

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

Name	N. SRINIVASARAO
Salary	4000 10,500/-
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. 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 type="checkbox"/> After 3 months <input checked="" type="checkbox"/> Next April
Employee company	Greenwood estate.
Designation	Admin officer
Site	GWB
Date of joining	15/5/08
Report to	Har. Mehta at GWB
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <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 checked="" type="checkbox"/> Reference letter from <u>ESPI Deptt</u> <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	Friend of Shankar Reddy from about 20 years.

Sign: [Signature]

Date: 24/7/08

Joined on 9/5/08

Ref - A Sheela Reddy

Bio-Data

Note: Attach copy of Resume + Bio-data

Application for post of	N. SRINIVASARAO Admin Dept
Date of application	09.4.2008
Application through	<input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by:

Personal Details

Name	N. SRINIVASARAO
Age	42
Date of Birth	12.06.65
Father's Name	M. S. Muthy
Address for Correspondence	Plot - No: 103, M.R. Homes; Plot No: 23, St No: 3 M.R. Homes, Bhanminagar, Nachalam, Hyd-76
Phone no. for correspondence	9908282828
Permanent Address	Plot No: 103, M.R. Homes, Plot No: 23, St No: 3 Bhanminagar, Nachalam, Hyd-76 / <i>Plot</i>

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

Education

Degree	(B.Sc)
Name of college	D.R. Greenia College
Location	Tadapalli Gudem, W.G. Dist
Year	1984
Medium of Instruction	Telugu
Degree	
Name of college	
Location	
Year	
Medium of Instruction	

Name of Inter / Jr. College	S.D.S. College
Location	Song Deedy Gudem
Year	1981
Medium of Instruction	Telugu

Name of school	
Location	
Year	
Medium of Instruction	

Communications Skills Ok.
Salary expectation is high
basic experience in Admin & production
Can be considered for Admin post for our
news site

H. V. Rao
24/4/08

Can send him to MFH or SOB
for 1 to 3 months after that.
its advisable to appoint him to
GWE of any new site independently

(1) M
24/4/08

Other courses or training

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

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
 AutoCAD: Excellent / Good / Avg. / Learnt but never worked on it / Nil
 Other:

Two Wheeler

Make: Hero Honda Year: 2007

Family Details	Name	Age	Occupation	Company
Father	N. S. Muthy	58	Govt. employee	
Mother	N. Padmavathi	65	Home wife	
Wife / Husband	N. Babaluman	36	Govt. employee	
Brother / Sister	N. R. Pradeep	40	CA/Adv. Contractor	
Brother / Sister	N. Suresh	35	Govt. employee	
Brother / Sister				
Son / Daughter				
Son / Daughter				
Son / Daughter				

Salary Details

Last Drawn Salary: ₹ 17000
 Above salary included: ESI: Yes No PF: Yes No
 Conveyance: Yes No Mobile Allowance: Yes No
 Expected Salary: Negotiable

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

→ Salary seems to be high

Name of Company	Eppri Industries & Chemicals (P) Ltd		
Duration of employment	From date:	1989	To date: 2001
Location	IDA Uppal		
Designation	Prod. Supervisor		
Last drawn salary	7000/-		
Brief Description of work			
Reason for leaving			

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

Name of Company	Deepti Formulations (P) Ltd		
Duration of employment	From date:	2001	To date: 20/4 today
Location	IDA, Malappur		
Designation	Prod. in charge & Admin.		
Last drawn salary	12000 - 12000/-		
Brief Description of work			
Reason for leaving	For Better prospects		

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

Ask for additional sheets if required.

Experience & Employment Details

Years of experience in relevant field 18 years

Name of Company		From date:	To date:
Duration of employment			
Location			
Designation			
Last drawn salary			
Brief Description of work	<u>Same as above</u>		
Reason for leaving			

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

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

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

CURRICULAM VITAE

ADDRESS:

N.Srinivasa Rao
Flat No.103 M.R.Homes
Plot No.23 Street No.3
Bhavani Nagar
Nacharam
HYDERABAD – 500 076

e-mail: nakkasrinivas12@yahoo.com
Mobile No.9908282828

Objective:

To be part of professionally managed organization with scope for a challenging career and with opportunity for learning, excellence and continuous improvement coupled with growth and individual development.

Professional Experience:

17 years of work experience in the field of Production Department, Manufacturing of medicines and packing in Pharmaceutical industry like M/s ESPI Industries and Chemicals Private Limited, IDA Uppal & M/s Deepti Formulations private Limited, IDA Mallapur.

Presently working with M/s Deepti formulations pvt Limited. As a **Production-In-Charge cum Administration** since March 2001 to till date, where manufacturing of Liquid orals, Capsules, Tablets & Dry syrups for well known multinational and Indian company's like M/s Ranbaxy Laboratories Limited, M/s Nicholas piramal, M/s Dr.Reddy's Laboratories, M/s Ajanta pharma, M/s East India pharma, M/s Parke-Davis, M/s Procter & Gamble India Limited, etc., Veritaz healthcare limited.

Present Job Responsibilities:

- ❖ Administration.
- ❖ Production planning.
- ❖ Monitoring of production
- ❖ Review & Control of Batch Manufacturing Records.
- ❖ Timely maintenance of machineries.
- ❖ Monitoring of calibration schedules.
- ❖ To solve the production problems and machinery problems.
- ❖ Preparation of monthly production statements.
- ❖ Initiation & Implementation new procedures SOP's
- ❖ Monitoring of Validation of the process, given by the parent companies.

Previous Experience :

Worked in M/s ESPI Industrials and Chemicals Private Limited as Manufacturing Chemist and Packing operations from June, 1989 to Feb, 2001.

Educational Qualification :

- ❖ (B.Sc.) from Andhra University in 1985

Technical Qualification:

- ❖ Typewriting English (Lower grade) in 1986
- ❖ Computer knowledge in Word and Excel.

Personal details :

- ❖ Date of birth : June 12th, 1965
- ❖ Marital Status : Married.
- ❖ Childrens : One daughter.
- ❖ Language known : Telugu, English, Hindi.
- ❖ Present CTC : Rs.1.8 Lacs per annum
- ❖ Expected CTC / salary : Negotiable
- ❖ Time required to join : One Month.

My humble and honourable request is to give an opportunity to work in your esteemed organisation to give a chance. I will discharge my duties to your utmost satisfaction.

I here by declare that all the above information is true to the best of my knowledge.

Best Regards.

(N. SRINIVASA RAO)

Deepti Formulations (P) Ltd.

7-102/25, Sai Enclave Colony, Habsiguda, Hyderabad - 500 007.
Phone : 27173782, 27176440, E-mail : hyd2_esplinds@sancharnet.in

CERTIFICATE

This is to Certify that Mr. N Srinivasa Rao, son of Shri N Satyanarayana Murthy, worked in our organization as Production and Administration incharge during the period from 1st March, 2001 to 7th May, 2008.

During his tenure, we found him sincere and hard working.

We wish him all success in his future assignments.

Place: Hyderabad

for Deepti Formulations Private Limited



Director

Date : 7th May, 2008.



Industries & Chemicals Pvt. Ltd.

Regd. Office : 7-102/25, Sai Enclave Colony, Habshiguda, Hyderabad - 500 007
Phone : 27176440, 27176447, 27173782, Fax No. 040-27176441
E-mail : hyd2_espinds@sancharnet.in

CERTIFICATE

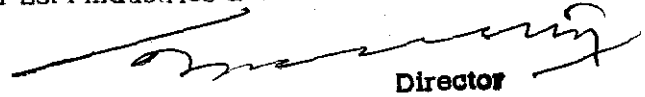
This is to Certify that Mr. N Srinivasa Rao, son of Shri N Satyanarayana Murthy, worked in our organization as Supervisor Production and Administration incharge during the period from 1st June, 1989 to 28th February, 2001.

During his tenure, we found him sincere and hard working.

We wish him all success in his future assignments.

Place: Hyderabad

For ESPI Industries & Chemicals Pvt. Ltd.



Director

Date : 7th May, 2008

Deepti Formulations (P) Ltd.

7-102/25, Sai Enclave Colony, Habsiguda, Hyderabad - 500 007.
Phone : 27173782, 27176440, E-mail : hyd2_esplinds@sancharnet.in

CERTIFICATE

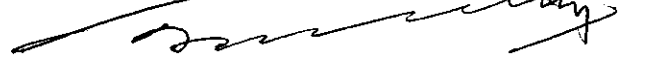
This is to Certify that Mr N Srinivasa Rao, son of Shri N Satyanarayana Murthy, worked in our organization as Production and Administration in charge and drawn the following emoluments during the financial year 2007-08 i.e., year ending 31st March, 2008.

Basic	Rs.54,900	
H R A	Rs.26,700	
Conveyance allowance	Rs.24,000	
Other allowances	Rs.18,500	
Bonus	Rs. 4,073	
	-----	Rs.1,28,173

Place: Hyderabad

Date : 7th May, 2008.

For Deepti-Formulations Private Limited


Director

DRIVING LICENCE
ANDHRA PRADESH



DRIVING LICENCE
14201/HE/19920D

SRINIVAS H
N SATISH MURTHU
PMD 22 MES S
HAUR
MACHA
RR DIS



Signature
Issued on: 16/06/2005

Licensing Authority
R.T.A. RANGA REDDY

	<u>Class Of Vehicle</u>	<u>Validity</u>
<u>Non-Transport</u>	MCWG	16/06/2015
<u>Transport</u>		
<u>Hazardous Validity</u>		
<u>Badge No.</u>		
<u>Reference No.</u>	DLRAP020171522005	
<u>Original LA</u>	HYD EAST, ANDHRA PRADESH	
<u>DOB</u>	17/06/1965	
<u>Food Gr.</u>		
<u>Date of 1st Issue</u>	24/07/1992	

0441834/05

STATE BOARD OF TECHNICAL EDUCATION AND TRAINING ANDHRA PRADESH



TECHNICAL EXAMINATION

LOWER GRADE

This is to certify that **N SPINIVAS RAO**
 Son / ~~Daughter~~ of Shri **N SATYANARAYANA MURTHY**
 With Reg. No. **185034**
 has passed the **TYPEWRITING ENGLISH (LOWER)**
EXAMINATION held in **MAY/JUNE 1986** AT **HYDERABAD**
 and has been placed in **SECOND DIVISION**

The candidate has secured the following percentage of marks :

PAPER I	PAPER II
52	60

FIRST CLASS : 75% and above in each paper

SECOND CLASS : 45% and above in each paper



Given under the seal of the Board

DATE: 11-07-86

PLACE: H.A.P.

(Signature)

STATE BOARD SECRETARY
EXAMINATIONS

(Signature)

SECRETARY

STATE BOARD OF TECHNICAL EDUCATION
AND TRAINING ANDHRA PRADESH

Serial ^{BVI}/_{N.S.} No 7053

DATE.....198

OFFICIAL MEMORANDUM NO. B VI (1)/926/1983

Statement of Marks - B.Sc. Degree Examination (New Scheme)
(At the end of First Year) April/May/September/October, 1983

NAME OF THE CANDIDATE: Nakka Srinivasa Rao

The following marks were awarded to the Candidate:

REGISTER No...15115...

Subjects	Number of marks awarded	Passing Minimum	Maximum number of marks
PART I			
English - Paper I	51	35	100
A Second Language..... <u>Telugu</u>	49	35	100
PART II - ANCILLARY SUBJECTS			
Ancillary I - Mathematics - Paper I	71	35	100
Ancillary I -			
Written - Paper I		21	60
Ancillary II - <u>Physics</u>	40		
Written - Paper I		21	60
Ancillary II - Defence Studies			
Written - Paper I		12	40
Practical and Record		18	60
		35	100
PART III - MAIN SUBJECT			
Main - Mathematics - Paper I		35	100
Main - <u>Chemistry</u>			
Written - Paper I	30	21	60

For the Rules relating to Pass at the Examination, please turn over.

Initials of the } Prepared :
Clerk who } Examined :

M. Sambasiva Rao
For CONTROLLER OF EXAMINATIONS



Serial B VI N.S. No 3837

Date.....198

OFFICIAL MEMORANDUM NO. B VI (SEP) 3837/84

31 JUL 1984

Statement of Marks - B.Sc. Degree Examination (New Scheme)
(At the End of Second Year) April-May/September-October, 1984

Name of the Candidate: Nakka Srinivasa Rao

The following marks were awarded to the candidate :

Register No.....15497.....

Subjects	Number of marks awarded	Passing Minimum	Maximum number of marks	Subjects	Number of marks awarded	Passing Minimum	Maximum number of marks
PART I				Ancillary II			
English - Paper II ...	37	35	100	Defence Studies			
				Written - Paper II ...	12	35	40
				Practical and Record Marks	18		
PART II - ANCILLARY SUBJECTS							100
Ancillary I - Mathematics				PART III - MAIN SUBJECT			
Paper II ...	43	35	100	Main - Mathematics			
Ancillary I.....				Paper II ...		35	100
Written - Paper II ...		21	70	Main <u>Chemistry</u>			
Practical and Record Marks		15			42		
Ancillary III <u>Physics</u>				Written - Paper II ...	24	42	70
Written - Paper II ...	26	21	70	Practical and Record Marks	20		
Practical and Record Marks	32	15		42	50		120
Ancillary II - Geography				Main - Geography			
Written - Paper II ...		21	70	Written - Paper II ...		49	70
Practical and Record Marks		21		49	Practical and Record Marks		
			140				140

(* Asterisk denotes the subject in which the candidate failed to secure the special minimum.
For the rules relating to Pass at the Examination, please turn over.

Initials of the Prepared: [Signature]
Clerk who Examined:

[Signature]
FOR CONTROLLER OF EXAMINATIONS

Serial **BVT** N.S. A No. **10055**

Date.....198

8 JUL 1985

OFFICIAL MEMORANDUM NO. B.V.P. 10-142-88

Statement of Marks - B.Sc. Degree Examination (New Scheme)
(At the End of Third Year) April-May/September-October, 1985

Name of the Candidate : Nakka Srinivasa Rao

The following marks were awarded to the candidate :

Register No. 16074

Subjects	Number of marks awarded	Passing Minimum	Maximum number of marks	Subjects	Number of marks awarded	Passing Minimum	Maximum number of marks
PART II-ANCILLARY SUBJECTS				PART II (Contd.)			
Ancillary I - Mathematics				Ancillary II - Geography			
Paper III ...	42	35	100	Written - Paper III ...	21	35	70
Ancillary I.....				Practical III ...	9		
Written - Paper III ...		21	70	PART III - MAIN SUBJECT			
Practical II ...		15		50	Main - Mathematics		
Ancillary II - <u>Physics</u>				Paper III } ...	140	150	400
Written - Paper III ...	16	21	70	Paper IV } ...			
Practical II ...	21	15	50	Paper V } ...			
				Main - <u>Chemistry</u>			
				Written - Paper III } ...	70	81	270
				Paper IV } ...			
				Paper V } ...			
				Practical II } ...	113	45	150
				" III } ...			
				Main - Geography			
				Written - Paper III } ...	69	105	230
				Paper IV } ...			
				Paper V } ...			
				Practical III } ...	21	70	300
				" IV } ...			

(*) Asterisk denotes the subject in which the candidate failed to secure the special minimum. For the rules relating to Pass at the Examination, please turn over.

Initials of the } Prepared: [Signature]
Clerk who } Examined: [Signature]

[Signature]
For CONTROLLER OF EXAMINATIONS