

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

Salary	3750/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input type="checkbox"/> Nil <input type="checkbox"/> Rs. 200/- per month.
PF & ESI	<input type="checkbox"/> No PF & ESI <input checked="" 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 checked="" type="checkbox"/> After 3 months <input type="checkbox"/> Next April
Employee company	Summit Builders.
Site	Sapphire Apts FF 105 105
Date of joining	1/2/06
Report to	HO on 1/2/06 .
Documents required	<input checked="" type="checkbox"/> 2 photographs <input type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input checked="" type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> ^{Brother} Fathers employment details / Copy of ID card. (Boc gas Co.) <input checked="" type="checkbox"/> Reference letter from <u>FINE AUTO MOTOR WORKS</u> <input checked="" type="checkbox"/> Reference letter from <u>ALLADI DRILLING EQUIPMENTS.</u> <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Timing: 9:30 am to 6 pm. Lives next to Babu Rao Civil Contractor. Guarantee of Babu Rao ".

Sign: [Signature]

Date: 31/1/06

31-1-06 Tues

Post: Driver.

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Driver
Date of application	31/01/06

Personal Details

Name	P. Narendar.		
Age	35 years	Date of Birth	17-04-1971.
Fathers Name	P. Ramiah P. RAMAIAH		
Address for Correspondence	H.No: 12-11-481, - own house, Warakiguda, Secunderabad.		
Phone no. for correspondence	27091378.		
Permanent Address	- do -		

ref.
Boulou
Civil
Contractor
(20 yrs)
ref.

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

- Drivers license - Feb 1994.

Education

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

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

Name of school	Andhra Vidyalaya. (Sinh)		
Location	Chirag Ali Lane, Hyderabad.		
Year	1980	Medium of Instruction	Telugu

1980
25
1986

Other courses or training: Training in mechanic; for cars 5 yrs → engine, radiator, etc.

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

→ Fine Automotive works -
Tadga Part,
Lower Tank Boud

Computer Skills

MS Office: Excellent Good Avg. Learnt but never worked on it Nil
 MS Word: Excellent Good Avg. Learnt but never worked on it Nil
 MS Excel: Excellent Good Avg. Learnt but never worked on it Nil
 Auto CAD: Excellent Good Avg. Learnt but never worked on it Nil
 Other:

Two Wheeler

Make: — Year: —

Family Details	Name	Age	Occupation	Company
Father	P. Ramiah	-	-	Expired
Mother	P. Durgamma	-	Housewife	-
Wife / Husband	P. Devika	27	Housewife	stays with him
Brother / Sister	P. Yadaogi	60	Worker	goc gas - (Oxygen)
Brother / Sister	Sundar	40	Security Officer	NIS
Brother / Sister	Ramesh	35	Medical	Sales of oxy. made
Brother / Sister	Mohan	37	Office boy	MVT-Co

Venkatiah 28 S. Engg - Hitech City -

Salary Details

Last Drawn Salary	4,000/-	
Above salary Included	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	→ 4,500/-	

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

- 4 more brothers - in city
+ 3 sisters - married
maintain - medium speed - 50-60 kph/hr
- petrol & dust vehicle.

3 kids - 2 daughters - 10 & 9 yrs
↳ Balaji school
Wangwala
1 son - 7 yrs

Experience & Employment Details

Years of experience in relevant field ~~20 years~~ (27) 11/25

Name of Company	- Alladi Drilling Equipments (P) Ltd.		
Duration of employment	12 yrs	From date: May/1992	To date: Dec/2004
Location	- Cherlapally		
Designation	- Driver		
Last drawn salary	Rs 2000/- (incl. O.T.)		
Brief Description of work	only Driving - driving after license Maruti Esteem - auto gear for MD. Co cars → Maruti - 800 - gear		
Reason for leaving	- Transferred to Rajasthani		

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

- Borewell drilling. Tata mine - Mahendrapur.

- first packing of drill bits

- Co. has branch in Rajasthan. So he quit did not go

Name of Company	- Sri Krishna Travels - Rental car agency		
Duration of employment	11 months	From date: Temp 05	To date: Nov/2005
Location	- Madhapur, Hyderabad		
Designation	- Driver		
Last drawn salary	Rs 1,000/- (But Temporary) & + dec		
Brief Description of work	only Driving Travels vehicles in Twin Cities.		
Reason for leaving	only Temporary Basis.		

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

- Toyota Qualis gear & pedal

- Tata Indica

- daily wages Rs 200/- per day.

200
25

1000
400 x

5000

Experience & Employment Details

Years of experience in relevant field			
Name of Company	FINE AUTO MOTOR WORKS		
Duration of employment	5	From date:	82 To date: 87
Location	Indra Park / Hyduguda		
Designation	Mechanic.		
Last drawn salary	1,200/-		
Brief Description of work	Engine mechanic.		
Reason for leaving			

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

Name of Company			
Duration of employment		From date:	To date:
Location			
Designation			
Last drawn salary			
Brief Description of work			
Reason for leaving			

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

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 BPC INDIA LIMITED
 HYDERABAD BRANCH P.M. Factory
 =====

SL. NO : 4 PAY SLIP : DFC 05
 UNIT : HYDERABAD. EMP. NO : 191
 DT. OF JOIN : EMP. NAME : Yadagiri Pumpari
 DESG. : FS-V PF A/C NO: 95

DEPT. :HYDERABAD BASIC RATE : 2879.00 FIXED OLA :5179.64

Normal Hrs/Days : 268.00 Worked Hrs/Days : 216.00 OT Hours : 0.00
 Prev OT Hrs : 0.00 Night Hrs : 0.00 SL/RT Hrs : 0.00
 RT/CH Hrs : 0.00 Acting days : 0.00 P&T Days : 0.00
 Late Dedn Hrs : 0.00 AL Encash Days : 0.00 CL Encash Days: 0.00
 WCH Hrs : 0.00

E A R N I N G S

D E D U C T I O N S

Basic : 2989.70
 D.A. : 7298.84
 H.R.A : 513.92
 OT Pay : 375.72
 Prosp. All : 1024.00
 Cash All. : 0.00
 Un : 0.00
 Food Reb. : 0.00
 AL Encash : 0.00
 CL Encash : 0.00
 Misc. Earn : 0.00
 Computer All : 0.00
 Leave Sal : 0.00
 Food & Tiffin : 0.00
 Rd Duty : 0.00
 SL/PT All : 0.00
 RT/CH All : 0.00
 NSA : 0.00
 Acting All : 0.00
 Personl. Pay : 141.00
 Ad-Hoc HRA : 519.00
 Coin BF. : 0.00

E.P.F : 700.00
 G.P.F : 0.00
 V.P.F : 0.00
 Income Tax : 1500.00
 L.I.P. : 462.00
 ESIC : 0.00
 Mid Month : 0.00
 P/Adv : 0.00
 Club : 10.00
 H/Home : 0.00
 V/Loan : 0.00
 Lwr : 0.00
 Coop Dedn. : 0.00
 Sal Adv : 0.00
 Misc. Dedn : 0.00
 Prof. Tax : 100.00
 Court Attc : 0.00
 Late Dedn : 0.00
 Union : 0.00
 Elec Dedn : 0.00
 H/Co-Up : 0.00
 HRA Paid : 0.00
 Canteen : 0.00
 Coin CD. : 0.37
 Mass/Med. : 0.00

Gross Earning : 12702.18

Total Dedn.: 3252.37

Net Payable : 9449.81

=====
 Veh. Loan Bal. : 0.00
 Total Amount : 9449.81
 Cash : 9449.81
 Bank/DD :
 Cheque:
 Payment by Pay Slip Net Amount: 9449.81
 Medical : 305.00
 Conv. Debit : 200.00
 Washing : 150.00
 Total : 10004.81
 Cash : 10004.81

HOB - 1603=01
 LUNCH 910=00

Signature Of The Employee

Gross deduction include AL & CL encashment amount(As paid before)

INDIAN UNION DRIVING LICENCE
ANDHRA PRADESH

DRIVING LICENCE
DLRAP010339462003



P. NAME
P. RAMESH
H. NO.
WARAS



SECUNDRABAD

Signature
Issued on 27/08/2003

S. Mohan
Addl. Licencing Authority
RTA-SECUNDERABAD

<u>561999/03</u>	<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>		23/02/2000
<u>Transport</u>	LMV	26/08/2006
<u>Hazardous Validity</u>		
<u>Badge No.</u>	1527	
<u>Original No.</u>	25951994	
<u>Original LA.</u>	RTA SECUNDRABAD	
<u>DOB</u>	17/04/1971	
<u>Blood Gr.</u>	O+	
<u>Date of 1st Issue</u>	24/02/1994	



Alladi Drilling Equipments (p) Ltd.

Manufacturers of : Rigs, D.T.H. Hammers, Button Bits & Associated Equipments.

Plot No. 84, I.D.A. Phase II, Cherlapally, Hyderabad - 500 051.

Ref. : A. SRINIVASULU, Date : 18-11-05.
PROPRIETOR.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr.P.NARENDER, S/o.Sri Ramaiah, resident of Varasiguda, Secunderabad has worked as my personal Driver of my Vehicle. He was in my service from March, 1992 to November, 2005. He left the job on his own. He knows the driving well and he can drive all types of vehicles such as Maruthi, Ambassador, Jeeps etc.

To the best of my knowledge he bears good conduct and character.

I wish him all success for his future.