

Note for approval

Sir,

Sub: Recommendation of Salary – Mr. G. Suman , Asst. Engineer

Bio data

Scanned

Expected Salary	-	15,000/- per month
Recommended Salary	-	13,500/- CTC Salary per month
Approved CTC salary by MD	-	13,500 13.5k/- per month
HRA	-	NA
Mobile allowance	-	399/- per month
Probation period	-	one month
Company	-	MPL - Site 82/1



Regards,

Jai Kumar

Amn
28/02/2019

Note

Sir,

~~Mr.~~ Mr. Sumant for Jr. Engineer attended interview
at PMRI, Shirohi given comments - no relevant experience
- can take as a fresher.

Please advise

Pras

reply in 82/1
w



DECLARATION

From:

Date: 6-2-19

G. Suman

M:- Mahabubad.

D:- ~~12~~ Mahabubad.

r:- Mallyal.

To,
HR Manager,
Modi Properties Pvt. Ltd.,
M.G. Road, Secunderabad-03.

I have submitted my bio-data/ resume for a suitable post in your company and its associated firms/subsidiaries.

I hereby certify/declare that the details given herein are true to the best of my knowledge.

In case the information given by me is found to be un-true, I will be liable for consequences thereon.

I shall provide proof of last drawn salary as and when requested.

I shall provide letters of good conduct/recommendation from past employers as and when asked for.

I further undertake to work for a minimum period of 2 years, if I am offered employment in your company.

Thank you.

Yours sincerely,

Signature 

Name:  G. Suman.

Place: Mahabubad.

Date: 6-2-19

Bio-Data**Note:** Attach copy of Resume / Bio-data

Application for post of	Engineering. (Site Engineer)		
Date of application	6-2-2019		
Application through	☐ Advertisement	☒ Referred by:	Mahesh, Admin Manager

Personal Details:

Name	G. Suman		
Age	22	Date of Birth	15-6-1996
Fathers Name	G. Dhanji		
Address for Correspondence	V:- Malayals M:- Mahabubad D:- Mahabubad - Mahabubabad		
Phone & Mobile	9573004536		
Permanent Address	V:- Malayals M:- Mahabubad		

Education:

(P.G) Degree			
Name of college			
Location			
Course type	☐ Regular Course	☐ Correspondence Course	
Year of completion		Medium of Instruction	
Percentage marks		Category	SC / ST / BC / Open

Degree/ Diploma	B.Tech (Civil Engineering)		
Name of college	Samskruthi college of Engg & Tech.		
Location	Ghat kesar.		
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2018	Medium of Instruction	English.
Percentage marks	63%.		

Name of Inter/ Jr. College	APTRJC		
Location	Narsampet		
Year	2014	Medium of Instruction	Telugu

Name of school	EPSS High School		
Location	Mahabubad		
Year	2012	Medium of Instruction	Telugu

Description of other courses or diploma	

Computer Skills:

MS Office	☒ Good ☐ Average ☐ Poor
MS Word	☒ Good ☐ Average ☐ Poor
MS Excel	☒ Good ☐ Average ☐ Poor
Auto CAD	☒ Good ☒ Average ☐ Poor ☐ N.A.
Email	☒ Good ☐ Average ☐ Poor
Other	

Two Wheeler / Car:

Make		Year	
------	--	------	--

Family Details:	Name	Age	Occupation/ Study	Company/ Education institution
Father	G. Dhanji	52	farmer	
Mother	G. Lali	45	housewife	
Wife / Husband	-	-	-	
Brother / Sister	G. Homji	36	farmer	
Brother / Sister	G. Somani	28	farmer	
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)

(Copy of 13) Bank statement form salary account will have produced at time of employment)			
Last Drawn Salary	NA		
Does the above salary include:	ESI: ☐ Yes ☐ No	PF: ☐ Yes ☐ No	
	Conveyance: ☐ Yes ☐ No	Mobile Allowance: ☐ Yes ☐ No	
Expected Salary	15000/- (negotiable)		

Surety:

Can you provide 2 sureties from Govt. employees or employees of reputed companies?				☐ Yes ☐ 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?	☒ Yes ☐ No
--	---

Experience & Employment Details:

Years of experience in relevant field	Fresher				
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)

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)

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)

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)

Ask for additional sheets if required.

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

Background – Personal	☐ Good ☐ Average ☐ Poor <i>NA</i>
Background – Work	☐ Good ☐ Average ☐ Poor <i>NA</i>
Personality	☐ Good ☒ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☒ Good ☐ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	<i>13,500/-</i>

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

Relevant experience	☐ Good ☒ Average ☐ Poor
Knowledge of subject	☐ Good ☒ Average ☐ Poor
Recommendation	☐ Employ ☐ Reject ☒ Short list & decide later
Recommended salary	<i>As Junior Engineer.</i>

6/10 Engineers test
Candidate is OK and has 20 experience
No relevant Experience and 10 years as fresher
4/2/19

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

Recommendation	☐ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	

Offer Details

Salary offered		Date of joining	
Remarks:			

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

Name	
CTC Salary	
Conveyance	☐ Included in salary ☐ Extra Rs. _____ per month ☐ As per actuals
Mobile Allowance	☐ Nil ☐ Rs. _____ per month.
PF & ESI	☐ No PF & ESI ☐ Only after 3 months ☐ Pay ESI & PF ☐ PF & ESI included in above salary
Probation Period	☐ 3 months ☐ Nil
Salary revision	☐ After 3 months ☐ Next April - _____
Employee company	
Designation	
Site	
Date of joining	
Report to	
Commitment	Committed to work for at least _____ yrs.
Documents required	☐ 4 photographs ☐ Copy of school certificates ☐ Copy of degree certificates ☐ Copy of drivers license ☐ Copy of passport ☐ Fathers employment details / Copy of ID card. ☐ Surety from _____ ☐ Surety from _____ ☐ 1 yr bank statement _____ ☐ Reference letter from _____ ☐ Service Certificate from _____ ☐ Other _____ ☐ Other _____
Remarks	

Approved by Manager - HR & Admin.		Approved by Managing Director	
Date:		Date:	
Sign:		Sign:	

Name of the Candidate: G. Suman
Post Applied for: Jr. Engineer/Engineer

Date of Interview: 6-2-19

1. What are the Ratios for following?

Ans: M15: ~~2:4:1~~ $\Rightarrow$ 1:2:4 ✓

M20: $\Rightarrow$ 1:1.5:2 ✓

M25: $\Rightarrow$ 1:1:2 ✓

$\frac{3}{4}$

2. Abbreviate PCC?

Ans: plane cement concrete ✓

3. Abbreviate RCC?

Ans: Reinforced cement concrete ✓

4. Explain 3-4-5 method of surveying?

Ans: 1) chain survey, 2) plane table survey 3) theodolite survey.

4) leveling.

5. Describe H.I., B.S., F.S.

Ans: H.I.: Height of Inclination ✓

B.S.: Back site (reading) ✓

F.S.: fore site (reading) ✓

6. A bat is the portion of a

(A)

Ans: A. Wall not exposed to weather

B. Brick cut across the width

C. wall between facing and backing

D. brick cut in such a manner that its one long face remains uncut

Triangle Method
to Build
Square Corner

4

Name of the Candidate: _____
Post Applied for: Jr. Engineer/Engineer

Date of Interview: _____

7. The minimum load which will cause failure of a foundation is called (A)
- A. ultimate tensile strength B. nominal strength
C. ultimate bearing power D. ultimate compressive strength

8. The lowest part of a structure which transmits the load to the soil is known as (C)
- A. Super-structure B. Plinth
C. Foundation D. Basement

9. The maximum bearing capacity of soil is that of (A)
- A. hard rocks B. black cotton soil
C. dry, coarse sandy soil D. fine sandy soil

10. When the foundation is placed immediately beneath the lowest part of the super-structure, (A)
it is called
- A. deep B. shallow

6/10



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

HYDERABAD - 500 085, TELANGANA STATE, INDIA.

CONSOLIDATED MARKS MEMO / CREDIT SHEET

B.Tech. CIVIL ENGINEERING

CMM. No.: **C0864208**

Serial No.: 21277026845

Name: **GUGULOTH SUMAN**

Hall Ticket No. **14U11A0172**



Name of the College: **U1-SCET, GHATKESAR**

Month & Year of Final Exam: **April, 2018**

Year of Admission: **2014-2015**

Class Awarded **FIRST CLASS**

S.No.	SUBJECT TITLE	INT MARKS	EXT MARKS	TOTAL	CREDITS	S.No.	SUBJECT TITLE	INT MARKS	EXT MARKS	TOTAL	CREDITS
	Maximum Marks in Theory	25	75	100			Maximum Marks in Lab	25	50	75	
I YEAR											
1	ENGLISH	16	32	48	4	2	MATHEMATICS - I	23	29	52	6
3	ENGINEERING MECHANICS	17	26	43	6	4	ENGINEERING PHYSICS	18	36	54	6
5	ENGINEERING CHEMISTRY	16	26	42	6	6	COMPUTER PROGRAMMING	19	26	45	6
7	ENGINEERING DRAWING	25	37	62	6	8	COMPUTER PROGRAMMING LAB.	22	40	62	4
9	ENGINEERING PHYSICS & ENGINEERING CHEMISTRY LA	24	43	67	4	10	ENGLISH LANGUAGE COMMUNICATION SKILLS LAB.	20	42	62	4
11	ENGINEERING WORKSHOP / IT WORKSHOP	21	46	67	4						
I SEMESTER											
II YEAR											
I SEMESTER						II SEMESTER					
1	MATHEMATICS - II	22	26	48	4	1	PROBABILITY & STATISTICS	22	26	48	4
2	ELECTRICAL & ELECTRONICS ENGINEERING	19	35	54	4	2	STRENGTH OF MATERIALS - II	23	50	73	4
3	STRENGTH OF MATERIALS - I	24	33	57	4	3	HYDRAULICS & HYDRAULIC MACHINERY	22	26	48	4
4	SURVEYING	20	26	46	4	4	ENVIRONMENTAL STUDIES	21	49	70	4
5	FLUID MECHANICS	22	34	56	4	5	STRUCTURAL ANALYSIS - I	23	40	63	4
6	MANAGERIAL ECONOMICS AND FINANCIAL ANALYSIS	19	26	45	4	6	BUILDING MATERIALS, CONSTRUCTION & PLANNING	23	26	49	4
7	SURVEYING LAB - I	22	48	70	2	7	COMPUTER AIDED DRAFTING OF BUILDINGS	22	45	67	2
8	STRENGTH OF MATERIALS LAB	21	49	70	2	8	SURVEYING LAB - II	24	48	72	2
						9	GENDER SENSITIZATION*	23	46	69	2
III YEAR											
I SEMESTER						II SEMESTER					
1	CONCRETE TECHNOLOGY	15	43	58	4	1	STEEL STRUCTURES DESIGN AND DRAWING	16	26	42	4
2	REINFORCED CONCRETE STRUCTURES DESIGN AND DR	21	46	67	4	2	ENVIRONMENTAL ENGINEERING	17	55	72	4
3	ENGINEERING GEOLOGY	16	42	58	4	3	TRANSPORTATION ENGINEERING - I	21	42	63	4
4	GEOTECHNICAL ENGINEERING	19	33	52	4	4	FOUNDATION ENGINEERING	19	27	46	4
5	WATER RESOURCES ENGINEERING - I	18	49	67	4	5	STRUCTURAL ANALYSIS - II	20	34	54	4
6	DISASTER MANAGEMENT	15	33	48	4	6	GROUND WATER HYDROLOGY	18	38	56	4
7	FLUID MECHANICS & HYDRAULIC MACHINERY LAB	21	42	63	2	7	GEOTECHNICAL ENGINEERING LAB	15	37	52	2
8	ENGINEERING GEOLOGY LAB	20	39	59	2	8	ADVANCED COMMUNICATION SKILLS LAB	16	41	57	2
IV YEAR											
I SEMESTER						II SEMESTER					
1	REMOTE SENSING & GIS	16	37	53	4	1	REHABILITATION AND RETROFITTING OF STRUCTURE	21	26	47	4
2	TRANSPORTATION ENGINEERING - II	19	27	46	4	2	PRESTRESSED CONCRETE STRUCTURES	21	26	47	4
3	ESTIMATING & COSTING	20	32	52	4	3	CONSTRUCTION MANAGEMENT	20	37	57	4
4	WATER RESOURCES ENGINEERING - II	17	31	48	4	4	INDUSTRY ORIENTED MINI PROJECT	-	49	49	2
5	WATERSHED MANAGEMENT	19	30	49	4	5	SEMINAR	45	-	45	2
6	ADVANCED STRUCTURAL DESIGN	20	33	53	4	6	PROJECT WORK	44	147	191	10
7	CONCRETE & HIGHWAY MATERIALS LAB	18	44	62	2	7	COMPREHENSIVE VIVA	-	97	97	2
8	ENVIRONMENTAL ENGINEERING LAB	22	39	61	2						

(# Project Internal=50, External=150)

Number of Credits registered for: 226 Aggregate Marks Secured for best: 218

Aggregate Marks Secured: 3324 OUT OF 5250 (63.31%)

Date of Issue: 29 May, 2018

(see overleaf for Rules concerned to award of class)

(* Credits considered for award of degree)

(* Courses registered but not counted for calculation of aggregate)

A indicates 'ABSENT'



S. Tanu kalyan

CONTROLLER OF EXAMINATIONS