

Teaching Faculty

TITLE : FACULTY RESUME	Document No.	QF/MR/335 Date: _____
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Faculty Name : _____

Marital Status: Single / Married. No. of Children: ____ (with age) _____

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** _____

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

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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								
5								
6								

Employment Summary

Teaching experience (at post graduate level)

a) Full Time : _____ years _____ months

b) Visiting : _____ years _____ months

Industry experience: Total: _____ years _____ months.

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Employment history (in reverse chronological order): Teaching / Faculty

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

Achievements / Major contribution in employment till date:

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

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

If selected joining period required: _____

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Unmarried Females (Plans to get Married) _____

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

Signature_____

Date_____

Additional Qualifications

Sr. No.	Degree/ Diploma	College/ Institute	University	Year	Marks %	Class
1						
2						
3						
4						
5						
6						

Languages known: _____

IT Proficiency (for all Positions)

MS Office - MS Word MS Excel MS PowerPoint
 Internet E-Mail Tally

IT Proficiency (Only for those applying for Computer Management)

Languages:_____

Packages :_____

Platforms:_____

Frontends:_____

Net Technologies: _____

Encl: All the documents as per the enclosed list.

Required Documents List

We request you to bring the following documents (Xerox copies) when you come for interview.

- 1) Two photograph of Passport size
- 2) Discharge / relieving letter of your previous employer (should submit before joining)

OR

Your resignation letter duly accepted by the employer which can be produced within four days from the date of receipt of offer letter

- 3) Permanent Address Proof
- 4) One copy of each of the following:

- a) Standard X – Marksheet
 - b) Standard XII – Marksheet
 - c) Marksheet of all years of Graduation and Post Graduation
 - d) Graduation, Post Graduation and M.Phil Degree Certificates
(PhD Degree Certificate)
 - e) Proof of Birth (Std. X Passing certificate indicating your date of Birth)
 - f) Your prior Experience Letters of all the Companies
 - g) Details of your present / last revised compensation e.g. your last pay
Slip / Salary Certificate
 - h) Form 16 from your previous Employer / Salary Certificate
 - i) Medical Fitness Certificate (Suitable to work in education Institute)
 - j) References from two persons (other than relatives)
 - k) Your Present / Last Appointment letters
 - l) Caste Certificate and Caste validation Certificate, if applicable
 - m) PAN Card Copy
 - n) Aadhaar Card copy
 - o) Driving License copy
 - p) Any other relevant documents
- 5) NET/SET certificate if you have applied for the post of Librarian / Faculty for College. 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.
- In Case you are pursuing / completed PhD, submit detailed status report
 - Certificates of additional qualification (if any)

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.

2. Read our website www.suryadatta.org and write 100-150 words about our Group in your own words.

3. List the Roles and Responsibilities handled by you in your Previous Organization.

4. Roles and Responsibilities you would like to handle if selected based on your past experiences and competency.

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