

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

| | |
|--------------------|--|
| Name | MR. P. SAI KIRAN. |
| Salary | Rs. 4500/- |
| 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 -10 |
| Employee company | GREENWOOD ESTATES |
| Designation | SUPERVISOR |
| Site | GATE |
| Date of joining | 17/08/09 |
| Report to | MR. RAJITH PRAKASH. |
| 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 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 checked="" type="checkbox"/> Surety from _____ <input checked="" type="checkbox"/> Surety from _____ <input 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 is brother of Mr. Raghavendra |

| | |
|---------------------------|--------------------------|
| Approved by Shankar Reddy | Approved By MD |
| Date: 22/08/09 | Date: _____ |
| Sign: <i>[Signature]</i> | Sign: <i>[Signature]</i> |

APPROVED BY
24 AUG 2009
MANAGING DIRECTOR

Ref: - Mr Raghuvver (His own
 Born New)

Bio-Data

Note: Attach copy of Resume / Bio-data

| | |
|-------------------------|---|
| Application for post of | Supervisor |
| Date of application | |
| Application through | <input type="checkbox"/> Advertisement <input type="checkbox"/> Referred by: P. Raghuvver |

Personal Details

| | | | |
|----------------------------|-------------------------------------|---------------|------------|
| Name | P. SAI KIRAN | | |
| Age | 23 | Date of Birth | 16-03-1986 |
| Fathers Name | P. JANAIAN | | |
| Address for Correspondence | H.No. 12-1-87, Lalapet, Secbad - 17 | | |
| Phone & Mobile | 9293117677 | | |
| Permanent Address | Same as above | | |

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 | Vignana Jr. College | | |
| Location | Hobbiquda | | |
| Year | 2005-07 | Medium of Instruction | English |

| | | | |
|----------------|--------------------------|-----------------------|---------|
| Name of school | Vignana High School | | |
| Location | Survey of India (Cuppal) | | |
| Year | 2005 | Medium of Instruction | English |

| | |
|--|--|
| Description of other courses or training | |
| | |

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 checked="" type="checkbox"/> Average <input type="checkbox"/> Poor |
| Other | |

Two Wheeler / Car

| | | | |
|------|-----------------------|------|------|
| Make | Hero Honda Karizma | Year | 2007 |
|------|-----------------------|------|------|

| Family Details | Name | Age | Occupation | Company |
|------------------|-----------|-----|------------|---------|
| Father | Jamiah | | Clerk | APDPCFL |
| Mother | Hemavathi | | House wife | |
| Wife / Husband | | | | |
| Brother / Sister | Rajiv | | Employee | MP IPL |
| Brother / Sister | Shanu | | Student | |
| Brother / Sister | | | | |
| Son / daughter | | | | |
| Son / daughter | | | | |
| Son / daughter | | | | |

Salary Details

| | | | |
|--------------------------------|--|--|--|
| Last Drawn Salary | | | |
| Does the above salary include: | 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 | 6500/- | | |

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 |
|--|---|