

A490125059

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

Name	VALEUAONRAK DAVAN RAO.
Salary	8,000/-
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. 250/- per month.
PF & ESI	<input checked="" 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 ESTATES.
Designation	ADMIN - OFFICER
Site	GWE
Date of joining	23/7/07.
Report to	HARI MENTA at site.
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 checked="" type="checkbox"/> Copy of passport <input checked="" type="checkbox"/> <sup>wife's</sup> <del>husband's</del> employment details / Copy of <del>HD card</del> appointment letter. <input checked="" type="checkbox"/> Reference letter from Greenwood High school. <input checked="" type="checkbox"/> Reference letter from Siddi Vinayaka. - 1 week time. <input checked="" type="checkbox"/> Reference letter from Gopala Krishna Institute - try to get. <input type="checkbox"/> Other <input type="checkbox"/> Other
Remarks	Through Ad.

Sign: [Signature]  
Date: 23/7/07

*Pavan RAO*

*DR*  
*Thursday*  
*3:35 PM*

Bio-Data

Note: Attach copy of Resume Bio-data

Application for post of	<i>Admin - officer.</i>
Date of application	<i>16-07-2007</i>
Application through	<input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: <i>-</i>

Personal Details

Name	<i>Valegaonker PAVAN RAO</i>		
Age	<i>43</i>	Date of Birth	<i>21-02-1965</i>
Fathers Name			
Address for Correspondence	<i># 10-2-8, P.No. 203, Metro Classic Apt, A.C. Guards, Masab Tank. Hyd-4</i>		<i>Recd Haw</i>
Phone no. for correspondence	<i>9490125059. 10-3-32/5/67/1, St no: 8 Lane # 1, opp Parapucate Nursery Lane</i>		
Permanent Address	<i>as above.</i>		

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

*Commence Date etc*

Education

Degree	<i>B.S.L., PGDCA.</i>		
Name of college	<i>Pune University - Syambard.</i>		
Location	<i>Pune.</i>		
Year	<i>1992-</i>	Medium of Instruction	<i>English</i>
Degree			
Name of college			
Location			
Year		Medium of Instruction	
Name of Inter/ Jr. College	<i>Inter B.J. PC.</i>		
Location	<i>Kamareddy - Niyamabed</i>		
Year	<i>1982</i>	Medium of Instruction	<i>English</i>
Name of school	<i>10th Govt Junior College/Highschool Bhainsa</i>		
Location	<i>Bhainsa -</i>		
Year	<i>1980</i>	Medium of Instruction	<i>English</i>

Other courses or training

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

**Computer Skills**

MIS 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 ✓  
 Auto CAD: Excellent / Good / Avg. / Learnt but never worked on it / Nil  
 Other:

**Two Wheeler**

Make Suzuki Year 2003

Suzuki

Family Details	Name	Age	Occupation	Company
Father	<u>Sri Girish Rao.V</u>	<u>75</u>	<u>Rtd. APPC (Upper)</u>	<u>Expired</u>
Mother	<u>Mrs. V. Padmarathi</u>	<u>76</u>		<u>Expired</u>
Wife / Husband	<u>Mrs. K.A. Mangalayaru</u>	<u>38</u>		<u>MCH Valuation Officer - JCB</u>
Brother / Sister	<u>V. Shrinath Kumar</u>	<u>46</u>		<u>Pvt. Employee</u>
Brother / Sister	<u>V. Prasanna Rao</u>	<u>38</u>		<u>Pvt. Employee</u>
Brother / Sister				
Son / Daughter	<u>V. Sarvika</u>	<u>13</u>	<u>Student</u>	
Son / Daughter				
Son / Daughter				

**Salary Details**

Last Drawn Salary 8,000/- All other benefits  
 Above salary included: ESI:  Yes  No PF:  Yes  No  
 Conveyance:  Yes  No Mobile Allowance:  Yes  No  
 Expected Salary 10,000/- + All other benefits

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

S. S. S. S.

**Experience & Employment Details**

Years of experience in relevant field		NIL	
Name of Company		Masgandashi Marketing Pvt Ltd.	
Duration of employment	From date:	To date:	94
Location		Hyderabad	
Designation		Sales Organiser	
Last drawn salary		2500 + All other benefits	
Brief Description of work		Space selling - coverage of special Edition	
Reason for leaving		Better prospects	

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


Name of Company		Gopala Krishna Industries.	
Duration of employment	From date:	To date:	1996
Location		Hyderabad.	
Designation		Sales officer.	
Last drawn salary		4,000/- All other benefits	
Brief Description of work		Dealer net work of Motor pumps through Telengana	
Reason for leaving		Better prospects	

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


Name of Company	Pri Siddi Vinayaka Automotols		
Duration of employment	From date: 1996	To date:	2004
Location	Hyderabad, Guntur, Prakasham, Warangal.		
Designation	Sales Manager.		
Last drawn salary	10,000/- All other benefits		
Brief Description of work	Better <del>prospects</del> Sales, Marketing, After Service Net Work - Sales out let, to take care.		
Reason for leaving	Better prospects??		

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


Name of Company	Greenwood High School.		
Duration of employment	From date: 2004	To date:	2007. <u>Final date:</u>
Location	Warangal.		
Designation	Admin. - officer.		
Last drawn salary	7,000/- + All other benefits		
Brief Description of work	P.RO Admissions. Study works, Admin works.		
Reason for leaving	Shifted to Hyderabad.		

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


\*Ask for additional sheets if required.

## Application Form

To, The Managing Director  
Modi Properties Pvt. Ltd.  
Sec'ed.

Sir,

Sub: **Application for the post of** Admin - Officer

It is learnt that you are recruiting hands for the post of Admin - officer

and as such I submit this application for favour of your kind consideration.

I submit here under my detailed biographical particulars for favour of your kind personal and consideration.

### BIO - DATA

1. Name in full

VALEGAONKER PAVAN RAO

2. Father's Name

Late Sri. V. Girish Rao

3. Age & Date of Birth

21-02-1965 - 43 year old.

4. Caste and Religion

Brahmin - Hindu - Indian

5. Native Place

VALEGAON.

6. Education Qualification

B.S.L., PGDCA.

a) Academic

b) Technical

Lower grade English Type.

7. Experience

15 years in Sales + Marketing + Admin

8. Employment Reg. No.

9. Address 1) Permanent

10-2-8, P.No. 203, Metro classic Apt -  
A.C. Guards - Masab Tank - Hyd.

(2) Temporary / Correspondence :

10. Extra Curricular activities

11. Languages Know

English, Hindi, Telugu, Marathi & Urdu

12. Nationality

Indian

13. Passport No. If any

In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed organisation in the capacity mentioned above, for which act of kindness, I shall be very thankful and grateful to you.

Thanking you Sir,

[Signature]  
Your faithfully

[Signature]  
10/07

**GOVERNMENT OF ANDHRA PRADESH**  
**TRANSPORT DEPARTMENT**  
**OFFICE OF THE R.T.O. R.R. Dist.**  
**FORM-6**  
FORMER RULE 16(1)  
**FORM OF DRIVING LICENCE**

C.No. 11869 A2/RD/2000  
 Name of the Holder Sri. Pavan Rao  
 Son/Wife/Daughter of Sri. Girish Rao  
 Name of the person written across the photograph (Part the Seal and signature of the Licensing Authority to be on the photograph and part on the driving licence)  
 Driving Licence Number 11663 RD/2000  
 Date of Issue 13.09.2000  
 Name of the Holder Pavan Rao  
 Son/Wife/Daughter of Sri. Girish Rao  
 Temporary Address \_\_\_\_\_  
 Official Address (if any) \_\_\_\_\_  
 Permanent Address S-3-61/1, Ramalayam, K.R. Dist.  
 Date of Birth 21-02-1965



Educational Qualification \_\_\_\_\_  
 Blood group with RH Factor \_\_\_\_\_ Positive / Negative  
 The holder of this licence is licensed to drive throughout India of the following description:  
 Motor-Cycle without gear  
 Motor Cycle with gear **MOTOR CYCLE WITH GEAR ONLY**  
 Invalid carriage  
 Light Motor Vehicle  
 Medium Goods Vehicle  
 Medium Passenger Vehicle  
 Three Wheeler Vehicle  
 Heavy Goods Vehicle  
 Heavy Passenger Motor Vehicle  
 A motor vehicle of following description \_\_\_\_\_

The licence to drive a motor vehicle other than transport vehicle is valid from 13.9.2000 to 20/02/2015  
 Name and designation of the authority who conducted the driving test CHANDRA SHUKAR  
MOTOR VEHICLE INSPECTOR  
R.R. DIST

The licence to drive Transport Vehicle is valid from \_\_\_\_\_ to \_\_\_\_\_

Signature and designation of the Licensing Authority  
[Signature]  
[Signature]  
R.R. Dist.

**AUTHORISATION TO DRIVE TRANSPORT VEHICLES**

Number \_\_\_\_\_ Date \_\_\_\_\_  
 Authorised to drive transport vehicle with effect from \_\_\_\_\_ Badge Number \_\_\_\_\_  
 Name and designation Who conducted the driving test \_\_\_\_\_ Signature and designation of the Licensing Authority \_\_\_\_\_

**SPACE FOR ADDITION OF OTHER CLASSES OF DRIVE**

Number \_\_\_\_\_ Date \_\_\_\_\_

**GREENWOOD****H I G H S C H O O L**

Near KITS, Erragattugutta, Hasanparthy, Warangal.

Date: 9 July 2007

**TO WHOM IT MAY CONCERN****SERVICE CERTIFICATE**

This is to certify that **Mr. Pavan Rao. V. S/o. V. Girish Rao** worked with us as an Administrative Manager, in Executive cadre at our Institution. He served the Institution from 2004 June to 2007 June. During this period he was best at his abilities and is sincere and honest. He has drawn a salary of Rupees 7,000/- per month plus other benefits.

**G. BHARADWAJA NAIDU****Director**





**BOARD OF SECONDARY EDUCATION  
ANDHRA PRADESH**



PL-I/7

75301

**SECONDARY SCHOOL CERTIFICATE**

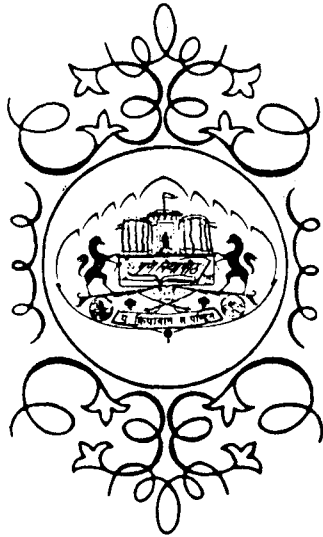
C/6 091522

Certified that		PAVAN RAO				bearing	
R. No.	206257	Son/Daughter of		GIRISH RAO			
and belonging to		G J C SHAINSA				appeared	
at the SSC EXAMINATION held in		MAR, 1980		and PASSED the Examination in			
SECOND		division with		TELUGU		as the medium of instruction.	
The Date of Birth of the Candidate is							
DATE OF BIRTH		DAY		MONTH		YEAR	
21/02/1965		TWO		ONE		FEB ONE NINE SIX FIVE	
The candidate secured the following percentage of marks							
FIRST LANG.	MARKS	THIRD LANG.	MARKS	MATHEMATICS	MARKS		
TELUGU	42	ENGLISH	62	GENERAL	68		
GENERAL SCIENCE	58	SOCIAL STUDIES	43	TOTAL (in Figs.)	273		
TOTAL (In Words)		TWO SEVEN THREE					
SECOND LANGUAGE (		HINDI				) 39	
Marks of Identification							
1	Mole on left leg.						
2	-						
Head of Institution		 PRINCIPAL GOVT. JR. COLLEGE SHAINSA					
Date of issue		8-7-80		 Addl. Jt. Secretary			
HYDERABAD				Board of Secondary Education			
The marks with the asterisk indicate the marks secured in the Previous Examinations.							

JAYKAY FORMS

University  
Of  
Pune

(Formerly  
University of Poona)



We, the Chancellor,  
the Vice Chancellor and  
the Members of the Management Council  
and the Academic Council of the  
University of Pune certify

that Walegaonker Pavanrao  
Girishrao  
of Symbiosis Law College  
Pune

having been examined and found duly qualified  
for the degree of

Bachelor of  
Social, Legal Sciences

(B. S. L.)

and placed in the Pass Class  
in October 1992

The said degree has been conferred on him.  
In testimony whereof is set  
the seal of the said University.

Syble

Date: 25th Feb. 1995

Vice Chancellor

**PROCEEDINGS OF THE DEPUTY COMMISSIONER  
GREATER HYDERABAD MUNICIPAL CORPORATION  
SECUNDERABAD CIRCLE, NORTH ZONE.**

**Present:** Sri. G. KRISHNAIAH, M.Sc  
Deputy Commissioner, SC, GHMC, NZ.

**Proc.No.** 1661/C10/Tax/SC/GHMC/2007-2008

**Dated:** 29-6-2007

**Sub:-** GHMC – Tax – SC – Estt – Municipal Commissioner – Postings of Municipal Commissioners (Direct Recruitment) – Posting of Mrs. K. A. Mangatayaru, Municipal Commissioner, Grade II – Posted as V.O. in Secunderabad Circle, North Zone – Reported for duty – Permitted to join duty – Orders Issued.


**Ref:-** 1. The Commissioner & Spl. Officer, GHMC Proc.No.23157AC (A) OP1/MCH/2007-1680, dated 28-06-2007.  
2. Joining report of the incumbent dated 29-06-2007.

**ORDER:-**

In the reference 1<sup>st</sup> above cited Mrs. K. A. Mangatayaru, Municipal Commissioner, Grade II has been posted as Valuation Officer in Secunderabad Circle

Accordingly Mrs. K. A. Mangatayaru, Municipal Commissioner, Grade II has reported for the duty on 29-06-2007 (FN) and requested to permit her to join duty.

Mrs. K. A. Mangatayaru, Municipal Commissioner, Grade II is hereby permitted to join duty as Valuation Officer in Secunderabad Circle, GHMC, North Zone w.e.f. 29-06-2007 (FN).

  
**Deputy Commissioner**  
GHMC: Secunderabad Circle,  
North Zone.

To  
✓ Mrs. K. A. Mangatayaru,  
Valuation Officer, Secunderabad Circle, North Zone, GHMC.

**Copy Submitted to**  
The Zonal Commissioner, North Zone, GHMC for favour of information.

**Copy to:**

1. The Additional Commissioner (Admin) GHMC.
2. The Assistant Assessor & Collector, SC, NZ, GHMC.
3. The Assistant Examiner of Accounts, North Zone, GHMC.
4. The Chief Valuation Officer, GHMC.