

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

| | |
|--------------------|--|
| Name | S. RAJU |
| Salary | 11,000/- |
| Conveyance | <input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month |
| Mobile Allowance | <input type="checkbox"/> Nil <input checked="" type="checkbox"/> Rs. 250/- 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 checked="" type="checkbox"/> Next April - 2014. |
| Employee company | MEHTA & MODI MONES - PHASE VII |
| Designation | ENGINEER |
| Site | Villas@SILVER CREEK |
| Date of joining | 16-08-2013 |
| Report to | T. Suryanarayana, A-PM |
| 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 type="checkbox"/> 1 yr bank statement <input checked="" type="checkbox"/> Reference letter from <u>T. Madhu, Engineer</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____ |
| Remarks | <p>→ Referred by Mr. T. Madhu, Vsta.</p> <p>→ fresher</p> |

| | | | |
|-----------------------------------|--------------------|-------------------------------|--|
| Approved by Manager - HR & Admin. | | Approved by Managing Director | |
| Date: | 16-8-2013 | Date: | |
| Sign: | <i>[Signature]</i> | Sign: | |

APPROVED BY
 16 AUG 2013
 SURAJ MUDI
 MANAGING DIRECTOR

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 type="checkbox"/> Average <input type="checkbox"/> Poor <i>Fresher</i> |
| 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 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 | <i>10,500/- to 11,000/-</i> |
| <i>Fresher B Tech completed in may - 2013</i> | |
| <i>OR</i> | |
| <i>[Signature]</i> | |

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 | |
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Remarks by MD (For office use only – Do not write in this box)

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|--------------------|--|
| Recommendation | <input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later |
| Recommended salary | |
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Offer Details

| | | | |
|----------------|--|-----------------|--|
| Salary offered | | Date of joining | |
| Remarks: | | | |
| | | | |
| | | | |

Vse

Joshi

Bio-Data

Note: Attach copy of Resume / Bio-data

| | | | |
|-------------------------|--|--|---------|
| Application for post of | Site engineers | | |
| Date of application | 14/08/13 | | |
| Application through | <input type="checkbox"/> Advertisement | <input checked="" type="checkbox"/> Referred by: | Madhu.T |

Cousin of
T. Madhu

Personal Details

| | | | |
|----------------------------|--|---------------|------------|
| Name | SHARAD. RAJU | | |
| Age | 24 | Date of Birth | 22-10-1988 |
| Fathers Name | S. Ram chandur | | |
| Address for Correspondence | H. No. 1-1-17, Bhadrol, Rajendra Nagar - 30 | | |
| Phone & Mobile | 9542651020 | | |
| Permanent Address | — — | | |

Own house

Education

| | | | |
|--------------------|--|--|---------------------|
| Degree (PG) | B-Tech | | |
| Name of college | SVIET | | |
| Location | Moinabad. | | |
| Course type | <input checked="" type="checkbox"/> Regular Course | <input type="checkbox"/> Correspondence Course | |
| Year of completion | 2013 MAY | Medium of Instruction | English |
| Percentage marks | 70% | 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 | English |
| Percentage marks | | | |

| | | | |
|----------------------------|----------------|-----------------------|--|
| Name of Inter/ Jr. College | VIVEK VARDIANI | | |
| Location | Rambhagh | | |
| Year | 5th / 2009 | Medium of Instruction | |

Met with an
Accident - on
2006 - in the
completion
left leg got Ben

| | | | |
|----------------|-------------------------------|-----------------------|---------|
| Name of school | Adarsh Vidya Laya High School | | |
| Location | Rajendra Nagar. | | |
| Year | 4th / 2004 | Medium of Instruction | English |

| | |
|--|----------|
| Description of other courses or training | Auto cad |
| | |

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 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 | operating xp, window 7. |

Two Wheeler / Car

| | | | |
|------|--------|------|------|
| Make | Pavien | Year | 2012 |
|------|--------|------|------|

| Family Details | Name | Age | Occupation | Company |
|------------------|-------------|-----|------------|---------|
| Father | Ram chander | 50 | labours | private |
| Mother | padma | 45 | Housewife | |
| Wife / Husband | | | | |
| Brother / Sister | | | | |
| Brother / Sister | | | | |
| Brother / Sister | | | | |
| 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No | PF: <input checked="" 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 | (15000/-) | |

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 | | 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 | |
|---------------------------------------|--|

| | | | | | | | |
|--|---|--|--|--|-----|--|----------|
| 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. | | | | | | | |
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| Reason for leaving | | | | | | | |

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

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|--------------------------------------|
| Fresher B.Tech completed on may-2013 |
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|--|---|--|--|--|-----|--|----------|
| 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. | | | | | | | |
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| Reason for leaving | | | | | | | |

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

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|--|
| Firm salary at 1,000/- — — Send to VSC |
| |
| 14/8/13 |

| | | | | |
|--|-----|--|--|----------|
| 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. | | | | |
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| Reason for leaving | | | | |

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

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|--|-----|--|--|----------|
| 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. | | | | |
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| Reason for leaving | | | | |

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

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| |

Ask for additional sheets if required.

RESUME

SHABAD . RAJU

H No: 1-1-17,

Budvel (V),

Rajendra Nagar (M),

Hyderabad-500030.

Email: raju.civil45@gmail.com

Contact No: 9542651020

CAREER OBJECTIVE:

To strive for excellence in order to become a successful professional and to grow with and through the growth of the organisation.

IMPORTANT :

Willing to learn any technical domain which organization is going to put in & strive hard to reach the heights along with the updation of persisiting knowledge.

EDUCATIONAL QUALIFICATIONS:

| Year of passing | Board/university | Course of study | Percentage |
|-----------------|---------------------------------|-----------------|------------|
| 2013 | JNTU | B.Tech(CE) | 70.43 |
| 2009 | Board of Intermediate Education | INTER(MPC) | 57.6 |
| 2004 | Board of Secondary Education | SSC | 80 |

TECHNICAL SKILLS:

Languages : C

Operating system : WINDOWS (2000 , XP , 7)

Soft Skills : Autocadd

ACADAMIC PROJECTS:

- Industry Oriented Mini Project on **Model Studies on Hydraulic Structures** from (Andhra Pradesh Engineering Research Laboratories, **APERL** ,Rajendra Nagar)
- Industry Oriented Main Project on **Housing Colony with Infrastructure for Urban Poor** under **JNnurm** from **GHMC**, Hyderabad.

PERSONAL TRAITS:

- Willingness to work in a group
- Ability to focus entirely on the task at hand
- Comprehensive problem solving capability

ACHIEVEMENTS:

- I was a **TEAM LEADER** in my academic projects.
- An active participant in **drawing** competitions during the school days
- Was a **CLASS LEADER** in School

HOBBIES:

Listening to music, playing cricket, drawing , and watching T.V .

PERSONAL PROFILE:

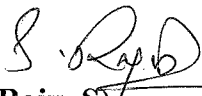
Full Name : **Shabad Raju**
Father's name : S. Ram Chander
Date of Birth : 22nd Nov, 1988
Sex : Male
Languages Known : Telugu, Hindi & English
Nationality : Indian

DECLARATION:

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

Place: HYDERABAD

Date: 14/05/2013


(**Raju. S**)

2 Later Consolidated.

Lates

- 9:30 ✓
- 9:31 ✓
- 9:32 ✓
- 9:34 → ~~1/2~~ design ✓

- 9:35 - 1/2
- 9:37 - 1/2
- 9:45 - 1/2

9:30
to →
18:00

2:45 to 5:00
1/2
5 → 1 day
1/2

2 hr: 45 min → OT that Elpade.
On approval of Project Manager
Admin Officer
Final instructions.

1 hour → Monthly Home

15 mins

- 9:45 - 1 ✓
- 9:48 - 1 ✓
- 9:55 - 1/2
- 10:00 - 1/2
- 10:05 - 1/2
- 10:10 - 1/2

EL's
Next (2) days

31-30-
1
30+2=32 ✓
31+2=33 ✓

(2)
(4)

Suryanagar
9246566132

11000 + 2 Extra + 250
Pg - 12 - 4.5%
Bst - 4.75% Base

12 - 24%
6.5%