

Admin.

D: 17/9/18

Sir,

Sub: Recommendation of Salary – Mrs. S. Sujatha

*Appointment letter
done*

(1)

Expected Salary - 15,000/- per month

Recommended Salary - 14,000/- CTC Salary per month

Approved CTC salary by MD - 12500/- per month

Company - _____

Designation - _____

HRA - NA

Mobile allowance - 399/- per month

Probation period - one month (can be terminated if performance is not satisfactory)



Regards,

Prakash
Jai Kumar

(Barring on the expenses + children fees and expenditure, I have recommended 14,000/- CTC salary = she will get Net Salary 11943/-)

DECLARATION

From:

Date: 17/9/2018

S. Sujatha.
S-3-229/A, Srinivas Nagar.
Sec-bad.

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 S. Sujatha

Name: S. Sujatha.

Place: Hyderabad

Date: 17/9/2018

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

Application for post of	
Date of application	17/9/2018
Application through	☐ Advertisement ☐ Referred by: Ex-Employee - Rambabu's wife

Personal Details:

Name	S. Sujatha.		
Age	32	Date of Birth	30/11/1985
Fathers Name	S. Bhoomeshwar Rao.		
Address for Correspondence	8-3-229/A Srinivas Nagar. Mohammed Cuda Sec-had.		
Phone & Mobile	6281457518.		
Permanent Address	8-3-228/1280/368/A Tanjavar Nagar, Yousufguda-Hyd.		

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.Com		
Name of college	Greethanjali De. College.		
Location	Panjagutta - Hyderabad.		
Course type	☒ Regular course	☐ Correspondence Course	
Year of completion	2008.	Medium of Instruction	English.
Percentage marks	75%.		

Name of Inter/ Jr. College	Greethanjali Junior College.		
Location	Panjagutta - Hyderabad.		
Year	2005	Medium of Instruction	English

Name of school	Good Shepherd High School		
Location	Madhur Nagar Yousufguda		
Year	2003	Medium of Instruction	English.

Experience & Employment Details:

Years of experience in relevant field	2 years
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Name of Company	Kavy Computer share				
Duration of employment	2 yrs	From date:	2010	To date:	2012
Location	Banjara hills.				
Designation	Admin - Executive				
Last drawn salary	10,000/-				
Number of employees in the company / branch?	400	Number of employees in your dept. or division?	8.		
Brief description of work handled by you.	Entries of bank cheques and other data entry work in Excel.				
Reason for leaving	Maternity.				

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	☐ Good ☐ Average ☐ Poor
Background – Work	☒ Good ☐ Average ☐ Poor
Personality	☒ Good ☐ Average ☐ Poor
Appearance	☒ Good ☐ Average ☐ Poor
Communication skills	☐ Good ☒ Average ☐ Poor
Recommendation	☒ Employ ☐ Reject ☐ Short list & decide later
Recommended salary	12000 to 14,000
Dang	

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	

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:			