

NON TEACHING FACULTY

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

Faculty Name : _____

Marital Status (Single/Married): _____

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

PAN Card No. : _____

Aadhaar Card No. : _____

Passport No. : _____

Wife's/Husband's Name : _____

Father's Name : _____

Mother's Name : _____

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

Permanent Address : _____

City: _____ Pin _____ State _____

Tel(with STD) _____ /Mobile _____

Present/Correspondence Address: _____

City: _____ Pin _____ State _____

Tel(with STD) _____ /Mobile _____

Blood Group _____ **E-mail** _____**Religion:** _____ **Caste: Open/OBC/NT/DT/ST/ SC** _____

TITLE : NON TEACHING STAFF RESUME	Document No.	QF/MR/335a
	Page No. 2/4	Revision No.
TITLE : NON TEACHING STAFF RESUME	Document No.	QF/MR/335a
	Page No. 3/4	Revision No.

Number of Children (If applicable): _____ (With Age)

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

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

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								

Employment Summary

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

Achievements / Major Contribution in employment till date:

Any Chronic Disease / Any Major Illness (If yes, brief history of the same)

TITLE : NON TEACHING STAFF RESUME

Document No.

QF/MR/335a

Page No. 4/4

Revision No.

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

Signature _____

Date _____

Additional Qualifications

S. No.	Degree/ Diploma	College/ Institute	University	Year	Marks %	Class
1						
2						
3						
4						
5						

Languages known: _____

IT Proficiency (for all Positions)

MS Office - MS Word MS Excel MS Power point

Internet E-Mail Tally

Typing Speed (If applicable: _____

Encl : All the documents as per the enclosed list.

List of Documents Required

We request you to bring the following documents (Xerox copies) when you come for interview.

- 1) Two photographs of Passport size
- 2) Discharge / relieving letter of your previous employer (should submit before joining)

OR

Your resignation letter duly accepted by the employer which can be produced within four days from the date of receipt of offer letter

- 3) Permanent Address Proof
- 4) One copy of each of the following:
 - a) Standard X – Marksheet
 - b) Standard XII – Marksheet
 - c) Marksheet of all years of Graduation and Post Graduation
 - d) Graduation, Post Graduation Degree Certificates
 - e) Proof of Birth (Std. X Passing certificate indicating your date of Birth)
 - f) Your all prior Appointment and Experience Letters of all the Companies
 - g) Details of your present / last revised compensation e.g. your last pay Slip / Salary Certificate
 - h) Form 16 from your previous Employer / Salary Certificate
 - i) Medical Fitness Certificate (Suitable to work in education Institute)
 - j) References from two people (other than relatives) duly signed by them on Separate paper with their Name, Address, Phone Number, email ID and Designation.
 - k) Your Present / Last Appointment letters
 - l) Caste Certificate and Caste validation Certificate, if applicable
 - m) PAN Card Copy
 - n) Aadhaar Card Copy
 - o) Driving License copy
 - p) Any other relevant documents
 - q) Certificates of additional qualification (if any)

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

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

4. Roles and Responsibilities you would like to handle if selected based on your past experiences and competency

NOTE: Read our website in detail before you appear for Interview.
