

TITLE: FACULTY RESUME	Document No: F/MR/335	Date:
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Teaching Faculty Profile
(please write in own handwriting – do not type)

First Name								
Middle Name								
Last Name								
Date of Birth (dd/mm/yy)					Age:			
Permanent Address								
City	State				Pin			
Correspondence Address								
City	State				Pin			
Cell No	Alternative Cell No				Email			
Minority Status (Please Tick Mark)	JEW / JAIN/ PARSI / SIKH / MUSLIM / CHRISTAIN / BUDDHIST / NONE				Physically Handicapped (Please Tick Mark) – YES / NO			
					Economically Backward – YES / NO (Please Tick Mark)			
Category (Please Tick Mark)	SC	ST	VJ	DT	NT	SBC	OBC	OPEN
Father's Name								
Mother's Name								
Marital Status	Single / Married							
Spouse's Name								
Spouse's Occupation (If Applicable)	Organization:				Designation:			
No. of Children (If Applicable)								
Child 1 (If Applicable)	Age	Gender		School / College	Standard			
Child 2 (If Applicable)	Age	Gender		School / College	Standard			
Child 3 (If Applicable)	Age	Gender		School / College	Standard			
PAN								
AADHAR								
Blood Group								
Passport No					Valid till:			

Local Guardian's Name (If Staying in Hostel/PG/ With other than Family Members)	First Name	Middle Name	Last Name

Name: _____
Signature _____

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Local Guardian's Address		
City	Pin	Cell No

Educational Qualifications:

Sr. No.	Degree/ Diploma	College/ Institute	University	Year of Passing	Marks OR % CGPA (upto 2 decimals)	Class If Applicable	Specialization	Regular/Distance Mode
1	SSC							
2	HSC							
3	Diploma							
4	Degree							
5	Masters Degree							
6	M Phil							
7	PhD							
8								
9								
10								

Full Time Approved Teaching Employment Summary (at post graduate level):

Sr. No.	From	To	Period in Months	Institute / College / University	Position	Approval Letter No	Approval Letter Date	Subjects Taught
1								
2								
3								
4								
5								

Name: _____
Signature _____

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Full Time Industry experience:

Sr. No.	From	To	Period in Months	Organization	Position	Key Responsibilities
1						
2						
3						
4						
5						

Languages

Known:

IT Skills (Pl Tick Mark) : MS WORD / MS EXCEL / ADVANCED EXCEL / MS POWER POINT / GOOGLE CLASSROOM / LMS / ERP / SPSS / SAS /

Major Achievements & contributions in employment till date:

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

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

If selected joining period required: _____ months

For Unmarried Females (Plans to get Married):

Name: _____
Signature _____

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For Married Females (If selected & subject to satisfactory performance, the number of years you would be committed to the Institute without any break in service):

Name: _____
Signature _____

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Write in about 100-150 words the following details: (Please attach separate sheet)

1. Why are you planning to leave / resign from your current job? If already left / resigned, reason for the same. (please write in own handwriting – do not type)

2. Read our website www.suryadatta.org and write 100-150 words about our Group in your own words. (please write in own handwriting – do not type)

3. List the Roles and Responsibilities handled by you in your Previous Organization. (please write in own handwriting – do not type)

4. Roles and Responsibilities you would like to handle if selected based on your past experiences and competency. (please write in own handwriting – do not type)

NOTE: Read our website in detail before you appear for Interview.

Name: _____
Signature _____

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Documents Check List

Sr.No.	Document	Remarks
1	Detailed Profile	
2	Two Passport size photographs	
3	Standard X – Marksheet	
4	Standard XII – Marksheet	
5	Marksheet of all years of Graduation and Post Graduation	
6	Certificates of Graduation, Post Graduation, M.Phil , PhD (as applicable)	
7	B Lib I Sc / M Lib I Sc Marksheet and Certificate (for Librarians ONLY)	
8	B Ed / M Ed Marksheet and Certificate (for School Teachers ONLY)	
9	B P Ed / M P Ed Marksheet and Certificate (for Physical Education Teachers ONLY)	
10	M Phil / PhD Guide recognition letter (for recognized Guides ONLY)	
11	NET/SET certificate ^s	
12	All teacher's approval letters (for applicants from academia)	
13	Certificates of additional qualifications (If any)	
14	Marriage Certificate (If applicable)	
15	Caste Certificate and Caste validation Certificate (If applicable)	
16	PAN Card Copy	
17	Aadhar Card Copy	
18	Driving License copy	
19	Proof of Birth (Std. X Passing certificate indicating your date of Birth)	
20	Present / Last Appointment letters (If applicable)	
21	All prior Experience Letters (If applicable)	
22	Last pay Slip / Salary Certificate (If applicable)	
23	Form 16 from your previous Employer / Salary Certificate (If applicable)	
24	Medical Fitness Certificate (Suitable to work in education Institute)	
25	Your resignation letter duly accepted by the employer (If applicable)	
26	Discharge / relieving letter of your previous employer (should submit before joining) (If applicable)	
27	Permanent Address Proof	
28	References from two persons (other than relatives)	
29	Any Other relevant documents	

^s (If you have not cleared NET/SET, you will have to give an undertaking confirming completion of NET/SET examination successfully within two years from the date of appointment.)

Name: _____
Signature _____

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REFERENCES

REFERENCE 1		
First Name		
Middle Name		
Last Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	
Known in what capacity		

REFERENCE 2		
First Name		
Middle Name		
Last Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	
Known in what capacity		

Name: _____
Signature _____