

NON TEACHING FACULTY

TITLE: NON TEACHING STAFF RESUME	Document No. QF/MR/335a	Date:
Page No. 1/4	Revision No.	

Candidate Name : _____

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

Wife's/Husband's Name : _____

Father's Name : _____

Mother's Name : _____

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

Permanent Address : _____

City: _____ Pin _____ State _____

Telephone with STD) _____ /Mobile _____

Present/Correspondence Address:

City: _____ Pin _____ State _____

Telephone (with STD) _____ /Mobile _____

Blood Group _____ **E-mail** _____

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

1. Name: _____
2. Address: _____
- _____
3. Phone No: _____

Name with Signature _____ Date _____

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

Name with Signature_____Date_____

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

Additional Qualifications:

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

Name with Signature _____ Date _____

Achievements / Major Contribution in employment till date:

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

IT Proficiency/ Skills (for all Positions)

➤ MS Office _____ MS Word _____ MS Excel _____ MS Power
point _____

Internet _____ E-Mail _____ Tally _____ ADVANCED EXCEL _____

➤ GOOGLE _____ CLASSROOM _____ LMS _____ ERP _____ SPSS _____ SAS _____

➤ Typing Speed (If applicable: _____)

Name with Signature _____ Date _____

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

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

NOTE: Read Suryadatta Institute website in detail before you appear for Interview

Name with Signature _____ Date _____