

SURYADATTA EDUCATION FOUNDATION'S
SURYADATTA GROUP OF INSTITUTES

Follow up Sheet

Name of the candidate:

Phone no:

Email id:

S.No	Date	Particulars	Remarks

Name with Signature _____

Date _____

Interview Evaluation Form

Sr.No	Particulars	Information	
A)	Basic Information		
1	Date of interview		
2	Post Applied For		
3	Name of the Candidate		
4	Age		
5	Residence Address		
6	PG Degree & %		
	University –FT/PT/Distance		
	PhD/NET/SET		
7	Language known		
8	Total experience		
9	Present Job		
10	Present Employer		
11	Present salary		
12	Expected Salary		
13	Contact No.(Mobile)		
B)	Knowledge	SELF RANKING	INSTITUTE RANKING (For Office use only)
18	Job Knowledge (Out of 10)		
19	General Knowledge (Out of 10)		
20	English Knowledge (Out of 10)		
	Total out of -30		
C)	Skill		
21	Job Skill and experience (Out of 10)		
22	Communication Skill (Out of 10)		
23	Computer skill (Out of 10)		
	Total out of -30		
D)	Attitude		
24	Initiative and Drive (Out of 10)		
25	Personality (Out of 10)		
26	Self Confidence (Out of 10)		
27	Presentation (Out of 10)		
	Total out of-40		
	Grand total out of -100		
E)	Candidate Expectation		
28	Recommendation		
29	Signature of Panel Member-1		
30	Signature of Panel Member-2		
31	Decision of the Management		

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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.	

(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 with Signature _____

Date _____

SURYADATTA EDUCATION FOUNDATION'S
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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/ PARSİ / SIKH / MUSLİM / CHRISTIAN / BUDDHİST / 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

Name with Signature _____

Date _____

SURYADATTA EDUCATION FOUNDATION'S
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Educational Qualifications (with specialization): _____

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 _____
- Name with Signature _____ Date _____

**SURYADATTA EDUCATION FOUNDATION'S
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*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	

Name with Signature _____

Date _____

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 _____