

SURYADATTA EDUCATION FOUNDATION's
SURYADATTA GROUP OF INSTITUTES

SUMMARY PROFILE

First Name								
Middle Name								
Last Name								
Date of Birth (dd/mm/yy) & Place					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 / CHRISTIAN / BUDDHIST / NONE				Physically Handicapped – YES / NO (Please Tick Mark)			
					Economically Backward – YES / NO (Please Tick Mark)			
Category (Please Tick Mark)	OPEN	SC	ST	VJ	DT	NT	SBC	OBC
Blood Group:								
Education Background:								
SSC (University/ Institute & Percentage):								
HSC University/ Institute & Percentage):								
Graduation (University/ Institute & Percentage):								
Others if any please specify:								
Father's Name								
Mother's Name								
Marital Status	Single / Married*			No. of Children* (with age)				
Spouse's Name*								
Spouse's Occupation*								
Spouse's Name of the Organization, Designation								
PAN					AADHAR			
Passport No					Valid till:			

* If Applicable

Educational Qualifications (with specialization): _____

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1. Full Time Approved Teaching Experience (at UG level): _____ years
2. Full Time Approved Teaching Experience (at PG level): _____ years
3. Industry Experience (full time only): _____ years
4. Academic Experience (full/visiting/part time only): _____ years
5. Research Experience (full time only): _____ years
6. Languages Known: _____
7. IT Skills Known: _____
8. Are you a Recognized M Phil Guide? YES / NO, If YES
_____ Subject _____ Faculty
9. Are you a Recognized PHD Guide? YES / NO, If YES
_____ Subject _____ Faculty
10. Are you taking any personal coaching: _____ if Yes,
where _____
11. Have you published any Books OR Publications: _____ If Yes, Attach separate sheet
12. Individual Achievements _____
13. Subject Interested in Teaching _____
14. Is there a Gap in between your previous Job: _____ If Yes
(Number of years & Reason) _____
15. Have you ever applied in Suryadatta Group of Institutes earlier: _____, if yes when _____
16. Were you selected or given any offer from Suryadatta If Yes when mention Year _____ Month _____ &
the reason of not joining _____
17. Any Chronic Disease / Any Major Illness (If yes, brief history) _____
18. Were you or your family members had Covid earlier: _____ if Yes, please provide
details _____
19. Have you done your Covid Test _____ If Yes when _____

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Documents to be attached along with Application

S.No	Attach the following documents with Application Form & Carry the original documents while 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 Postgraduate	
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	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	Passport Photo Copy	
20	Proof of Birth (Leaving certificate of X or XII indicating your date of Birth)	
21	Present / Last Appointment letters (ALL)	
22	All prior Experience Letters / Certificates	
23	Last pay Slip / Salary Certificate (ALL)	
24	Form 16 from your previous Employer / Salary Certificate / Bank Passbook copy	
25	Medical History Fitness Certificate (Suitable for given work)	
26	Covid Vaccine Taken Certificate (Both the dose)	
27	Role and Responsibilities and targets to be achieved...in the First Year after join in the institute, Attach the Separate List	
28	Key Responsibilities Area and Key Performance Indicator ...Attach the List	
29	Your previous employer Discharge / Relieving letter	
30	Permanent Address Proof (if not same in Aadhar Card)	
31	Any Other relevant documents other than the above list mentioned	

Documents to be submitted before joining

1	Your resignation /Relieving letter duly accepted by the last employer after joining here in institute	
2	Last Experience Letter/ Certificate	
3	Two References as per attach format 1. Other than Family Members & your relatives 2. Gazette Officer / Govt. Employ 3. From your present job OR past organizations.	

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(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)

*Note This Documents are valid only 3 months (90 Days from Date of Submission

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

REFERENCES

REFERENCE 1	Relative	
First Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	

REFERENCE 2	Other than relative	
First Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	

REFERENCE 3	Government Employee OR Gazette Officer) (Currently Working OR Retired)	
First Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	

REFERENCE 4	Political or Social Worker of your locality	
First Name		
Address		
City	State	Pin
Organization		
Designation		
Email id		
Cell no		
Known Since	Years	