

## **EMPLOYEE DETAILS FORM**

### **I. Personal Details (in block letters)**

First Name

DUDDALA

Middle Name

SURYA TEJA

Last Name

REDDY

Father's / Husband's Name: DUDDALA NARAYANA REDDY



Date of Birth			Age	Place of Birth	State	Nationality
DD	MM	YYYY	Years			
20	08	2000	22	BANSWADA	TELANGANA	INDIAN

Gender		Marital Status		Blood Group
Male	Female	Married	Unmarried	
✓			✓	

Passport Details			Driving License Details		
Passport No.	Place of Issue	Valid Up to	DL No.& Type	Place of Issue	Valid Up to
X8747852	02/05/2023	01/05/2033			

Present Address	Permanent Address	In case of emergency whom to contact
RTR MENS LUXARY PG HOSTEL, AYYAPA SOCIETY.	DASIRIGALLY, OLD BANSWADA	Name: DUDDALA SUJATHA REDDY
MADHAPUR , HYDERABAD.	KAMAREDDY DISTRICT.	Relationship: MOTHER
TELANGANA.	TELENGANA.	Address: SAME AS "PERMANENT ADDRESS"
PIN Code: 500033	PIN Code: 503187	PIN Code: 503187
E-mail: duddalasuryateja012@gmail.com	E-mail: duddalasuryateja012@gmail.com	Email:
Mobile: 7731944865	Mobile: 7731944865	
Mobile: 9441219447	Mobile: 9441219447	Mobile: 7660086120

Languages known:

Language	Read	Write	Speak
1. TELUGU	✓	✓	✓
2. ENGLISH	✓	✓	✓
3. HINDI	✓	✓	✓
4.			
5.			

## II. Educational Details

**Educational Qualifications.....including technical qualification (Start from SSC/X)**

Course	Specialization	Board / University	Year of Passing	Class & Percentage
10TH	GENERAL	SSC	2016	83
INTERMEDIATE	M.P.C	TSBIE	2018	91
BACHALOR OF ENGINEERING	COMPUTER SCIENCE & ENGINEERING	JNTUH	2022	68

*Please attach photocopies in support of the above qualifications.*

Special skills acquired (give details):

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Awards & Achievements (give details)

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.....

Ongoing Education (if any):

Course	Specialization	Board/University	Date of completion

Reference (Furnish particulars of two persons not related to you from whom we can seek reference)

Description	Reference I	Reference II
Name		
Occupation		
Address		
Mobile No.		

### III. Employment Details

#### A. Present Employment Details

Date of Joining in: 03/10/2022 Present Location: HYDERABAD

Designation: SOFTWARE ENGINEER Department: IT

Reporting to: K UDAY KUMAR REDDY

#### A. Previous Employment Details

S.No.	Name of the Company	Designation / Position held	Period of Service		Job Role
			From dd/mm/yy	To dd/mm/yy	
1					
2					
3					

PF Number: \_\_\_\_\_

UAN Number: \_\_\_\_\_

### IV. Family Details

S.No.	Relationship	Name	Contact Number
1	Father	DUDDALA NARAYANA REDDY	7661055320
2	Mother	DUDDALA SUJATHA REDDY	7660086120
3	Spouse		
4	Children		
5	Children		

**Birthday**

20/08/2000

**Marriage Anniversary**

**V. Bank Details**

(If you own an account in the bank mentioned below, please fill in the requested details.)

<u><b>BANK NAME</b></u>	<u><b>BRANCH NAME</b></u>	<u><b>ACCOUNT NUMBER</b></u>
HDFC	KAVURI HILLS	50100609820254

1). PAN Number: EVXPD3189R

2) Aadhar Number: 770810342418

**EMPLOYMENT INFORMATION:**

- Have you been employed in INNOJC earlier: YES / NO

If YES, specify.

Position \_\_\_\_\_ Department \_\_\_\_\_ Period of service \_\_\_\_\_

Reason for leaving. \_\_\_\_\_

- Are you related to any present or ex-employee of INNOJC: YES / NO

If YES, specify.

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Position \_\_\_\_\_ Project & Location \_\_\_\_\_

**Declaration**

I declare that the information given, herein above, is true & correct to the best of my knowledge, belief & nothing material has been concealed. I understand that the information if found false or incorrect, at any time during my employment, my services will be terminated without any notice or compensation.

Place:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature of the Candidate**

**For Office Use only**

**Joining Details**

Present Designation: PROGRAMMER

Department: IT

Date of Appointment: 03/10/2001

Date of Confirmation: 30/09/2022.

Gross Salary Rs.: 2,40,000

Others\_\_\_\_\_

**Date when increment due.**

**Performance Appraisal**

**Promotions**

1. To\_\_\_\_\_with effect from\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
2. To\_\_\_\_\_with effect from\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
3. To\_\_\_\_\_with effect from\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Transfers**

1. From\_\_\_\_\_To\_\_\_\_\_w.e.f.\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
2. From\_\_\_\_\_To\_\_\_\_\_w.e.f.\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_
3. From\_\_\_\_\_To\_\_\_\_\_w.e.f.\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Medical history of major illness**

**Disciplinary Proceedings**

**Resignation / Termination**

**Remarks**

**Signature**

Manager – HR & Administration