

Appointment letter
given

DECLARATION

From:

Date: 05-07-2017

M. Mounika
Gowliguda, Koti
7306645977

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature M. Mounika

Name: M. Mounika

Place: Gowliguda, Koti / Aunty house

Date: 05-07-2017

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	
Date of application	05/07/2017
Application through	<input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Referred by: Sudhir Mehta.

Sabaroop chandra - knows - Sattara (mother in law) Housemaid.

Personal Details

Name	M. Mounika		
Age	19yrs	Date of Birth	20-07-1998
Fathers Name	M. Narsaiah		
Address for Correspondence			
Phone & Mobile	7306645977		
Permanent Address	vill: Ainapuri, md: komuravelli Dist: Siddipet		

Don House

Education

(P.G) Degree	Diploma civil engineering Govt seat		
Name of college	Govt. polytechnic for women Siddipet		
Location	Rajagopalpet		
Course type	Regular Course DCE Correspondence Course		
Year of completion	2014-2017	Medium of Instruction	English
Percentage marks	80%	Category	BC SC / ST / BC / Open

Degree			
Name of college			
Location			
Course type	Regular course Correspondence Course		
Year of completion		Medium of Instruction	English
Percentage marks			

Name of Inter/ Jr. College			
Location			
Year		Medium of Instruction	

POLYCET
45000 Rank

Name of school	Z.P.P.S.S High School		
Location	Ainapuri		
Year	2013	Medium of Instruction	English.

Description of other courses or training	

Computer Skills:

MS Office	Good	Average	Poor		Average
MS Word	Good	Average	Poor		Average
MS Excel	Good	Average	Poor		Average
Auto CAD	Good	Average	Poor	NA	-
Email	Good	Average	Poor		-
Other					

Two Wheeler / Car:

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

Family Details:	Name	Age	Occupation	Company
Father	M. Narsaiah	45	Driver	Own Tractor
Mother	M. Amrutha	37	Farmer	Farmer own farm
Wife / Husband	-			
Brother / Sister	M. Prudhvi Raj	21	MBA	YPR - Degree College, Siddyp
Brother / Sister	M. Divya	15	Inter 1 st yr	Maharishi College
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 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		

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 type="checkbox"/> Yes <input type="checkbox"/> No
--	--

Experience & Employment Details:

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

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	Modi properties			To date:	
Duration of employment	yrs	From 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				To date:	
Duration of employment	yrs	From 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	Good	Average	Poor
Background – Work	Good	Average	Poor
Personality	Good	Average	Poor
Appearance	Good	Average	Poor
Communication skills	Good	Average	Poor
Recommendation	Employ	Reject	Short list & decide later
Recommended salary			

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

Relevant experience	Good	Average	Poor
Knowledge of subject	Good	Average	Poor
Recommendation	Employ	Reject	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:			

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

Name	
CTC Salary	
Conveyance	<input type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month <input type="checkbox"/> As per actuals
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. _____ per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF <input type="checkbox"/> PF & ESI included in above salary
Probation Period	<input type="checkbox"/> 3 months <input type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input type="checkbox"/> Next April - _____
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for at least _____ yrs.
Documents required	<input 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"/> Service Certificate from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks.	

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:		Date:	
Sign:		Sign:	

RESUME

M. MOUNIKA

H.No. 8-10/1,

Gowliguda,

Hyderabad.

Mobile No. 7306645977

OBJECTIVE

Seeking a quality environment where I can share and enrich my knowledge and skills my continuous learning, where my skills can be exhibited for the growth of an organizational myself.

EDUCATIONAL QUALIFICATION:

- SSC from Z.P.P.S.S High School, Siddipet.
- Diploma (Civil) from Govt Polytechnic for Women, Siddipet.

COMPUTER SKILLS:

- Basic Computer
- MS Office

STRENGTH:

- Commitment towards the work
- Adaptability to any kind of working environment
- Hard working

EXPERIENCE:

- Fresher

PERSONAL PROFILE

Name : M. MOUNIKA
Father's Name : M. Narasaiah
Date of Birth : 20/07/1998
Gender : Female
Nationality : Indian
Religion : Hindu
Languages Known : English & Telugu.
Hobbies : Listening Music & Reading Books

DECLARATION:

I do here by declare that the particulars are mentioned above are true and correct to the best of my knowledge and belief:

Date:
Place:

(M. MOUNIKA)

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

Name:	M. MBUNIKA	Joining Date:	0 - 07-2017 JR. ENGINEER
Designation:	JR. ENGINEER	Division:	
Company:		Prepared by:	
Site/Project:		Sign:	

Sl. No.	Description	Status Yes / No/ NA/ Done
1.	SSC Marksheet collected?	
2.	HSC/Inter /Diploma Marksheet collected?	
3.	Graduation Mark sheet//certificate collected?	
4.	P.G. Marksheet/certificate collected?	
5.	Experience Certificate collected?	
6.	Proof of salary of previous companies collected? (Salary Slip/certificate/ Form 16A)	
7.	Relieving Letter collected?	
8.	4 Passport Size Photographs collected?	
9.	2 Postcard Size Family Photographs collected?	
10.	Residence Proof collected?	
11.	Photo ID Proof collected?	
12.	PAN Card collected?	
13.	2 Reference Letters collected?	
14.	Blood group certificate collected?	
15.	Employee ID Card form filled?	
16.	Bank Account form filled?	
17.	P.F. Declaration form filled?	
18.	E.S.I. Declaration form filled?	
Task to be explained?		
1.	Send introduction email/inform through viber to staff	Yes
2.	Desk - Prepare employee work area or arrange Desk	Yes
3.	Laptop - Arrange computer access/laptop	—
4.	SIM - CUG Airtel new connection/portability	No
5.	Smart mobile phone – check / provide	No
6.	Viber - Add in Groups	Yes
7.	Create employee email ID	Yes
8.	Visiting Cards	No
9.	Uniform, wherever required	—
10.	Office Rules : Timings, leave policy, & uniform etc., as per circulars	Yes

Remarks:

Note

Admn
Dt: 7/7/17

Sir,

Sub:- M. Mounika, Jr. Engineer.

Ms. Mounika joined at Nilgiri Estate, I discussed with Mahesh and Radheshyam, informed about nature of work etc., she got a hostel at ECL.

Recommendation :- 10,500/- CTC Salary may be fixed.

Please advise

Am
Modi

