

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

Name	<i>N. DRABEN KUMAR</i>
Salary	<i>Rs 4750 -</i>
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. <i>250</i> 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 type="checkbox"/> Next April <i>10</i>
Employee company	<i>MPH ALPINE ESTATES</i>
Designation	<i>FRONT DESK EXECUTIVE</i>
Site	<i>MPH</i>
Date of joining	<i>4/12/09</i>
Report to	<i>MR. JAGDISH KANWAR Sr. GM</i>
Commitment	Committed to work for atleast _____ 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 checked="" type="checkbox"/> Copy of passport <input checked="" 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 checked="" type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
Remarks	<i>He has come through Jaikumar reference.</i>

Approved by Shankar Reddy	Approved By MD
Date: <i>3/12/09</i>	Date: <i>5 DEC 2009</i>
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>

APPROVED BY
5 DEC 2009
 SOHAM MODI
 MANAGING DIRECTOR

Ref: Taddeu - Praveen Borhan

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	SUITABLE POST		
Date of application	28-11-09		
Application through	<input type="checkbox"/> Advertisement	<input checked="" type="checkbox"/> Referred by: JAI KUMAR. G	

Personal Details

Name	N. PRAVEEN KUMAR		
Age	26	Date of Birth	20-6-1983
Fathers Name	LATE N. YADAGINI		
Address for Correspondence	PLOT NO. 14, CHANDRAPUR, COLONY KAPRA ECIL		
Phone & Mobile	9247370700		
Permanent Address	PLOT NO. 14, CHANDRAPUR, COLONY KAPRA ECIL		

Referred

Education

Degree (PG)	<input checked="" type="checkbox"/>		
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	B.COM		
Name of college	DR. AMBADA KAR OPEN UNIVERSITY		
Location	HYDERABAD		
Course type	<input type="checkbox"/> Regular course	<input checked="" type="checkbox"/> Correspondence Course	
Year of completion	2003	Medium of Instruction	ENGLISH
Percentage marks	55%		

Open University

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

Name of school	ST. GABRIEL HIGH SCHOOL		
Location	HYDERABAD		
Year	1997	Medium of Instruction	ENGLISH

Description of other courses or training	D.C.A (DIPLOMA IN COMPUTER APPLICATION)

Computer Skills

MS Office	<input type="checkbox"/> Good <input checked="" 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	—	Year	—
------	---	------	---

Family Details	Name	Age	Occupation	Company
Father	LATE. N. YADAVAN.	60		
Mother	N. PADMA	50	HOUSE WIFE	
Wife / Husband				
Brother / Sister	N. SRINIVAS	30	MARKETING	ICICI BANK
Brother / Sister	N. SRIDHAR	27	OWN BUSINESS	GLASS WORK
Brother / Sister	N. PREM	24	STUDENT	PERSUING DEGREE
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	10,000/-	
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	12,000/-	

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	JAI KUMAR	Company	M.PIPL
	Designation	ADMIN OFFICER	Your Relation	FRIEND
Surety 2:	Name	D. RAJ KUMAR	Company	M.PIPL
	Designation	SYSTEM ADMIN	Your Relation	FRIEND

Commitment

Can you commit to work for a minimum of 2 years?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Experience & Employment Details

Years of experience in relevant field	4 YEARS
---------------------------------------	---------

Name of Company	TEAM POWER SOLUTIONS		
Duration of employment	2 1/2 yrs	From date: 1/8/08	To date: 10/10/09
Location	KHAIRTHABAD HYDERABAD		
Designation	TEAM LEADER		
Last drawn salary	10,000/-		
Number of employees in the company / branch?	15	Number of employees in your dept. or division?	5
Brief description of work handled by you.	MARKETING		
	PROV.ING BUSINESS LOANS		
Reason for leaving	FURTHER GROWTH		

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

He is ok, can be considered, have to train him
<i>[Signature]</i>

Name of Company	D.C.B. BANK		
Duration of employment	6 months	From date: JUNE 07	To date: DEC 07
Location	SEC-BAD		
Designation	BRANCH SALES MARKETING		
Last drawn salary	10,000/-		
Number of employees in the company / branch?	10	Number of employees in your dept. or division?	2
Brief description of work handled by you.	PROVIDING BUSINESS LOANS		
Reason for leaving	FURTHER GROWTH TO LEARN NEW THINGS ^{FOR} FURTHER GROWTH		

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 type="checkbox"/> Average <input type="checkbox"/> Poor
Background – Work	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Personality	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Appearance	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Communication skills	<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 Divisional Manager.: (For office use only – Do not write in this box)

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

He is having experience in marketing
 Will only very difficult to handle ~~at~~ ^{AK} like
 P. Kumar
 30/11/09

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	Standard salary!
Send to Pagla for front desk work at MPD!	
28/11/09	

Offer Details

Salary offered		Date of joining	
Remarks:			

APPROVED BY
 -3 DEC 2009
 SOHAN MODI
 MANAGING DIRECTOR