

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

Name	G. Venkateshwa Rao.
Salary	₹ 3,500/-
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 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	MPIPL
Designation	OFFICE ASSISTANT
Site	H.O.
Date of joining	16/2/07
Report to	Shanku Reddy Ho.
Documents required	<input checked="" type="checkbox"/> 2 photographs <input checked="" type="checkbox"/> Copy of school certificated <input type="checkbox"/> Copy of degree certificates <input 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"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input type="checkbox"/> Reference letter from _____ <input checked="" type="checkbox"/> Other Village address required. <input type="checkbox"/> Other
Remarks	Reference of Kanku Rao. From Ethuru village.

Sign: Jh Mml

Date: 12/3/07

Ref:- Mr. G. Kamakana

Bio-Data

Note: Attach copy of Resume / Bio-data

Application for post of	Assistant. To Mr. Ramakrishna
Date of application	15-2-07

Personal Details

Name	G. Venkateswara Rao.		
Age	35	Date of Birth	04-07-1970
Fathers Name	G. Appa Rao.		
Address for Correspondence	H.No. 1-3-183, Kavodiguda, Padma Sali Colony, Hyderabad.		
Phone no. for correspondence			
Permanent Address	— As above —		

— Rented 1,200/-
+ water & Elec (150/-)

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→ Earlier he attended the interview for purchase but he was rejected.

Education

Degree	
Name of college	
Location	
Year	Medium of Instruction

Degree	
Name of college	
Location	
Year	Medium of Instruction

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

Name of school	G.I. High School		
Location	Eluru.		
Year	1986.	Medium of Instruction	Telugu.

Prasad

Other courses or training	Nil -
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Computer Skills

MS Office:	<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
MS Word:	<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
MS Excel:	<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
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

NR Vehicle

Make	-	Year	-
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Family Details	Name	Age	Occupation	Company
Father	<i>Gr Appalar</i>			
Mother	<i>G. Suman</i>	<i>65</i>	<i>House Wife</i>	-
Wife / Husband	<i>G. Vani</i>	<i>28</i>	<i>House Wife</i>	
Brother / Sister				
Brother / Sister				
Brother / Sister				
Brother / Sister				

Salary Details

Last Drawn Salary	<i>3000/-</i>		
Above salary Included	ESI: <input type="checkbox"/> Yes <input type="checkbox"/> No	PF: <input 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	<i>3500/-</i>		

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2 children - 1 son 5yrs 4/5 | daughter - 2yrs.

Experience & Employment Details

Years of experience in relevant field	3 years.
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Name of Company	Chandrasekhar Ka (Contractor) ✓			
Duration of employment	From date:	1-5-03	To date:	31-1-07
Location	Kavaliguda			
Designation	Office Assistant cum Supervisor.			
Last drawn salary	3000/-			
Brief Description of work	Banking Work Site Supervision			
Reason for leaving	For Better Future.			

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

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