

A P P E N D I C E S

(A) PREVAILING FORMS.

A-1 PERSONNEL REQUISITION FORM

MENON AND MENON PVT. LTD.,
Vikramnagar, Kolhapur - 416 005.

PERSONNEL REQUISITION.

(New Recruitment / Replacement)

DETAILS OF THE POST :

1. Department
2. Section
3. No.of Vacancies
4. Nature of Vacancy
5. If temporary, Duration
6. Cadre
7. Nature of Work
8. Grade
9. Any other justification for the new recruitment

IN CASE OF REPLACEMENT :

1. Qualification
2. Age Group
3. Nature of Experience
4. No. of years experience
5. Any other skills.

DATE :

Signature
Section Head.

Signature
Dept. Head.

FOR PERSONNEL DEPARTMENT USE

1. Date of receipt of request :
2. If new recruitment :
 - a) What is the total budget of provision. :
 - b) Recruitment till date :

DATE :

SANCTIONED / NOT SANCTIONED

(Signature of sanctioning Authority)

Name of the candidate recruited :

Date of joining :

Ticket No.

(Use overleaf if more number of candidates are there)

-oOo-

-oOo-

-oOo-

मेनन आणि मेनन प्रा. लि., विक्रमनगर ,
कोल्हापूर - ५.

: नोकरीसाठी अर्ज :
=====

कोणात्या जागेसाठी

फोटो

अ) वैयक्तिक माहिती

१. नांव (आडनांव सुरवातीस) :
२. वडिलांचे नांव व व्यवसाय :
३. कायमचा पत्ता :
४. हल्लीचा पत्ता :
५. जन्मतारीख : जन्म ठिकाण राष्ट्रीयत्व
६. वैवाहिक दर्जा : अवलंबित संख्या
७. आपणा मागासलेल्या जाती/जमातीचे आहात काय ?
(असल्यास दाखला जोडावा)
८. आपणा कधी आजारी/आपणास कधी अपघात झाला होता काय ?
९. आपणास कांही शारिरिक अपंगत्व आहे काय ?
१०. आपणास कधी कामगारांच्यासाठी असलेली नुकसानभरपाई मिळविली आहे क काय ? असल्यास माहिती द्या.
११. वजन कि.ग्रॅ. उंची से.मी.
रक्तसमूह चष्म्याचा नंबर (असल्यास)

ब) शैक्षणिक पात्रता :

सर्व साधारण व उच्च शिक्षण (शालांत परीक्षेपासून सुरवात)

तारीख	शिक्ये/कॉलेजचे/विद्यापीठाचे नाव	सत्र	परिक्षेचा निकाल
पासून पर्यंत		उत्तीर्ण वर्ष	टक्केवारी

शिष्यवृत्त्यांची व इतर प्राविण्य मिळाल्याची माहिती :-

क) प्रशिक्षण व अनुभव :-

सध्याच्या नोकरीच्या तपशीलापासून मागील वृत्तांत

तारीख	मालकाचे नाव व पत्ता	हुद्दा	मिळणारा पगार	तोडण्याचे कारण
पासून पर्यंत				

ड) इतर संपूर्ण माहिती :-

१) आपणास कोणत्या भाषा :-

बोलता येतात.

वाचता येतात.

लिहिता येतात.

२) आपण खेळामध्ये शाळेचे/महाविद्यालयाचे प्रतिनिधीत्व केले आहे काय ?.

३) सध्या कंपनीच्या सेवेत असणा-याशी ओळख अगर नाते आहे काय? असल्यास माहिती द्या.

४) तुमच्या माहितीच्या पण कंपनीच्या सेवेत नसणा-या दोन जबाबदार व्यक्तींची नावे :-

१)

२)

नाव :-

व्यवसाय/हुददा :-

पत्ता :-

५) आपण कधी न्यायालयीन गोष्टीत गुंतला होता काय? असल्यास माहिती द्या.

६) जोडलेल्या दाखल्यांची माहिती :-

अ)

ब)

क)

ड)

ई)

कामासंबंधात :-

१. अपेक्षित किमान वेतन (दरमहा):-
२. भविष्य निर्वाहनिधी क्रमांक(प्रॉ.फंड क्र.):-
३. कामगार राज्य विमा क्रमांक(इ.एस.आय.क्र.):-

मी लिहून देतो की, वर दिलेली माहिती व तपशील बरोबर व खरे असून मला कंपनीचे सर्व कायदेकानून बंधनकारक आहेत. वरील तपशील छोटा असल्याचे आढळून आल्यास मी योग्य त्या कारवाईस पात्र ठरेन.

तारीख :-

अर्जदाराची सही.

कामगार खात्याच्या उपयोगासाठी वयाची
तपासणी केली :-

होय/नाही.

शैक्षणिक पात्रतेची तपासणी केली.

होय/नाही.

अनुभवाच्या दाखल्याची तपासणी केली.

होय/नाही.

तारीख :-

सही/-

मंजूरी देणा-याच्या उपयोगासाठी
पात्र / अपात्र.

उमेदवार पात्र असलेस :-

- १) वर्ग :-
- २) मूळ पगार :-
- ३) हुद्दा :-
- ४) कुणाकडे रिपोर्ट केला :-
- ५) इतर सूचना :-

सही x-

तारीख :-

A-3 CALL LETTER

MENON AND MENON PVT. LTD.,
Vikramnagar,
KOLHAPUR - 5.

Ref.No. _____

Date : _____

To

Sir,

We refer your application and are please
to advise you to call on us for an interview/written
test as per particulars below alongwith your testi-
monials and certificates in original.

Post

Date

Time

Please note that we do not pay travelling
or any other allowance for attending interview and/
or written test.

FOR MENON AND MENON PVT.LTD.,

PERSONNEL OFFICER.

A-4 ASSESSMENT FORM (at the time of interview) PR-3

MENON AND MENON PRIVATE LIMITED

VIKRAMNAGAR, KOLHAPUR - 5

ASSESSMENT OF THE CANDIDATE INTERVIEWED

Name : Mr.

Post applied for :

-
- 1. Ability to express :
 - 2. Works knowledge :
 - 3. Organising ability :
 - 4. Intelligence :
 - 5. Overall assessment for suitability for the post. :
 - 6. Remarks :

Date : Signature :

Name :

N.B. : While merit rating use the following alphabats
and avoide description expect for item No. 6.

- A : Excellent B : Good C : Fair
D : Poor E : Very Poor

Please interview.

PERSONNEL OFFICER

A-5 APPOINTMENT LETTER :

MENON AND MENON PRIVATE LTD.,
Vikramnagar,
KOLHAPUR - 416 005.

Ref.No. :

Date :

Shri/Smt. _____ is
appointed as a _____ on Probation / as
temporary for 3/6 months in _____ Department
with effect from _____ on a basic
salary wage/stipend of Rs. _____ per day/
month in the Grade of Rs. _____.

E.S.I. No.

E.P.F. No.

E.P.S. No.

PERSONNEL OFFICER.

A-6 JOINING REPORT

PR-5

MENON AND MENON PRIVATE LTD.,
Vikramnagar, Kolhapur-416005

To

THE PERSONNEL DEPARTMENT,
(through Department Head)

Sub : Joining Report.

With reference to your appointment letter No. _____

Dated _____, I am joining duties with effect from _____.

I am giving following particulars about me for your information and record.

1. Present Local address :
2. PREVIOUS EMPLOYMENT :
Employer
From :
To :
3. Provident Fund No. :
4. E.S.I. No. :

I am furnishing details of my income separately in the prescribed form to Account Department.

I undertake to inform you any change in my local residential.

DATE :

Signature :

Full Name :
(In capital)

A-7 MEDICAL REPORT :

From : Personnel Officer,
Menon and Menon Pvt.Ltd.,
Vikramnagar, Kolhapur-5.

To : MEDICAL OFFICER

Date :

1. Shri. :
2. Post :
3. Address :
4. Birth Date :
5. Age :
6. Specimen signature of candidate. :
7. Employees State Insurance No. :

CHEST MEASUREMENT NORMAL :

Expanded : Height
Weight : _____ Kg.

Respiratory System :

Digestive System :

Generative System :

Circulatory System :

Hearing :

Vision : Without Glasses :

Rt.Eye _____ Lt.Eye : _____

With Glasses _____ Rt.Eye _____ Lt.Eye _____

Identification Marks :

General Physical Appearance :
and special remark,if any.

He is fit/Unfit.

MEDICAL OFFICER.

A-8 MERIT RATING FORM (at the time of confirmation)

MENON AND MENON PRIVATE LIMITED
Vikramnagar, Kolhapur-5

Confidential

Token No.

(For Labour Staff)

MERIT RATING FORM

-o-

Name : Rating for the Period :

Present Grade : Job :

Present Salary :

Educational Qualification:

Date of joining :

Service Inside _____ Years _____ months

Service Outside _____ Years _____ months

ENTRIES BELOW TO BE MADE BY RATER

Sr. No.	Attribute	Max points	Points Scord	Remarks
1.	Quality	25		
2.	Quantity	25		
3.	Job knowledge/skill	10		
4.	Discipline	10		
5.	Honesty and Sincerity	10		
6.	Co-operation	10		
7.	Attendance & Punctuality	10		
Total :				

Remarks or recommendations :

SIGNATURE OF RATER

B) SUGGESTED FORMSA-9 INTERVIEW/WRITTEN TEST/MEDICAL CALL

Ref. :

Date :

To

_____Sub : Interview/Written test/Medical Examination.

Dear Sir/Madam ,

We thank you for forwarding us the application form for employment with us and would appreciate your calling on us for a written test/interview/medical test on the _____ at _____ at our factory at _____ .

By way of information, please note that our establishment is located at _____.

Please further take note that we do not pay any compensation for attending this interview/written test/medical test. Please bring with you the original certificates and copy of each of them for handingover to for our record.

A line of reply intimating whether it is possible for you to attend the interview on the above date will very much be appreciated.

Thanking you,

Yours faithfully,

Personnel Officer.

A-10 INTERVIEWER'S NOTES :

Name of the applicant :

Post :

Referred By :

Sr. No.	Education Factors	Unsu- itab- le	Doub- tful	Sati- sfac- tory.	Good	Very Good	Excellent
---------	-------------------	----------------------	---------------	-------------------------	------	--------------	-----------

1. Appearance and
Manners2. Temperamental
Acceptability.

3. Expression

4. Maturity

5. Intelligence

6. Leadership

7. Education and
training

8. Job knowledge

9. Potentiality

Remarks

Signature of Interviewer

A-11 REGRET - LETTER

Ref. No. _____ Date _____

To,

Dear Sir/Madam

This refers to your application for employment with our organisation and subsequent interview. You had with us on _____

We regret to inform you that after careful consideration we have not found it possible to offer you employment in our organisation suitable to your qualifications and experience.

The vacancy has since been filled up. We nevertheless wish to express our appreciation and thank you for the interest displayed by you to work in our organisation.

Yours faithfully,

(Personnel Officer)

A-12

LETTER TO PREVIOUS EMPLOYER OR REFREE

(Strictly Confidential)

Ref. No. _____ Date _____

To,

Dear Sir/Madam,

Shri./Smt. _____
has applied for a position in our organisation
_____ and we would like to make a
definite offer to him/her.

In his/her application he/she has stated
that he/she has worked in your organisation,
you can give reliable information about him/
her.

We, therefore request you to kindly
fill the enclosed form about him/her and
return the same at your earliest convenience.
A self addressed envelope is sent with this
letter for returning the form. We assure you
that your replies will be kept absolutely
secret from the applicant.

We shall be thankful for your coopera-
tion and would be glad to reciprocate such
assistance when occasion arises.

Thanking you,

Yours faithfully,

(Personnel Officer)

A-13 REPORT OF THE PREVIOUS EMPLOYER

Particulars of Shri/Smt. :

1. Last Salary Drawn :
2. Designation at the time of leaving. :
3. Date of joining & leaving :
4. Attendance :
5. General Conduct :
6. Attitude at work :
7. Attitude towards fellow Employees. :
8. Performance :
9. Reasons for leaving :
10. Union Activities
 - a) Is he a member of union :
If so of which Union
 - b) If he/she has been :
Union Officials.
 - c) If so, which office :
has he held.
 - d) If he is not an official:
Is he active in active :
in Union activities.

Yours faithfully,

Personnel Officer.

A-14 REFEREE'S REPORT : (CONFIDENTIAL)

Particulars of Shri/Smt. _____

Who is known to me for _____

Years/months

1. Personality :
2. Emotional Stability :
3. Enthusisum :
4. Inititative :
5. Character :
6. Co-operativeness :
7. Outstanding Traits :
(Strong)
8. Out standing Traits :
(Weak)
9. Remarks :

Name, Position and
Address of Referee

Signature

Name of News Paper	:
Beginning Date	:
Ending Date	:
Special instructions	:
Estimated Cost	:
Actual Cost	:

Copy of Advertisement

Date : _____ Time : _____

Given to : _____

By : _____

No of applicants responding :

(Effectiveness of Advertisement :

- a) Excellent
- b) Very Good
- c) Good
- d) Fair
- e) Poor

A-16 STANDARD FORM FOR PERSONNEL REQUISITION :

From :

Ref. No. :

Date :

To

Personnel Officer,

Position for which sanction
required _____The present strength of similar personnel in the
department _____ on leave/absent, and
is for a period of _____.The additional personnel required is on account
of _____

Signature

(Departmental Head)

Remarks of the personnel Officer :

Date :

Signature
(Personnel Officer)The requirement of _____ additional
personnel as recommended is approved/not approved.Signature
(Personnel Officer)