

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

Name	J. RAJESH KUMAR.
Salary	CTC - 8,500/-
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month <input checked="" type="checkbox"/> As per actuals
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 299 per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF <input checked="" type="checkbox"/> PF & ESI included in above salary
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 - 2015
Employee company	KADAKIA AND MODI HOUSING
Designation	SALES EXECUTIVE
Site	BLOOMDALE
Date of joining	17-12-2014
Report to	SURESH..
Commitment	Committed to work for at least 02 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 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 type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Service Certificate from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<p>→ Unable to provide 6 months service certificate from Sacco freshly BPO</p> <p>→ Reported by Karunakar Reddy</p>

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:	15-12-2014	Date:	
Sign:	<i>Dai</i>	Sign:	

**APPROVED BY**  
15 DEC 2014  
SOHAM MODI  
MANAGING DIRECTOR

*OC*  
*will come 2/10/2000*  
*10/12/14*

*Sales FD*

**Bio-Data**

Note: Attach copy of Resume / Bio-data

*Jresher*

Application for post of	<i>marketing</i>	
Date of application	<i>09-12-2014</i>	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: <i>Karanakar Reddy</i>

*sales*  
*brother friend*

**Personal Details**

Name	<i>JUPALLY RAJESH KUMAR</i>		
Age	<i>25</i>	Date of Birth	<i>05-05-1989</i>
Fathers Name	<i>J S R RAMULU</i>		
Address for Correspondence	<i>4-2-105 Nachavam village, RR DIST</i>		
Phone & Mobile	<i>Hyderabad, Uppal madal pincode: 500076</i>		
Permanent Address	<i>8801791587 9985910049</i>		
	<i>Pin: 4-2-105 Nachavam village, RR. DIST</i>		
	<i>Hyderabad, Uppal madal pincode: 500076</i>		

*Own home*

**Education**

Degree (PG)	<i>A.U <del>REG</del> COLLEGE</i>		
Name of college	<i>A.U</i>		
Location	<i>Hyderabad</i>		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	<i>2013 to 2014</i>	Medium of Instruction	<i>English</i>
Percentage marks	<i>62%</i>	Category	<i>OBC</i>

*Major Finance + Minor MKTG*

Degree	<i>B.Com Computer</i>		
Name of college	<i>Omega Degree College</i>		
Location	<i>Naviguda</i>		
Course type	<input checked="" type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion	<i>2009 to 2010</i>	Medium of Instruction	<i>English</i>
Percentage marks	<i>50%</i>		

*Verified all regional certificates*

Name of Inter/ Jr. College	<i>Omega Junior College</i>		
Location	<i>Naviguda</i>		
Year	<i>64%</i>	2007 to 2009	Medium of Instruction
			<i>English</i>

Name of school	<i>Rabina High School</i>		
Location	<i>Nachavam village</i>		
Year	<i>48%</i>	2005	Medium of Instruction
			<i>English</i>

*OC for form (FD)*  
*M. J. ...*  
*11/12/14*

Description of other courses or training	Tally ERP 9.0, m.s.office, ms-word, softwares drawing
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**Computer Skills:**

MS Office	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
MS Word	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	Tally ERP 9.0

**Two Wheeler / Car:**

Make	—	Year	—
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Family Details:	Name	Age	Occupation	Company
Father	J. S. Kamath	60	Retired <sup>med</sup> medicine	medha
Mother	J. Renuka	48	home maker	—
Wife / Husband				
Brother / Sister	J. Anant Kumar	22	Diploma <sup>E.E.</sup>	medha
Brother / Sister	J. Naveen	16	ECE 1 year	
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	101000		
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	121000 <i>Negotiable min-10,000</i>		

**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	S. Anand	Company	NFC
	Designation	Accounting	Your Relation	brother
Surety 2:	Name	J. Anand	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
--	---

frasher

DSA Jr Aircel

**Experience & Employment Details:**

Years of experience in relevant field		seuco BPO as a (months)	
Name of Company		Seuco BPO as a 6 months	
Duration of employment	6 yrs	From date:	APR 14
		To date:	SEP 14
Location	madhpu		
Designation	Telecaller		
Last drawn salary	101000		
Number of employees in the company / branch?	500	Number of employees in your dept. or division?	100
Brief description of work handled by you.	Received calls from customers		
	Received call from customers		
	Receipt call from customers & solve all queries etc		
Reason for leaving	It is night shift work facility & job from Netherland		

Cannot produce 6 months Experience Certificate

all originals  
Reviewed  
Verified.

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

Communication skill strong,  
6 months Experience in Tele-calling,  
No real Estate Experience, can join immediately  
Not in touch with Hindi Language etc

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)**

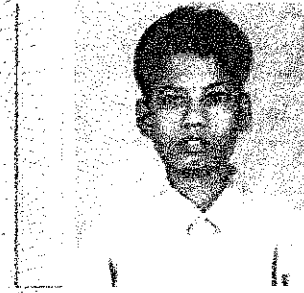
# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH

DEB., RR

Reg. No.

Date

16/3/2011



## SECONDARY SCHOOL CERTIFICATE

DD **801538**

PRIVATE

PC/36/35109/101572/5

CERTIFIED THAT **JUPALLY RAJESH KUMAR**  
S/O J SRI RAMULU bearing Roll No **1435280**

belongs to **PRATIBHA HIGH SCHOOL NACHARAM**

has appeared and PASSED at the SSC EXAMINATION held in MARCH 2005 in **COMPARTMENTAL**

Division with **ENGLISH** as the medium of instruction.

DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
05/05/1989	ZERO FIVE	MAY	ONE NINE EIGHT NINE

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS.

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( TELUGU )	47	FOUR SEVEN
THIRD LANGUAGE : ENGLISH	35*	THREE FIVE
MATHEMATICS :	44*	FOUR FOUR
GENERAL SCIENCE :	36*	THREE SIX
SOCIAL STUDIES :	53*	FIVE THREE
TOTAL :	215	TWO ONE FIVE
SECOND LANGUAGE : ( HINDI )	27*	TWO SEVEN
GRAND TOTAL :	242	TWO FOUR TWO

Life Skills Education : GRADE SECURED :

Marks of Identification :  
 1. A MOLE ON THE RIGHT HAND THUMB  
 2. A MOLE ON THE ELBOW LEFT HAND.

**Head Master**  
 Heart of Institution  
**Pratibha High School**  
 Nacharam, R.R. Dist.  
 Date of issue : 30-04-2005

**SECRETARY**  
 BOARD OF SECONDARY EDUCATION  
 A P, HYDERABAD

1. Life skills Education :The Grade shall be incorporated by the respective Head of the Institution before delivery of the certificate to the candidates.
2. Any corrections in the certificate will not be entertained after one year from the date of issue.
3. Any unauthorised correction in the certificate will result in cancellation of certificate.
4. The Marks with asterisk indicate the old marks secured in previous appearances.

2005





# BOARD OF INTERMEDIATE EDUCATION : A.P., HYDERABAD

Intermediate Public Examination, Second Year

## Memorandum of Marks

L 263422



(062818781/0306)

REGD NUMBER : **072859469**

NAME : **JUPALLY RAJESH KUMAR**

FATHER'S NAME : **J SRI RAMULU**

MONTH & YEAR : **MARCH - 2007 (REG)**

DIST / COLLEGE : **28 / 28165**

SERIAL No. :

MEDIUM :

**ENGLISH**

CAT : **1**

COM : **16**

PH CODE :

YEAR	SUBJECT	PART - I	PART - II	ECONOMICS	COMMERCE	PART - III
		ENGLISH	SANSKRIT			CIVICS
1st YEAR	MAX MARKS	100	100	100	100	100
	MARKS SECURED	65* P	74* P	56* P	55* P	54* P
2nd YEAR	MAX MARKS	100	100	100	100	100
	MARKS SECURED	59 P	73 P	57 P	67 P	55 P
PRACTICALS	MAX MARKS					
	MARKS SECURED					

GRAND TOTAL : **615**

GRAND TOTAL :(in words)

**\* SIX \*\* ONE \*\*\* FIVE \***

NOTE A GRADE >=75%

B GRADE >=50% and <75%

C GRADE >=30% and <60%

D GRADE >=35% and <50%

RESULT

**B GRADE**

DATE **24-04-2007**

*[Signature]*  
**PRINCIPAL**

**Omega Junior College**  
Habsiguda - Hyderabad-7.

(Eligibility Rules overleaf)

*[Signature]*  
**CONTROLLER OF EXAMINATIONS**



# OSMANIA UNIVERSITY UE 405567

## CONSOLIDATED MARKS MEMORANDUM

EXAMINATION: B. Com. (YWS) OCT. /NOV. 2010

REF. NO. : 4380

DATE : 23/12/2010

NAME : JUPALLY RAJESH KUMAR

ROLL NO. : 407-08-01525

FATHER'S NAME : J SRI RAMULU

PART I SUBJECTS	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :				
ENGLISH 1	100	36	46	A08
SANSKRIT I (SEC. LANG)	100	36	43	A08
SECOND YEAR :				
ENGLISH 2	100	36	49	A09
SANSKRIT II (SEC. LANG)	100	36	49	A09

TOTAL MARKS SECURED IN PART I

IN FIGURES :

IN WORDS : 187

\*\* ONE EIGHT SEVEN \*\*

PART I DIV : PASSED

PART II SUBJECTS	THEORY MARKS				PRACTICAL MARKS			
	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING	MAX. MARKS	PASS MARKS	MARKS SECURED	YEAR OF PASSING
FIRST YEAR :								
BUSINESS ECONOMICS	100	36	41	A08	==	==	==	===
FINA. ACCOUNTING I	100	36	49	A08	==	==	==	===
INDUSTRIAL ORG. MGMT.	100	36	53	A08	==	==	==	===
QUANT. TECHNIQUES I	100	36	39	S08	==	==	==	===
FUNDAMENTAL OF I. T.	70	25	29	A08	30	11	25	A08
*IND. H. CULTURE	50	18	31	A08	==	==	==	===
SECOND YEAR:								
FINAN. ACCOUNTING II	100	36	44	S09	==	==	==	===
BUS. MATHS/Q. T-2	100	36	41	A09	==	==	==	===
BANKING&FIN. SYSTEM.	100	36	41	A09	==	==	==	===
E-COMMERCE	70	25	43	A09	30	11	15	A09
D. B. M. SYSTEMS	70	25	26	A09	30	11	17	A09
*ENVI. STUDIES	100	36	50	A09	==	==	==	===
THIRD YEAR :								
BUSINESS LAWS	100	36	36	S10	==	==	==	===
ACCOUNTING SYSTEM	70	25	36	A10	30	11	20	A10
WEB PROGRAMMING	70	25	29	A10	30	11	27	A10
A&B. COMMUNICATION	100	36	56	A10	==	==	==	===
INCOME TAX	100	36	65	A10	==	==	==	===
COST ACCOUNTING	100	36	51	A10	==	==	==	===
CORPORATE ACCOUNTING	100	36	46	S10	==	==	==	===
MANAGEMENT ACCOUNT.	100	36	40	S10	==	==	==	===
*SCI. AND CIVI.	050	18	19	A10	==	==	==	===

TOTAL MARKS SECURED IN PART II } IN FIGURES : 869  
IN WORDS : \*\* EIGHT SIX NINE \*\*

PART II DIV SECOND

INDIAN HERITAGE & CULTURE AND SCIENCE AND CIVILISATION MARKS ARE NOT INCLUDED IN THE PART II AGGREGATE AND DIVISION.

HYDERABAD, A.P.

REGISTRAR



# OSMANIA UNIVERSITY

## CONSOLIDATED MEMORANDUM OF MARKS

PE202393

EXAMINATION: MASTER OF BUSINESS ADMINISTRATION  
(M. B. A.)

REF NO. 54593  
NAME: JUPALLY RAJESH KUMAR  
FATHER'S NAME: J SRIRAMULU

DATE: 19/08/2013  
ROLL NO.: 105311672047

SL. NO.	SUBJECT	U.E.		I.A.		UE+IA MARKS SECURED	YEAR OF PASSING
		MAX. MARKS	MARKS SECURED	MAX. MARKS	MARKS SECURED		
<b>I-SEMESTER</b>							
1	MANG. & ORGANIZATIONAL BEHAVIOR	80	45	20	8	53	FEB '12
2	MANAGERIAL ECONOMICS	80	39	20	11	50	FEB '12
3	FINANCIAL ACCOUNT. & ANALYSIS	80	47	20	13	60	FEB '12
4	MARKETING MANAGEMENT	80	32	20	12	44	FEB '12
5	STATISTICS FOR MANAGEMENT	80	49	20	13	62	JAN '13
6	BUSINESS LAW & ENVIRONMENT	80	53	20	14	67	FEB '12
7	I. T. APPLICATIONS FOR BUSINESS	60	38	20	13	51	FEB '12
8	INTR. TO INFORMATION TECH. (LAB)	20	18	==	==	18	FEB '12
<b>II-SEMESTER</b>							
1	HUMAN RESOURCE MANAGEMENT	80	38	20	12	50	AUG '12
2	BUSINESS PROCESS REENGINEERING	80	35	20	11	46	AUG '12
3	FINANCIAL MANAGEMENT	80	34	20	12	46	AUG '12
4	RESEARCH FOR MARKET DECISIONS	80	46	20	13	59	AUG '12
5	OPERATIONS RESEARCH	80	40	20	16	56	AUG '12
6	OPERATIONS MANAGEMENT	80	37	20	10	47	JAN '13
7	DECISION SUPPORT SYSTEMS	80	51	20	9	60	JAN '13
<b>III-SEMESTER</b>							
1	TOTAL QUALITY MANAGEMENT	80	57	20	14	71	JAN '13
2	INTERNATIONAL BUSINESS	80	43	20	17	60	JAN '13
3	MANAGERIAL COMMUNICATION	80	56	20	17	73	JAN '13
4	INVESTMENT MANAGEMENT	80	50	20	13	63	JAN '13
5	STRATEGIC MANG. ACCOUNTING	80	39	20	11	49	JAN '13
6	PROMOTION & DISTRIBUTION MANG.	80	44	20	9	53	JAN '13
<b>IV-SEMESTER</b>							
1	STRATEGIC MANAGEMENT	80	36	20	15	51	MAY '13
2	SUPPLY CHAIN MANAGEMENT	80	43	20	13	56	MAY '13
3	ENTREPRENEURIAL DEVELOPMENT	80	33	20	15	48	MAY '13
4	FINANCIAL RISK MANAGEMENT	80	47	20	14	61	MAY '13
5	BANKING & INSURANCE	80	35	20	15	50	MAY '13
6	CUSTOMER RELATIONSHIP MANG.	80	34	20	13	47	MAY '13
7	PROJECT (GRADE)	GRD	B	==	==	==	MAY '13
8	VIVA-VOCE (GRADE)	GRD	C	==	==	==	MAY '13

TOTAL MARKS Secured in words **\*ONE\*FOUR\*FIVE\*ONE\***

TOTAL MARKS IN FIGURES

2600      1451

RESULT: SECOND DIVISION IN MAY/JUN. 2013

*G. B. Srinivasulu*

SECTION IN CHARGE

CONTROLLER OF EXAMINATIONS





భారత విశిష్ట గుర్తింపు ప్రాధికార సంస్థ

భారత ప్రభుత్వం

Unique Identification Authority of India  
Government of India

సమోదు సంఖ్య/ Enrollment No. : 1190/10239/09690

14/01/2012

To  
Jupally Rajesh Kumar  
జూపల్లి రాజేష్ కుమార్  
S/O J Sree Ramulu  
4-2-105  
Nacharam- Village  
Nacharam  
Uppal  
Rangareddi  
Andhra Pradesh - 500076



UF018378760IN

1837876



మీ ఆధార్ సంఖ్య / Your Aadhaar No. :

**3967 4781 4796**

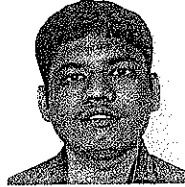
ఆధార్ - సామాన్యని హక్కు



భారత ప్రభుత్వం

GOVERNMENT OF INDIA

జూపల్లి రాజేష్ కుమార్  
Jupally Rajesh Kumar



పుట్టిన సంవత్సరం/Year of Birth : 1989

పురుషుడు / Male

**3967 4781 4796**



ఆధార్ - సామాన్యని హక్కు



INDIAN UNION DRIVING LICENCE  
TELANGANA STATE

TS00820140037562

J RAJESH KUMAR  
J SRIRAMULU  
4-2-105  
NACHARAM VILLAGE  
NACHARAM  
UPPAL  
RANGA REDDY - 500076



Signature

Issued On: 01/12/2014

Signature

Licensing Authority  
RTA RANGAREDDY EAST

आयकर विभाग

INCOME TAX DEPARTMENT

JUPALLY RAJESH KUMAR

JUPALLY SRI RAMULU

05/05/1989

Permanent Account Number

CBMPK3549K

J. RAJESH KUMAR

Signature



भारत सरकार

GOVT. OF INDIA



28052611



భారత ఎన్నికల సంఘము  
గుర్తింపుకార్డు

ELECTION COMMISSION OF INDIA  
IDENTITY CARD

YZK0394528



ఒకరు పేరు : జే రాజేశ్ కుమార్

Elector's Name : Je Rajesh Kumar

తండ్రి పేరు : జే శ్రీరాములు

Father's Name : Je Shriramulu

లింగము / Sex : పు / M

పుట్టిన తేదీ / Date of Birth XX/XX/1987

यदि कार्ड के खाने / पाने पर कृपया सूचित करें / लौटाएं  
 आयकर पैन सेवा कार्ड, एन एस डी, एन  
 तीसरी मंजिल, सफायर लेबर्स,  
 बानेर टेलिफोन एक्सचेंज के नजदीक,  
 बानेर, पुना - 411045

If this card is lost / someone's lost card is found  
 please inform / return to  
 Income Tax PAN Services Unit, NSDL  
 3rd Floor, Sapphire Chambers,  
 Near Baner Telephone Exchange,  
 Baner, Pune - 411-045

Tel: 91-20-2724 8085 (Fax: 91-20-2721 8081)  
 e-mail: [tininfo@nsdl.co.in](mailto:tininfo@nsdl.co.in)

Non Transport

Light Motor Vehicle Non Transport, Motor Cycle  
 With Gear

Date of Validity  
 Transport

30/11/2034

Date of Validity  
 Badge No.

Reference No.

TS00820140037562

Original LA.

RTA RANGAREDDY EAST

Date of First Issue

01/12/2014

Date of Birth

05/05/1989

Blood Group

D00466795/14

चिरवाचा : YZK0394528

4-2-105  
 नाचारं , मूप्स बिल्डिंग नाचारं ,  
 रंगारेड्डी

Address:  
 4-2-105  
 Nacharam , Mpps Building  
 Nacharam , Rangareddy

Date: 12/7/2008

प्रतिरुप संकतम्  
 वीरु रिजिस्ट्रेशन अफिसर  
 47...दिपल शासनसंघ निर्योजक वरुं

Facsimile Signature of  
 Election Registration Officer  
 47...Upplakudi Assembly Constituency

चिरवाचात मारुत रजिस्ट्रेशन अफिसर चिरवाचात मी  
 मीरु शासनात मारुत मीरु अडे विलरुत काणु  
 पांरुतुले संरुंरुत फारुत क काणु विलरुत विलरुत विलरुत

In case of change in address, mention this Card No. in the  
 relevant form for including your name in the Roll at the  
 changed address and to obtain the card with same number

147 / 591

DATE:- 15-12-14

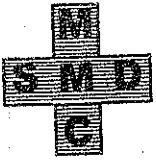
To,  
Head Manager  
Modi properties & Investments Pvt Ltd.

Dear sir,

I Ch. Balraj bearing Empcode- 900400  
working in Medha Servo Drives Pvt. Ltd as Jr. Officer-HR  
in HR Dept. since 04-12-2003 as Mr. J. Rajesh Kumar  
who is the Residence of Nachanary area, as  
he well known from childhood on works as  
per my opinion his is good and sincerely.

Thanking you

Yours sincerely  
CH. BALRAJ  
JR. OFFICER-HR  
MEDHA SERVO DRIVES PVT. LTD  
9177605388  
(E-mail- Balrajch@  
Medhaindia.com)



# Sri Medicare Diagnostic Center

7-12/2, Ravindra Nagar, Opp. ESI Hospital, OHM Nursing Home, Nacharam, Hyderabad-76.

Timings : 8 a.m. to 9 p.m. Sunday 8 a.m. to 1 p.m.

MR. J. RAJESH KUMAR

Name: .....

Age: 24 yrs Sex: Male Date: 16.12.2014 S.No. 001

Referred by Dr. .... OHM..NURSING..HOME.....

TEST

RESULT

BLOOD GROUP : " O "  
&  
RH ( D ) Type : POSITIVE

LAB INCHARGE

Modi Properties & Inv. Pvt. Ltd – New Employee Joining – Check list

Name:	<i>JULAPALLY RAJESH KUMAR</i>	Joining Date:	<i>16-12-2014.</i>
Designation:	<i>Sales Executive</i>	Division:	<i>Sales division</i>
Company:	<i>KSM</i>	Prepared by:	<i>Hameed</i>
Site/Project:	<i>Bloom dala</i>	Sign:	<i>[Signature]</i>
Sl. No.	Description	Status Yes / No/ NA/ Done	
1. ✓	SSC Marksheet collected?	<i>Yes</i>	
2. ✓	HSC/Inter /Diploma Marksheet collected?	<i>Yes</i>	
3. ✓	Graduation Mark sheet//certificate collected?	<i>Yes</i>	
4. ✓	P.G. Marksheet/certificate collected?	<i>Yes</i>	
5. ✓	Experience Certificate collected?	<i>Wanted in 6 months not collected</i>	
6. ✓	Proof of salary of previous companies collected? ( Salary Slip/certificate/ Form 16A)	<i>- 4 -</i>	
7. ✓	Relieving Letter collected?	<i>- 1 -</i>	
8. ✓	4 Passport Size Photographs collected?	<i>Yes</i>	
9. ✓	2 Postcard Size Family Photographs collected?	<i>Yes</i>	
10. ✓	Residence Proof collected?	<i>Yes</i>	
11. ✓	Photo ID Proof collected?	<i>Yes</i>	
12. ✓	PAN Card collected?	<i>Yes</i>	
13. ✓	2 Reference Letters collected?	<i>1 Recd</i>	
14. ✓	Blood group certificate collected?	<i>Yes</i>	
15. ✓	Employee ID Card form filled?	<i>Yes</i>	
16.	Bank Account form filled?	<i>Yes</i>	
17.	P.F. Declaration form filled?	<i>NA</i>	
18.	E.S.I. Declaration form filled?	<i>NA</i>	
Task to be explained?			
1.	Send introduction email/inform through viber to staff		
2.	Desk - Prepare employee work area or arrange Desk		
3.	Laptop - Arrange computer access/laptop		
4.	SIM - CUG Airtel new connection/portability		
5.	Smart mobile phone – check / provide		
6.	Viber - Add in Groups		
7.	Create employee email ID		
8.	Visiting Cards		
9.	Uniform, wherever required		
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars		

Remarks: