

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

Name	Mr. R. SANJAY KUMAR		
Salary	Rs. 4750/-		
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. 250/- per month.		
PF & ESI	<input type="checkbox"/> No PF & ESI <input 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 type="checkbox"/> Next April -10		
Employee company	MPH		
Designation	Site Supervisor		
Site	ALPINE		
Date of joining	27/11/09		26/11/09
Report to	Mr. P. Ramesh		
Commitment	Committed to work for atleast 2 yrs.		
Documents required	<input checked="" type="checkbox"/> 4 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 type="checkbox"/> Surety from _____ <input type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____		
Remarks	He has come through MR. P. RAMESH		

Approved by Shankar Reddy	Approved By MD
Date: 27/11/09	Date:
Sign: [Signature]	Sign:

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	SITE SUPERVISOR / SUITABLE POST	
Date of application	18/11/2009	
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: <i>J. NPH</i> G. JAZ KUMAR (ADMIN)

Personal Details

Name	R. SANTAY KUMAR		
Age	26 yrs	Date of Birth	31-12-1983
Fathers Name	R. N. UPADHYAY		
Address for Correspondence			
Phone & Mobile	9866517080		
Permanent Address	12-10-586/12, Sri Satya Deva, Nilayam / Warasiguda, Secunderabad		

Education

Degree (PG)	-		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree	-		
Name of college			
Location			
Course type	<input type="checkbox"/> Regular course	<input type="checkbox"/> Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks			

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

Name of school	Amravathi High School - 10 th Standard		
Location	Sectional mandli, Secunderabad		
Year	1999	Medium of Instruction	English

For Site Supervisor Post he is o.k.
3 Months Training Required
P. JAMES
19/11/09

Description of other courses or training	

Computer Skills

MS Office	<input type="checkbox"/> Good <input 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	

Two Wheeler / Car

Make	BAJAJ PULSAR	Year	2008
------	--------------	------	------

Family Details	Name	Age	Occupation	Company
Father	R.N. UPADHYAY		Engineer	
Mother	R. PUSHPA	65YM	Homemaker	
Wife / Husband				
Brother / Sister	K. SUNITHA	32YM	Married	SA Sultan Bazar
Brother / Sister	R. VIJAYA	30YM	Married	SA Sultan Bazar
Brother / Sister	R. SANTOSH	28YM	Sales Exe	Lip clips (Distributors)
Son / daughter				
Son / daughter				
Son / daughter				

Salary Details

Last Drawn Salary	5000 + INCENTIVES + MOBILE ALLOWANCE	
Does the above salary include:	ESI: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	PF: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Conveyance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Mobile Allowance: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Expected Salary	6000/- (Negotiable)	

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	DAI KARAN	Company	
	Designation		Your Relation	
Surety 2:	Name		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
--	---

4570
252
4857

Experience & Employment Details

Years of experience in relevant field 8.4 year

Name of Company	M/S BALAJI PAPER MART		
Duration of employment	5.11 yrs	From date: OCT-03	To date: SEP-08
Location	Ranigumfi, Secunderabad		
Designation	Collection Executive		
Last drawn salary	5000 + 2 incentives + Mobile Allowance		
Number of employees in the company / branch?	07	Number of employees in your dept. or division?	01
Brief description of work handled by you.	① Collection of payment ② Office maintenance ③ Purchase of Stationary items ④ All Bank works		
Reason for leaving	⑤ Booking of orders ⑥ looking for tenders		

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

Name of Company	M/S GANESH TUBE CORPORATION		
Duration of employment	2.5 yrs	From date: Apr 2001	To date: SEP-2003
Location	Ranigumfi		
Designation	Collection Executive		
Last drawn salary	3500 + Petrol Allowance		
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	03
Brief description of work handled by you.	① collection of payments ② prepare of Delivery Challan & Tax Invoices ③ All Bank works		
Reason for leaving	Deposits, Bills Drawals Cheques, cash, D/Ds		

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

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

Background – Personal	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<input type="checkbox"/> Good <input checked="" type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	
<i>→ Agreed for Salary Rs 4750/-</i>	

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

Relevant experience	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Recommendation	<input type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	

Remarks by MD (For office use only – Do not write in this box)

Recommendation	<input checked="" type="checkbox"/> Employ <input type="checkbox"/> Reject <input type="checkbox"/> Short list & decide later
Recommended salary	<i>4,750/-</i>
<i>Refrence of Jai Kumar. Collect 2 refrence.</i>	

APPROVED BY
 7 5 NOV 2009
 SOHAM MOU
 MANAGING DIRECTOR

Offer Details

Salary offered		Date of joining	
Remarks:			

R SANJAY KUMAR
UPADHYAY RAMNIVAS

11/12/1983

Account No.

AKQPR4284H



Signature

ISSUED ON: 13/02/2003

Auth. Issuing Authority
RTA-HYDERABAD

ANDHRA PRADESH TRANSPORT DEPARTMENT
REGISTERED MOTOR VEHICLE

Registration No.	AP10AQ5185
Regd. Owner	RAMNIVAS SANJAY KUMAR
S/D/W/R/G of	R N UPADHYAY
Address	12-19, BHARATI SATYA DEVA NILAYAM SITAPETA, MEDIBAVI HYDERABAD
Class of Vehicle	SEC B
Type of Body	SOLO
Month. & Yr of Mfr.	11/2008
Chassis No.	MD2DHDHZZRCH30653
Engine No.	DHGBRH32768
Fuel Used	PETROL



If this card is lost / found kindly inform / return to
PAN Services Unit, UTISI
Plot No. 3, Sector 11, CBD Belapur,
Mumbai - 400 614.

यदि कार्ड खोया/प्राप्त पर कृपया सूचित करें/वापस
आयें।
प्लॉट नंबर 3, सेक्टर 11, सीबीडी बेलपुर,
मुंबई - 400 614।

M4711547/08

Cubic Capacity	143.9
Maker's Classification	BAJAJ PULSAR 150 D.T.S.I.
Wheel Base	1320
Seating Capacity	2
Unladen Weight	134
Color	EBONY BLACK MET
Hire/Purchase	BAJAJ AUTO FINANC E LTD
No. of current transfers	1
Regn. Valid Upto	31/12/2023
Tax	Rs.5360(Life Time)
Date of Registration	01/01/2009

Signature of the Owner

Addl. Registering Authority
RTA-SECUNDERABAD