



RASANDIK ENGINEERING INDUSTRIES INDIA LTD.

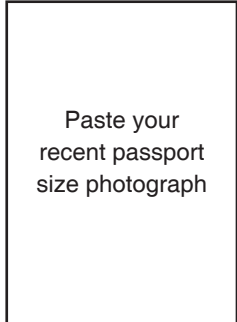
Regd. Office & Plant - 1

14, Roz Ka Meo Industrial Area, Sohna, Distt. Gurgaon, Haryana - 122 103

Plant - II

Plot No. A - 1/2 - 2 & A-1/2-3, Site - B, Surajpur Industrial Area,
Greater Noida, Distt. Gautam Budh Nagar, Uttar Pradesh - 201 306

PERSONAL DATA FORM



Paste your recent passport size photograph

POST APPLIED FOR :

FULL NAME IN :

BLOCK LETTERS SURNAME FIRST MIDDLE (Mr./Miss./Mrs.)

PRESENT ADDRESS :

..... TEL. NO:

.....

PERMANENT ADDRESS :

..... TEL. NO.....

.....

MAILING ADDRESS :

..... TEL. NO.....

.....

Our Ref. No:

PERSONAL DATA
ALL COLUMNS AND QUERIES MUST BE RESPONDED TO FULLY AND ACCURATELY
WITH NO GAPS WHATSOEVER, WRITE "NIL" OR "N.A." WHERE APPLICABLE

NAME								
DATE OF BIRTH			PLACE OF BIRTH	HOME TOWN	PHYSICAL			
DATE	MONTH	YEAR			AGE	HEIGHT	WEIGHT	ANY DISABILITY

MARITAL STATUS			NAME OF WIFE / HUSBAND	CHILDREN	OTHER DEPENDENTS		
SINGLE	MARRIED	WIDOW		NUMBER	NUMBER		
			OCCUPATION	AGE	RELATIONSHIPS		
FATHER'S NAME			ADDRESS			OCCUPATION (Designation & Organisation)	

EDUCATION

Start with last qualification and work backwards till you cover High School or equivalent.

Qualification	Name of University/Board	Name and address of School/College	Date of		Principal Subjects	Div. & Rank	Marks %
			Entering	Passing			

Did you fail in any course or spend more time than the prescribed minimum period in any of the above?
 Yes No If Yes, give details.

Please specify if any of the courses have been part time.

EXTRA-CURRICULAR ACTIVITIES		
SPORTS	LANGUAGES	LITERARY/CULTURAL/HOBBIES

EXPERIENCE							
EMPLOYER'S NAME & ADDRESS	DESIGNATION	EMPLOYED		SALARY			REASONS FOR LEAVING
		FROM	TO	STARTING	LAST		
				TOTAL	BASIC	TOTAL	
(a) Present							
(b) Previous							
(c) 2nd Last							
(d) 3rd Last							
DESCRIBE THE SCOPE OF RESPONSIBILITIES UNDER EACH EMPLOYER AS NUMBERED ABOVE				SUPERVISOR'S NAME & TITLE			
(a)							
(b)							
(c)							
(d)							
IF YOU HAVE WORKED IN ANY OTHER ORGANISATIONS PLEASE GIVE SIMILAR DETAILS IN A SEPATATE SHEET							
Have you been without employment at any time? If so, please specify the period.							
Total years of experience:				Total number of job changes:			
RELATE ANY ACHIEVEMENT WHICH YOU ACOMPLISHED IN A POSITION OF REPONSIBILITY WHAT ROLE DID YOU PLAY ? WHAT DID YOU LEARN FROM THE EXPERIENCE ?							
SHORT - TERM TRAINING							
COURSE TITLE	DURATION			CONDUCTED BY			

HOW MUCH MINIMUM NOTICE PERIOD WOULD YOU REQUIRE TO JOIN ?

REFERENCES

ARE YOU RELATED TO ANY PRESENT DIRECTOR OF THIS COMPANY YES NO ARE YOU RELATED TO ANY OF OUR PRESENT OR PAST EMPLOYEES ? YES NO

NAME	NAME	RELATIONSHIP
RELATIONSHIP	DESIGNATION	UNIT

REFERENCES

Give at least one reference each from amongst your supervisors and from responsible persons resident in your locality in all, 3 reference must be given.

NAME	ADDRESS	OCCUPATION	MAY WE CONTACT ?
(1)			
(2)			
(3)			

DECLARATION

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed. I am not aware of any circumstances which might impair my fitness for employment. I am found at any time, to have concealed any material information or given any false details against any one of the above particulars, my appointment shall be liable to summary termination without notice.

PLACE: DATE: SIGNATURE:

FOR OFFICE USE ONLY

TEST / PRELIMINARY INTERVIEW RESULT:

FINAL INTERVIEW DECISION: