

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

Name	PRAVEEN BABU.
Salary	3,000/-
Conveyance	<input checked="" type="checkbox"/> Included in salary <input type="checkbox"/> Extra Rs. _____ per month
Mobile Allowance	<input checked="" type="checkbox"/> Nil <input type="checkbox"/> Rs. _____ per month.
PF & ESI	<input checked="" type="checkbox"/> No PF & ESI <input type="checkbox"/> Only after 3 months <input type="checkbox"/> Pay ESI & PF
Probation Period	<input type="checkbox"/> 3 months <input checked="" type="checkbox"/> Nil
Salary revision	<input type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	MPIPL
Designation	OFFICE ASSISTANT
Site	HO.
Date of joining	11/4/07
Report to	Ho.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input checked="" type="checkbox"/> Copy of <del>degree certificates</del> ITI certificate. <input type="checkbox"/> Copy of drivers license <input type="checkbox"/> Copy of passport <input type="checkbox"/> Fathers employment details / Copy of ID card. <input checked="" type="checkbox"/> Reference letter from Rajengineering. dry. <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Through gopi contract.

Sign: Jh Muel  
 Date: 12/3/07

Ref = Gopi, Bhavana Hrushey.

**Bio-Data**

Note: Attach copy of Resume / Bio-data

Application for post of	Office Asst.
Date of application	15/03/2007

**Personal Details**

Name	MAJ LARAM Praveen Babu	Date of Birth	1988
Age	19yrs	Fathers Name	MAJ LARAM NARSING RAO
Address for Correspondence	H.NO:- 29-533, VINAYAK NAGAR, MALKAJGIRI SECUNDERABAD.		
Phone no. for correspondence	9849563289		
Permanent Address	Same as Above		

own house

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


**Education**

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Degree			
Name of college			
Location			
Year		Medium of Instruction	

Name of Inter/ Jr. College	Sri Lalitha I. T. I		
Location	Sahyadri - sec - Bad		
Year	2003 - 2005	Medium of Instruction	ENGLISH

Name of school	Sri Vani Niketan High school (S.S.C)		
Location	VINAYAK NAGAR		
Year	2003	Medium of Instruction	ENGLISH

*[Signature]*

Other courses or training	Type writing english Lower grade
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Remarks: (For office use only - Do not write in this box)


**Computer Skills**

MS Office:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Word:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
MS Excel:	<input type="checkbox"/> Excellent	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Auto CAD:	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Avg.	<input type="checkbox"/> Learnt but never worked on it	<input type="checkbox"/> Nil
Other:					

**Two Wheeler**

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Narasimha Rao	42	Painting contractor	
Mother	Vijaya karni	38	House wife	
Wife / Husband				
Brother / Sister	Prasad Babu	26	store Incharge	Health and Glow (Ammapet Branch)
Brother / Sister	Prasanna	22	Student	BCOY.
Brother / Sister				
Brother / Sister				

**Salary Details**

Last Drawn Salary	2,800	
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Conveyance: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input type="checkbox"/> No
Expected Salary	3,500	

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


**Experience & Employment Details**

Years of experience in relevant field	<del>7 Months</del> . N 2 L
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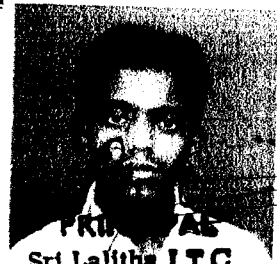
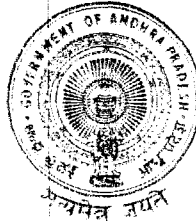
Name of Company	Raj Engineering		
Duration of employment	7 months	From date:	2004 (Dec) To date: 2005 (Jun)
Location	West Mares Pally		
Designation	As a Supervisor		
Last drawn salary	2,800		
Brief Description of work	Taking care of work which has to be done guiding the juniors towards what works to be done		
Reason for leaving	It is a seasonal business		

**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)


Sl. No. 70515027



Sri Lalitha I.T.C.

Recognised by Govt. of A.P. 2/1, SAFILGUDA HYD

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF EMPLOYMENT AND TRAINING
PROVISIONAL NATIONAL TRADE CERTIFICATE

Shri/Shrimati/Kumari M. PRAVEEN BABU

Son/Wife/Daughter of Shri M. NARSING RAO

Roll No. RR-20-FI-001-03 having completed the course of training at the SRI. LALITHA I.T.C., SAFILGUDA, R.R.DIST.

FITTER

and PASSED the prescribed Trade Test in the trade of

JULY - 2005

held in the month of

is awarded this certificate provisionally.

The National Trade Certificate will be issued by the National Council for Vocational Training. AUGUST-03

JULY-05

Period of Training from To

Character Satisfactory

TRADE TEST MARKS

Table with 3 columns: SUBJECT, MAX. MARKS, MARKS OBTAINED. Rows include Trade Practical (400/350), Trade Theory (120/57), Workshop Cal & Science (60/37), Engineering Drawing (70/37), Social Studies (50/26), and a total row (700/507).

Date of birth as recorded in School Certificate 17.03.1988 (One seven March one nine eight eight)

Prepared by: P. Narsaiah, Computer Section

Checked by: B. Seshvarshan T.O

PRINCIPAL

Signature of the Principal of IT/I.T.C.

Recognised by Govt. of A.P. 2/1, SAFILGUDA HYD-47

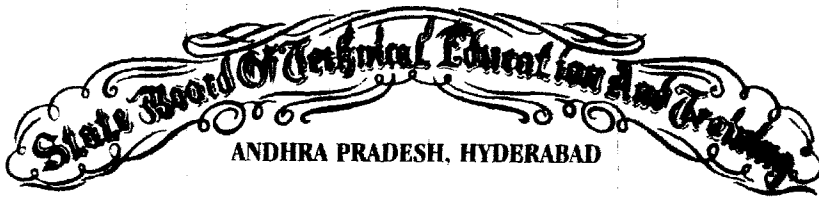
Signature of certificate holder: Praveen

Date: 21/03/06

Joint Director (Exams) Dept. of Employment and Training B.A.P. HYDERABAD

C / I : 184 / 0103

SL. NO 200524632



**TECHNICAL EXAMINATION CERTIFICATE**

This is to Certify that **M PRAVEEN BABU**  
 Son / ~~Daughter~~ of Sri **M NARSING RAO**  
 with Reg. No. **124399** has passed the  
**TYPED WRITING ENGLISH LOWER (30 WPM)**  
**EXAMINATION held in FEBRUARY-2005 AT SECUNDERABAD (GIPT)**  
 and has been placed in **SECOND CLASS**

The candidate has secured the following percentage of marks :

	PAPER I	PAPER II
	76	60

SPONSORED BY:

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper

*SAGAR Typewriting & Shorthand Institute  
 Secunderabad-500007  
 SAGAR Typewriting & Shorthand Institute  
 Secunderabad-500007*

Given under the seal of the Board

04 - 302748

*[Signature]*  
 ASST. SECRETARY  
 EXAMINATIONS

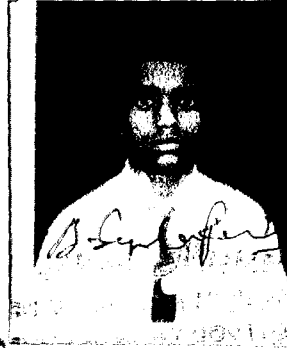
*[Signature]*

SECRETARY  
 STATE BOARD OF TECHNICAL EDUCATION  
 AND TRAINING, ANDHRA PRADESH

Date : 19/03/2005  
 Hyderabad A.P.

Note : Request for any corrections have to be made within one year from the date of Issue

# BOARD OF SECONDARY EDUCATION ANDHRA PRADESH



## SECONDARY SCHOOL CERTIFICATE

**BB 459594**

PC/36/0451555/0

ANANDRAK TRUST, HYDERABAD NO. 23

**CERTIFIED THAT PRAVEENBABU M**  
**S/O M NARSINGRAO** Bearing Roll No **0768427**  
**belongs to SRI VANINIKETAN HIGH SCHOOL NEREDMET**  
**has appeared and PASSED at the SSC EXAMINATION held in MARCH-2003 in FIRST**  
**Division with ENGLISH as the medium of instruction.**

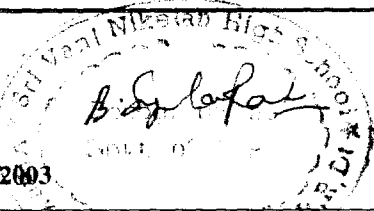
DATE OF BIRTH OF THE CANDIDATE	DAY	MONTH	YEAR
17/03/1988	ONE SEVEN	MARCH	ONE NINE EIGHT EIGHT

### THE CANDIDATE SECURED THE FOLLOWING PERCENTAGE OF MARKS

SUBJECT	Marks Secured (in figures)	Marks Secured (in words)
FIRST LANGUAGE : ( TELUGU )	58	FIVE EIGHT
THIRD LANGUAGE : ENGLISH	53	FIVE THREE
MATHEMATICS :	53	FIVE THREE
GENERAL SCIENCE :	63	SIX THREE
SOCIAL STUDIES :	74	SEVEN FOUR
TOTAL :	301	( THREE ZERO ONE )
SECOND LANGUAGE : ( HINDI )	89	EIGHT NINE
GRAND TOTAL :	390	( THREE NINE ZERO )
Life Skills Education :	Grade Secured	

Marks of Identification : 1. A mole on the right hand  
 2. A mole on near the left eye

Head of Institution with School Stamp



Date of issue : 01-05-2003

*(Signature)*

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

1. Life skills Education : The Grade shall be incorporated by the respective Heads of the Institutions 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 indicates the old marks secured in previous appearances.

