



**Application for the post of**

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

<b>Post No.</b>	<b>Position Called For</b>
<b>01</b>	Junior Executive - Administration
<b>02</b>	Administrative 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	



2. Address Details:

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

3. Academic Qualifications (in descending order)

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

**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



4. Current Employment Record:

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

5. Past Work Experience:

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

**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



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)

---

**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