

**SURYADATTA EDUCATION FOUNDATION's
SURYADATTA GROUP OF INSTITUTES**

S.No	Documents to be submitted alongwith the application form & to carry one set of the documents alongwith the Originals during the Interview	Copy Attached (please tick mark)
1	Detailed Profile	
2	Five Passport size color photographs	
3	Standard X – Mark sheet	
4	Standard XII – Mark sheet	
5	Mark sheet of all years of Graduation, Master Degree and Post-Graduation	
6	Certificates of Graduation, Post-Graduation, M.Phil. , PhD (as applicable)	
7	B Lib I Sc / M Lib I Sc Mark sheet and Certificate (for Librarians ONLY)	
8	B Ed / M Ed Mark sheet and Certificate (for School & Junior College Teachers ONLY)	
9	B P Ed / M P Ed Mark sheet and Certificate (for Physical Education Teachers ONLY)	
10	M Phil / PhD Guide recognition letter (for recognized Guides ONLY)	
11	NET/SET certificate (for applications to positions at Senior College)	
12	All teacher's approval letters (for applicants from academia)	
13	Certificates of additional qualifications (If any)	
14	All prior Experience Letters / Certificates	

S.No	Documents to be submitted before joining the organisation	Copy Attached (please tick mark)
15	Marriage Certificate (If applicable)	
16	Caste Certificate and Caste validation Certificate (If applicable)	
17	PAN Card Copy	
18	Aadhar Card Copy	
19	Driving License copy	
20	Passport Photo Copy	
21	Permanent Address Proof (if not same in Aadhar Card)	
22	Proof of Birth (Leaving certificate of X or XII indicating your date of Birth)	
23	Present / Last Appointment letters (ALL)	
24	Your Relieving letter / resignation letter duly accepted by the last employer	
25	Last Experience letter	
26	Last pay Slip / Salary Certificate (ALL)	
27	Form 16 from your previous Employer / Salary Certificate / Bank Passbook copy	
28	Medical History Fitness Certificate (Suitable for given work)	
29	Covid Vaccine Taken Certificate (Both the dose)	
30	Role and Responsibilities and targets to be achieved...in the First Year after join in the institute, Attach the Separate List	
31	Key Responsibilities Area and Key Performance Indicator ...Attach the List	
32	Two References as per attach format 1. Other than Family Members & your relatives 2. Gazette Officer / Govt. Employer 3. From your present job OR past organizations	
33	Any Other relevant documents other than the above list mentioned	

(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)

ENCLOSE: SELF ATTESTED PHOTOCOPIES OF ALL DOCUMENTS AS PER LIST SHOULD BE MANDATORY

Name with Signature_____

Date_____

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REFERENCES

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

Name of the Referee:

Signature:

Date:

Name with Signature_____

Date_____

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REFERENCE 2	<u>Professional from similar field working in your present or previous organisation</u>	
First Name		
Middle Name		
Last Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	
Known in what capacity		

Name of the Referee:

Signature:

Date:

Name with Signature_____

Date_____

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REFERENCE 3	Government Employee OR Gazetted Officer) (<u>Currently Working OR Retired</u>)	
First Name		
Middle Name		
Last Name		
Address		
City	State	City
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	
Known in what capacity		

Name of the Referee:

Signature:

Date:

Name with Signature_____

Date_____