

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

Name	J. SRINIVAS
Salary	24500
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. 2500 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 checked="" type="checkbox"/> Next April
Employee company	GREENWOOD - ESTD 1982
Designation	Site Supervisor
Site	CHIT
Date of joining	12/10/09
Report to	Mr. Ramesh Prakash
Commitment	Committed to work for atleast _____ yrs.
Documents required	<input checked="" type="checkbox"/> 4 photographs <input checked="" type="checkbox"/> Copy of school certificated <i>India</i> <input 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 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	

7 Foundry Suburb

Approved by Shankar Reddy	Approved By M.D.
Date: 12/10/09	Date: 5 DEC 2009
Sign: <i>[Signature]</i>	Sign: <i>[Signature]</i>

APPROVED BY
 SOHAM MODI
 MANAGING DIRECTOR

007 ✓ H/1209 SWE
 (7)

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Site Supervisor	
Date of application	1/12/04	
Application through	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Referred by:

Personal Details

Name	J. Srinivas		
Age	25 years	Date of Birth	08-06-1985
Fathers Name	Venkataswami		
Address for Correspondence	Plot No 152 (Moula Ali) m.I. colony K. Madala		
Phone & Mobile	9908870311		
Permanent Address	H.No 7-82 Gundmal (V) Kosai (M) Mahabub Nagar (Dist)		

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	B.Sc Sciences		
Name of college	M.V.S. Arts & Science Degree College		
Location	Mahabub Nagar		
Course type	<input checked="" type="checkbox"/> Regular Course	<input type="checkbox"/> Correspondence Course	
Year of completion	Medium of Instruction		
Percentage marks	Distinction		

Name of Inter/ Jr. College	Pragna Jr. College		
Location	Kosai Mahabub Nagar (Dist)		
Year	2003-2004	Medium of Instruction	

Name of school	S.P.H.S. Group		
Location	Gundmal		
Year	2001-2002	Medium of Instruction	

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 type="checkbox"/> Average <input type="checkbox"/> Poor
MS Excel	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Auto CAD	<input type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Other	

M. Venkatesh

Two Wheeler / Car

Make		Year	
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Family Details	Name	Age	Occupation	Company
Father	Venkatiah	55	Farmer	J New
Mother	Ramolamma	48	House wife	
Wife / Husband				
Brother / Sister	Krishna	20	Study	
Brother / Sister	Suguna	17	Study	
Brother / Sister				
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	5,300/-	
Does the above salary include:	ESI: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input checked="" 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	8,000/-	

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		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
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Experience & Employment Details

Years of experience in relevant field			
Name of Company	Raj Poly Build Products Pvt Ltd		
Duration of employment	22 yrs	From date:	To date:
Location	Mainabad ✓		
Designation	Export Incharge (Supervisor)		
Last drawn salary	5.300/-		
Number of employees in the company / branch?	150 -	Number of employees in your dept. or division?	06 ✓
Brief description of work handled by you.			
Reason for leaving	market down ✓		

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

Name of Company			
Duration of employment	yrs	From date:	To date:
Location			
Designation			
Last drawn salary			
Number of employees in the company / branch?		Number of employees in your dept. or division?	
Brief description of work handled by you.			
Reason for leaving			

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	44500/-

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

Relevant experience	<input checked="" type="checkbox"/> Good <input type="checkbox"/> Average <input type="checkbox"/> Poor
Knowledge of subject	<input checked="" type="checkbox"/> Good <input 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	44000/-
<p>Has knowledge in construction. Already work for 2 years in local builder. He can catch up the work. We can appoint him. over all ok.</p>	

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	44500/-
<p>APPROVED BY - 2 DEC 2009 SOHAM MODI MANAGING DIRECTOR</p>	

Offer Details

Salary offered		Date of joining	
Remarks:			