Uncle ✓

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	Six months in industrial training ✓
---------------------------------------	-------------------------------------

Name of Company	Mantena infra		
Duration of employment	- yrs	From date: 12-12-2011	To date: 12-05-2012
Location	Kaleshwaram		
Designation	Site engineer		
Last drawn salary	-		
Number of employees in the company / branch?	26	Number of employees in your dept. or division?	6 members
Brief description of work handled by you.	Executing the work in the field. (levelling) Taking road levels by Auto level.		
Reason for leaving	It was just an industrial training held by College.		

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

→ Under gone for training for six months.
→ AutoCAD – Satya Institute – Karimnagar.

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)

I observed he had system knowledge only constructing field work is average he knows

(Signature)
(A. Suresh)
18/09/12

As I required ^{Page 3 of 6} supervisor for local purchase (like selvakumar in SOB) because the site is away from ~~the town~~. As a diploma holder he has to do other works. He need definitely two vehicles.

Note: He need to an H.D. Archi. Sec. K. Suresh Sec. *(Signature)*

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.

CURRICULUM VITAE



D.MAHESH BABU.

H.No:2-2-225/30,
Plot no: 30-31,
Venkateshwara enclave,
Macha bollaram,
Ranga Reddy Dist,
Andhra Pradesh.

Cell: 9885265753

@mail: davu.maheshbabu13@gmail.com

Career Objective:

To secure a position that will enable me to apply my skills and potential while growing with the organization by attaining organizational objectives and my personal goals.

Educational Qualification:

Qualification	Board/university	Year Of Passing	Percentage
Diploma in civil engineering	SRRS govt. polytechnic, sirsilla.	2012	67.14%
SSC	Board Of Secondary Education, A.P.	2009	76.00%

Skills:

Field abilities : Execution of work in field.
Technical skills : Auto Level, Auto CAD (2d, 3d).
System operating skills : windows XP/2000/7.

STRENGTHS:

- Punctuality.
- Self-confident and I believe in high level of integrity.
- Am an optimist & Adaptable.

Mini project:

Project title : Construction of High Level Bridge. ✓
Team size : 6
Description : As a part of a semester we have undergone 6 months industrial training under the guidance of asst.engineer. There we have gained the knowledge about construction of both road & bridge. ✓
Time Period : six months

Personal Details:

Name : Davu Mahesh Babu.
Fathers Name : Davu Narsing Rao.
Mothers Name : Davu Malleshwari.
Date of Birth : 25-05-1994.
Nationality : Indian.
Linguistics : English, Telugu, Hindi.
Hobbies : Dancing, playing cricket, listening music.

Declaration:

I hereby declare that the above stated information is true to the best of my knowledge and belief.

Place: Hyderabad


(D.MAHESH BABU)

State Board of Technical Education & Training

Andhra Pradesh

1011145518

MEMORANDUM OF MARKS

S. No. 40

Date : 11/02/2011

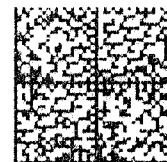
Course : I YEAR C09 DIPLOMA IN CIVIL ENGINEERING

Month & Year of Exam : HELD IN OCT/NOV 2010

Name of the Candidate : DAVU MAHESH BABU

Permanent Id No. (PIN) : 09024-C-211

Name of the Institution : S.R.R.S.GOV.T. POLYTECHNIC
SIRCILLA



Subject Code	Subject	MAX MARKS			MARKS AWARDED			Re- marks
		End Exam.	Sess- ional	Total	End Exam.	Sess- ional	Total	
THEORY .:								
C-101	ENGLISH	80	20	100	52	15	67	*
C-102	ENGINEERING MATHEMATICS-I	80	20	100	36	07	43	P
C-103	ENGINEERING PHYSICS	80	20	100	28	08	36	P
C-104	ENGINEERING CHEMISTRY & ENVIRONMENTAL STUDIES	80	20	100	46	13	59	*
C-105	SURVEYING-I	80	20	100	33	14	47	*
C-106	ENGINEERING MECHANICS	80	20	100	40	10	50	*
PRACTICALS .:								
C-107	ENGINEERING DRAWING	60	40	100	43	36	79	*
C-108	PHYSICS LABORATORY	30	20	50	18	13	31	*
C-109	CHEMISTRY LABORATORY	30	20	50	25	16	41	*
C-110	INFORMATION TECHNOLOGY LAB	60	40	100	50	32	82	*
C-111	SURVEYING PRACTICE-I	60	40	100	50	35	85	*
TOTAL		720	280	1000	421	199	620	

RESULT COMPLETED

S.R.R. Head of Section

Controller of Exams.

Note:- * indicates 'Passed earlier'.

See Overleaf

State Board of Technical Education & Training

Andhra Pradesh

11134714

MEMORANDUM OF MARKS

S. No. 54

Date : 02/08/2011

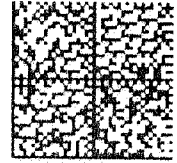
Course : IV SEM C09 DIPLOMA IN CIVIL ENGINEERING

Month & Year of Exam : APR/MAY 2011

Name of the Candidate : DAVU MAHESH BABU

Permanent Id No. (PIN) : 09024-C-211

Name of the Institution : S.R.R.S.GOV.T. POLYTECHNIC
SIRCILLA



Subject Code	Subject	MAX MARKS			MARKS AWARDED			Re- marks
		End Exam.	Sess- ional	Total	End Exam.	Sess- ional	Total	
THEORY								
C-401	ENGLISH-III	80	20	100	61	16	77	P
C-402	R.C.STRUCTURES	80	20	100	28	17	45	P
C-403	IRRIGATION ENGINEERING	80	20	100	35	16	51	P
C-404	QUANTITY SURVEYING	80	20	100	37	19	56	P
C-405	ENVIRONMENTAL ENGINEERING-I	80	20	100	31	17	48	P
C-406	CONSTRUCTION PRACTICE	80	20	100	30	17	47	P
PRACTICALS								
C-407	CIVIL ENGG DRAWING-II	60	40	100	30	34	64	P
C-408	CAD LAB-I	60	40	100	55	36	91	P
TOTAL		600	200	800	307	172	479	

RESULT **PASS**

Head of Section

Controller of Exams.

Note:- * indicates 'Passed earlier'.

S.R.R.S GOVT. POLYTECHNIC
SIRCILLA - 505201

See Overleaf

