

NON TEACHING FACULTY

TITLE: NON TEACHING STAFF RESUME	Document No. QF/MR/335a	Date:
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Faculty Name : _____

Marital Status (Single/Married): _____

Date of Birth (dd/mm/yy) : _____ Age: _____

PAN Card No. : _____

Aadhaar Card No. : _____

Passport No. : _____

Wife's/Husband's Name : _____

Father's Name : _____

Mother's Name : _____

Parent's Occupation (Father) : _____ (Mother) _____

Permanent Address : _____

City: _____ Pin _____ State _____

Tel(with STD) _____ /Mobile _____

Present/Correspondence Address: _____

City: _____ Pin _____ State _____

Tel(with STD) _____ /Mobile _____

Blood Group _____ **E-mail** _____**Religion:** _____ **Caste: Open/OBC/NT/DT/ST/ SC** _____

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Number of Children (If applicable): _____(With Age)

Local Guardian Details (If Staying in Hostel/PG/ With other than Family Members):

1. Name: _____

2. Address: _____

3. Phone No: _____

Qualification: (Mention only SSC & Onwards, University Stream Qualifications)

Sr. No.	Degree/ Diploma	College/ Institute	University	Year	Marks % /CGPA	Class	Speciali zation	Regular/ Distance
1								
2								
3								
4								

Employment Summary

Sr. No.	Organization	Designation	Brief Description	Date from	Date to	Experience, Duration (in yrs / months)
1						
2						
3						
4						
5						

Achievements / Major Contribution in employment till date:

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Any Chronic Disease / Any Major Illness (If yes, brief history of the same)

Present Designation In the Organization: _____

Present Gross Salary Rs. _____ W.e.f. _____

Present Salary Breakup (P.S: last salary slip) Rs. _____

if selected joining period required _____

Unmarried Females (Plans to get Married) _____

Married Ladies (If selected & subject to satisfactory performance, the number of years you would be committed to the School / College without any break in service

Signature _____

Date _____

Additional Qualifications

S. No.	Degree/ Diploma	College/ Institute	University	Year	Marks %	Class
1						
2						
3						
4						
5						

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Languages known: _____

IT Proficiency (for all Positions)

MS Office - MS Word MS Excel MS Power point

Internet E-Mail Tally

Typing Speed (If applicable: _____)

Encl : All the documents as per the enclosed list.

