

S.No.....



APPLICATION FORM FOR NON- TEACHING STAFF

SESSION : 20__ -20__

Post applied for : _____

(To be filled in candidate's handwriting)

SECTION-A

1. Name Mr./Mrs./Ms. : _____
2. Date of birth : _____ Present Age: _____
3. Nationality : _____
4. Marital Status : _____

5. Number of children and their details:

S.NO.	NAME	GENDER	DATE OF BIRTH AND AGE	CLASS	SCHOOL/ COLLEGE

6. Father/Spouse Name : _____
7. Occupation of father/spouse: _____
8. Home Address for correspondence: _____

9. Telephone/mobile number: _____
10. Email Id: _____
11. Permanent Address: _____

Affix your
passport size
photograph
here.

12. Any major ailments/health concerns. If yes, please give details:

13. Academic Qualifications

EXAMINATION	YEAR OF PASSING	SUBJECTS	SCHOOL/BOARD/ COLLEGE/ UNIVERSITY	MARKS (%)	MEDIUM OF INSTRUCTION	MODE	
						REGULAR	DISTANCE
Secondary							
Sr. Secondary							
Graduation							
Post-Graduation							
Any Other							

14. Professional Qualification

QUALIFICATION	YEAR OF PASSING	SUBJECTS	COLLEGE/ UNIVERSITY	MARKS (%)	MEDIUM OF INSTRUCTION	MODE	
						REGULAR	DISTANCE
NTT							
B.Ed.							
M.Ed.							
Any other							

15. **CTET Qualification:** Please provide the relevant information (applicable for post of PRT and TGT)

CTET PAPER	YEAR OF PASSING	MARKS (%)
Paper 1		
Paper 2		

16. Knowledge of foreign language if any : _____

17. Names of two books recently read with name of authors:

18. Computer Proficiency: tick the applicable boxes.

- MS Excel
- MS Word
- MS Power Point
- MS Publisher
- MS Team/Zoom/Google Meet
- Any Other _____

19. Please mention the strategies you will utilize if given a Class of:

a.) Students with special learning needs: _____

b.) Exceptionally gifted students: _____

20. Please state your views on “Technology a boon for the new age educator”.

21. Details of Awards/Citations/Appreciation Certificates/scholarships received, if any:

DETAILS OF AWARD/FELICITATION	AGENCY	YEAR	DETAILS (AREA OF WORK)

22. Co-curricular activities (Photography, Dramatics, Animation, Music, Dance etc.) in which you can train students / Any other activity:

23. Literary activities (Debate, Creative writing, Newsletters, Quiz, Newsletter, School Magazine, Event Compering) in which you can guide students:

24. Details of participation in sports activities and the level (School/College/Zonal/Inter Zonal/State/National):

25. Public speaking exposure or if you managed any responsibility earlier that required public speaking :

26. Details of participation in Clubs/Committees/Associations/Organizations/ cultural activities/literary activities and the level (School/ college/ zonal/ state/ national):

ACTIVITY	ORGANIZED BY	YEAR	ACHIEVEMENT

27. Details of any event/exchange program that you initiated/organized/ managed:

28. Details of books/research papers/magazine articles/ blogs/ e-publications authored by you:

29. Any action research conducted and documented:

30. The exact period after which you can join, if selected:

31. Mention any course you are pursuing at present. Will you require any leave on this account?

32. Please give details of two references (other than relatives) from the field of education:

A.) Name: _____ Designation: _____

Phone: _____ Email id: _____

Official address: _____

B.) Name: _____ Designation: _____

Phone: _____ Email id: _____

Official Address: _____

33. Are you a parent with us? If yes, please give details:

34. Are you an alumnus of the school? _____

(Full Signature of the Applicant): _____

35. Details of teaching experience (To be filled by applicants with teaching experience) :

NAME OF INSTITUTION WITH ADDRESS	NO. OF YEARS AND MONTHS, FROM ----TO----	DESIGNATION AND BRIEF DESCRIPTION OF DUTIES HELD	CLASSES & SUBJECT TAUGHT	WHETHER PERMANENT/ TEMPORARY	TOTAL EMOLUMENTS DRAWN/GRADE	REASON FOR LEAVING

36. Continuous Professional Development: Mention courses from Government recognized institutions/agencies (NCERT, SCERT, CBSE, DIKSHA British Council etc.) or other MOOC courses.

WORKSHOP/SEMINAR/ TRAINING ATTENDED	AGENCY	DETAILS	DURATION

37. Details of any COE Webinar conducted as a resource person (attach the certificates):

38. Details of administrative experience/extra responsibilities shouldered by you besides teaching:

39. Details of educational tours/study visits organized by you:

(Full Signature of the Applicant): _____

SECTION-B
(Medical History)

1. Have you undergone any major surgery in last 05 years? (Mention the details, if any).

2. Have you been treated for any major ailment in last 05 years?

3. **Please attach a self-attested certificate stating that no case or complaint has been lodged against you under POCSO Act/Corporal Punishment/Abuse. (Copy attached)**

4. **Please attach copies of relevant documents (mark sheets, experience certificates, training certificates, citations etc.)**

Declaration:

I hereby certify that all statements made, and information given by me in this application form are true, complete, and correct to the best of my knowledge and belief. In the event of any information or part of it being found false or incorrect before or after the interview or appointment, action can be taken against me by the School and my candidature/ appointment shall automatically stand cancelled/ terminated.

Place: _____

Date: _____

TO WHOMSOEVER IT MAY CONCERN

I _____, certify that no case or complaint has been lodged against me under POCSO Act/Corporal Punishment/Abuse.

Name : _____

Sign : _____

Date : _____