

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/ 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

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 _____

Teaching Faculty Profile
(please write in your own handwriting – do not type)

| | | | | |
|-------------------------------------|--|---------------------|--------|-----------------------------|
| First Name | | | | |
| Middle Name | | | | |
| Last Name | | | | |
| Date of Birth (dd/mm/yy) | | | Age: | |
| Permanent Address | | | | |
| City | | State | | Pin |
| Correspondence Address | | | | |
| City | | State | | Pin |
| Cell No | | Alternative Cell No | | Email |
| Father's Name | | | | |
| Mother's Name | | | | |
| Marital Status | | Single / Married | | |
| Spouse's Name | | | | |
| Spouse's Occupation (If Applicable) | | Organization: | | Designation: |
| No of Children (if applicable) | | | | |
| Child 1 (If Applicable) | | Age | Gender | School / College / Standard |
| Child 2 (If Applicable) | | Age | Gender | School / College / Standard |
| Child 3 (If Applicable) | | Age | Gender | School / College / Standard |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

| | | | |
|---|--------------------------|-------------|-----------|
| Local Guardian's Name (If Staying in Hostel/PG/ With other than Family Members) | First Name | Middle Name | Last Name |
| | Local Guardian's Address | | |
| City | Pin | Cell No | |

Educational Qualifications:

| Sr. No. | Degree/ Diploma | College / Institute | University | Year of Passing | Marks OR % CGPA (up to 2 decimal) | Class If Applicable | Specialization | Regular/ Distance Mode |
|---------|--------------------------|---------------------|------------|-----------------|-----------------------------------|---------------------|----------------|------------------------|
| 1. | SSC | | | | | | | |
| 2.. | HSC | | | | | | | |
| 3. | Diploma with duration | | | | | | | |
| 4. | UG Degree | | | | | | | |
| 6. | PG/ Master's Degree | | | | | | | |
| 7. | NET | | | | | | | |
| 8. | SET | | | | | | | |
| 9. | D. Ed | | | | | | | |
| 10. | B. Ed | | | | | | | |
| 11. | M.Ed | | | | | | | |
| 12. | P. hD | | | | | | | |
| 13. | Additional Qualification | | | | | | | |

Full Time Approved Teaching / Industry Employment Summary (at post graduate level):

| Sr. No. | From | To | Period in Months | Institute / College / University | Position | Approval Letter No | Approval Letter Date | Subjects Taught |
|---------|------|----|------------------|----------------------------------|----------|--------------------|----------------------|-----------------|
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| 5 | | | | | | | | |
| 6 | | | | | | | | |
| 7 | | | | | | | | |
| 8 | | | | | | | | |
| 9 | | | | | | | | |
| 10 | | | | | | | | |

IT Proficiency/ Skills (Pls Tick Mark):

- 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: _____)

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 _____

For Unmarried Females (Plans to get Married)

For Married Females (If selected & subject to satisfactory performance, the number of years, you would be committed to the School / College without any break in service

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