

SURYATEJA FACILITIES MANAGEMENT PVT LTD
An ISO 9001:2008 certified company



Application for the post of

Fill the Post No. in the above box, as per the below table:

Post No.	Position Called For
01	Junior Executive Assistant

**Affix Recent
Passport Size
Photograph here**

1. Personal Details:

a)	Name	
b)	Father's Name/Husband Name	
c)	Date of Birth	
d)	Age as on date	
e)	Gender	
f)	Marital Status	
g)	Category (SC/ST/OBC/GEN)	
h)	Nationality	
i)	Aadhar No	

SURYA TEJA FACILITIES MANAGEMENT PVT LTD
CIN: U74920AP2010PTC071091

Regd. With: National Small Industries Corporation.

Regd. Office : Flat No 202, D.No. 7-1-619/A, Naina Residency, Srinivasa Nagar Colony East, S.R.Nagar, Hyd-500038

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2. Address Details:

	Address for Correspondence	Permanent Address
Address		
Tel No.		
Mobile No.		
E-Mail		

3. Educational Qualifications:

Sl. No	Examination Passed	Name of the institution/University	Year of Passing	% of Marks	Specialization

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4. Current Employment Record:

Sl. No	Organisation	Worked Under	Current Monthly Gross Pay (Rs)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

5. Past Work Experience:

Sl. No	Organisation	Worked Under	Monthly Gross Pay (Rs)	Period		Job Description
				From (dd/mm/yyyy)	To (dd/mm/yyyy)	

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6. Technical/Professional certification details:

S. No	Certification Name	Date of Certification

7.Total Relevant Work Experience (in years):

8. Any other information relevant to the job:

I certify that the information given above is true and correct to the best of my knowledge.

Date:

(Signature of the Candidate)

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