**SEF’s Suryadatta Group of Institutes, Pune**

**Resume for post of Faculty / Librarian / Director**

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| TITLE: FACULTY RESUME Document No. QF/MR/335 Page No. 1/3 Revision No.  |

|  |  |
| --- | --- |
| Name (Capital Letters) |  |
| Date of Birth (DD/MM/YY) |  | Age: |
| Permanent Address |  |
| City & Pin code | City: | Pin code:  |
| Correspondence Address |  |
| City & Pin code | City: | Pin code:  |
| Religion & Caste | Religion: | Caste: Open / SC / ST / OBC / SBC / NT / DT  |
| Tel Land Line No. |  |
| Mobile No. |  |
| E-mail |  |
| PAN No. |  |
| Passport No. |  |
| Unique ID No.(Aadhar Card) |  |
| Driving License No. |  |

**Qualifications:** (Mention only SSC & Onwards, University Stream Qualifications)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Degree/****Diploma** | **College/****Institute**  | **Name of the University** | **Year** | **Marks %** | **Class** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
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**Employment Summary**

Teaching experience (at post graduate level)

1. Full Time :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_years\_\_\_\_\_\_\_\_\_\_\_\_\_\_months
2. Visiting :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_years\_\_\_\_\_\_\_\_\_\_\_\_\_ months

Industry experience: Total: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_years\_\_\_\_\_\_\_\_\_\_\_\_\_\_months.

Employment history (in reverse chronological order): ***Teaching / Faculty***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Organization** | **Designation**  | **Brief Description**  | **Date from**  | **Date to**  | **Duration****(in yrs / mths)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| **University Approval Letter No. & Date** |  | **Period (from ------- to -------)** |

Employment history (in reverse chronological order): ***Industry***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Organization** | **Designation**  | **Brief Description**  | **Date from**  | **Date to**  | **Duration****(in yrs / mths)** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

**Achievements / Major contribution in employment till date (use separate sheet if require):**

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**Additional Qualifications**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Degree/****Diploma** | **College/****Institute**  | **Board / University** | **Year** | **Marks %** | **Class** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Languages know****(Read & Write)** | English | Hindi | Marathi |  |  |  |
|  |  |  |  |  |  |
| **IT Proficiency (for all Positions) Please Tick Mark ( √ )** |
| MS Word | MS Excel | MS Power Point | Internet | E-Mail | Tally |

**IT Proficiency (Only for those applying for Computer Mgmt. / Computer. Science):**

|  |  |
| --- | --- |
| Languages |  |
| Packages |  |
| Platforms |  |
| Frontends |  |
| Net Technologies |  |

**Other Details:**

|  |  |
| --- | --- |
| Parent’s Occupation (Mention Organization / Company Name) |  |
| Marital Status (Mention Name of Wife / Husband, Occupation, Name of Organization / Company & Designation) | Single / Married |
| No. of Children (Name with age) |  |
|  |
| Present Salary Break up | Rs. w.e.f. |
| Expected Salary Rs. | If selected joining period required |

Encl: All the documents as per the enclosed list.

|  |  |  |
| --- | --- | --- |
| **Name:** | **Sign:** | **Date:** |

**ANNEXURE – II**

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

1) Two photographs of Passport size

2) Permanent Address Proof

3) Attach One Self Attested Xerox Copy of each of the following:

 a) Standard X – Mark sheet / Passing Certificate b) Standard XII – Mark Sheet / Passing Certificate c) Mark Sheets of all years of Graduation and Post Graduation d) Graduation and Post Graduation Degree Certificates e) Proof of Birth (Birth Certificate of Std. X Passing certificate indicating

 your date of Birth f) Your all prior Experiences Letters of all the Companies / Organizations. g) Details of your present / last revised compensation e.g. your last pay slip

h) Form 16 from your previous Employer / Salary Certificate

 i) Medical Fitness Certificate (Suitable to work in education Institute) j) References from two persons (other than relatives)

 k) Your Present / Last Appointment letters l) Cast validation Certificate, if applicable m) PAN Card Copy

 n) Unique Identity Card (Aadhar Card)

 o) Driving License Copy

 p) Passport Copy

 n) Any other relevant documents

 m) University Approval Letter

4) NET / SET certificate if you have applied for the post of Librarian / Faculty for College / Institute.

 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.

5) Discharge / relieving letter 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