

TITLE: NON TEACHING STAFF RESUME Document No. QF/MR/335a Date:

Page No. 1/5

Revision No.

SEF's Suryadatta Group of Institutes, Pune

Non-Teaching Staff Profile

Full Name : _____

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

Spouse'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 _____

TITLE : NON TEACHING STAFF RESUME

Document No.

QF/MR/335a

Page No. 2/5

Revision No.

Academic Qualifications:

Sr. No.	Degree/ Diploma	College/ Institute	University	Year	Marks % /CGPA	Class	Specialisation	Regular/ Distance
1	SSC							
2	HSC							
3	Diploma							
4	Degree							
5								
6								

Additional Certifications

S. No.	Certificate	College/ Institute	University	Year	Marks % / Grade	Class
1						
2						
3						
4						

Name with Signature_____Date_____

TITLE : NON TEACHING STAFF RESUME

Document No.

QF/MR/335a

Page No. 3/5

Revision No.

Employment Summary**A. Experience in Educational Institutions**

Sr. No.	College / Institute / University	Designation	Brief Description	Date from	Date to	Experience, Duration (in yrs / months)
1						
2						
3						
4						
5						
6						

B. Industry Experience

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

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 _____

for Unmarried women (Plans to get Married): _____

For Married women: If selected & subject to satisfactory performance, the number of years of uninterrupted service at the Institute _____

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: Please go through Suryadatta Institute website in detail before you appear for the Interview

Name with Signature_____Date_____