

Appointment Information

- Submitted Documents : (Tick only)

- Birth Certificate
- Bonafide Certificate
- Cast Certificate
- Cast Validity
- Character Certificate
- Degree Marksheet & Certificate
- Diploma Marksheet & Certificate
- Disability Certificate
- Eligibility Marksheet & Certificate
- Experience Certificate
- Medical Fitness Certificate
- Original Marksheet & Certificate of 10th Std
- Original Marksheet & Certificate of 12th Std
- PG Degree Marksheet & Certificate
- School Leaving Certificate

- Medical Exam Details :

Medical Exam Date : / /

Result of Medical Exam : _____

- Memos and Non-sanction Leaves :

No. of Memo for Non-sanction leaves : _____

No. non paid leaves : _____

- Disciplinary Action :

Type of Disciplinary Action : Major / Minor

Type of Disciplinary Action Taken : Debarred from Examination work /Suspension /Others

By Whom was Disciplinary Action Taken : College/ University/ Sanstha/ Board/ Others

Action Applicable Duration : From / / To / /

Action Revoke : No / Yes

If Yes, Revoke Date : / /

Revoke Details : _____

Personal Information Details

- **Personal Details :**

- Employee Name in (English) : _____

- Employee Name in (Native Language) : _____

- Gender : Male / Female

- Date of Birth : _____

- Religion : _____

- Nationality : _____

- Marital Status : (Single / Married / Divorced / Widow / Separated)

- Height (in centimeters) : _____

- Identity mark : _____

- Is the Name Changed : Yes / No

If Yes, give the reason : Willingly / After Marriage

Name Change Resolution Reference no : _____

Name Change Resolution Reference Date : _____

Previous Name : _____

Previous Name in Native Language : _____

- Mother's Name (Full Name) : _____

- Mother's Name in Native Language : _____

- Father's Name (Full Name) : _____

- Father's Name in Native Language : _____

- Nominee Name (Full name) : _____

- Nominee Name in Native Language : _____

- Nominated Person is :(BROTHER /DAUGHTER /FATHER/HUSBAND/MOTHER/SISTER/SON/WIFE)

- Permanent Address : English

Native Language

State : _____

District : _____

Taluka : _____

Address: _____

At post : _____

City /Village : _____

Pin code : _____

Phone No with STD : _____

- **Legal & Social Detail :**

- Category : Open / Reserved

If Reserved then Category : (GEN/SC/ST/VJ/DT(A)/NT(1)/NT(2)/NT(3)/OBC/SBC/NB)

Caste : _____

- Physically Challenged : Blindness or low vision /Hearing impaired /

Locomotor disability or Cerebral Palsy

- Sport Participation : (District /University/ Zonal/ State /National /International)

- Social Reservation Information :

- | | |
|--|--|
| <input type="checkbox"/> Active-Serviceman/Ward of Active-Serviceman | <input type="checkbox"/> Deserted/Divorced/Widowed Women |
| <input type="checkbox"/> Ex-Serviceman/Ward of Ex-Serviceman | <input type="checkbox"/> Freedom Fighter/Ward of Freedom Fighter |
| <input type="checkbox"/> Kashmir Migrant | <input type="checkbox"/> Member of Earthquake Affected Family |
| <input type="checkbox"/> Member of Flood / Famine Affected Family | <input type="checkbox"/> Member of Project Affected Family |
| <input type="checkbox"/> Resident of Tribal Area | <input type="checkbox"/> Ward of Primary Teacher |
| <input type="checkbox"/> Ward of Secondary Teacher | |

- **Languages known :List of Languages**

| Sr. No. | Language Name | Speak | Read | Write |
|---------|---------------|--------------------------|--------------------------|--------------------------|
| 1 | Bengali | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | English | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Gujrathi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Hindi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Kannad | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Malayalam | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Marathi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Punjabi | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Sanskrit | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Tamil | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Telugu | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Urdu | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- **Critical illness** : (Brain Tumour/ Heart valve replacement or repaired /Paralysis /Severe Lung disease/Meningitis/ Stroke/ Open Heart Surgery)

Professional Information

- **Qualification Details** :

Pre-SSC: Qualification I to IX- (only non teaching class IV)_____

SSC- Qualification -S.S.C.

Marking System - Grade/Percentile/Percentage

Date of Passing - / /

Grade - _____

Class - (Distinction/First/Second/Third/Pass)

Board- Indian/Foreign

State- _____

Board Name- _____

School Name- _____

HSC- Qualification - H.S.C.

Marking System - Grade/Percentile/Percentage

Date of Passing - / /

Grade - _____

Class - (Distinction/First/Second/Third/Pass)

Board- Indian/Foreign

State- _____

Board Name- _____

School Name- _____

Diploma : Qualification: _____

Marking System - Grade/Percentile/Percentage

Date of Passing - / /

Grade - _____

Level of Degree: (Advanced/Basic/Bachelor/Doctor/General/Master/Special)

Mode of Learning: (Regular/External/Open/Distance)

Branch/Specialization: _____

Class - (Distinction/First/Second/Third/Pass)

University: Indian/Foreign

State- _____

University Name: _____

Name of College/Institute: _____

- **Qualifying Exam** : Eligibility Test (NET/SET etc.)

Qualification: _____

Marking System - Grade/Percentile/Percentage

Date of Passing - / /

Grade - _____

Degree :Qualification: _____

(For Multiple Degrees Re print this page and fill information for each degree in separate page)

Marking System - Grade/Percentile/Percentage

Date of Passing - / /

Grade - _____

Level of Degree: (Advanced/Basic/Bachelor/Doctor/General/Master/Special)

Mode of Learning: (Regular/External/Open/Distance)

Branch/Specialization: _____

Class - (Distinction/First/Second/Third/Pass)

University: Indian/Foreign

State- _____

University Name: _____

Name of College/Institute: _____

Special Subject: _____

Optional Subjects: _____

- **Previous Experience : (Before appointment letter)**

Profile Type : Teaching / Non Teaching

Employer Name : _____

Employer Address : _____

Date of Joining : / /

Date of Reliving : / /

Job Description : _____

- **Other Skill known: (for Non-Teaching) _____**

- **Assessor Details :**

Assessor Type :(Examiner / Moderator / Paper setter)

Whether on Panel : Yes /No

Type : Internal / External

Code : _____

- **Award Detail :**

Award : (Sanstha/ State/ National/ International)

Award Title : _____

Year : _____

Award From _____

Award for _____

Award Detail : _____

Additional Information

- **Publication Details : (If any)**

- Publication Type : Book / Research Project

If Research Project then Research Type : Minor / Major

(Furnish information as per APPENDIX-A)

{ for **APPENDIX-A** download from www.rayatshikshan.edu}

- **Conference Details :(if any)**

- Nature of Participation : Conference Attended / Conference Organized

(Furnish information as per APPENDIX-B)

{ for APPENDIX-B download from www.rayatshikshan.edu}

• **Project Details : (if any)**

(Furnish information as per APPENDIX-C)

{ for APPENDIX-C download from www.rayatshikshan.edu}

• **Participation : (if any)**

• **Participation in :**

- Membership : Examiner/ Board of Studies /Faculties / Academic Council / Management or Executive Council /Senate
- Worked As : Pro Vice Chancellor / Director of BCUD /Controller of Exam / Dean, Director
- Extra Curricular Activity : NSS Program Officer / Rector of Hostel / NCC Officer / Second Lieutenant / Karmaveer Vidya Prabodhini (Name of Project)

• **Other Details : (For College Only)**

• **Part of NAAC Team : Yes / No**

If Yes then Duration (From / / To / /)

Designation : _____

Provide Details : _____

• Oriented Courses attended :Yes / No if Yes then No. Oriented Courses Attended : _____

• Refresher Course attended :Yes / No if Yes then No. Refresher Courses Attended : _____

• Is recognize as Research Guide: Yes / No

if Yes Approve no. of University : _____

No. of Students guided for M.Phil : _____

No. of Students guided for Ph.D. : _____

No. of Students guided for MSC. PPPR/MBA/Med/Project : _____

• Is any Enquiry going on : Yes / No if Yes give Details : _____

• **Sanstha Bodies :**

• Life Member : Yes / No From / / To / /

• Life Worker : Yes / No From / / To / /

• Member of General Body : Yes / No.

• Member of Managing Council : Yes / No. From / / To: / /

• Member of Executive Committee : Yes / No. From / / To: / /

• Member of Higher Education : Yes / No. From / / To: / /

• Member of Co-ordination committee : Yes / No. From / / To: / /

• Member of Karmaveer Vidya Prabodhiani : Yes / No

- Director / Member of Rayat Co-op Bank : Yes / No
- Member of Kutumb Kalyan Yojana : Yes / No
- Member of Sevak Welfare Yojana : Yes / No
- Member of Laxmibai Bhaurao Patil Patpedhi : Yes / No
- Member of Krutadnyata Nidhi : Yes / No Membership Starting Date : / /
- Paying 1% of Annual Package : Yes / No
- How much amount Employee Paying per month : Rs. _____

EMPLOYEE SERVICE HISTORY RECORD :

(Note : All records fill from Service Book)

A) Service Record Type : New Appointment – (Fill the First Original appointment order details)

Service Record Type: **Appointment**

Branch Name: _____

Disignation: _____

Scale:(Mention 4th/5th/6th pay scale) _____

Appointment Date: _____

Joining Date: _____

Letter Ref No. _____

Letter Date: _____

(Noe: For B/C/D records reprint this page)

B) Transfer Simple /Transfer Promotional / Transfer Reported/ Transfer Administrative/

Transfer Placement (Fill these type records from this page.)

(Fill All Transfers Records, print number copies of this page and fill all transfers records one by one)

Service Record Type: **Transfer Simple**

Branch Name: _____

Joining Disignation:_____

Scale:(Mention 4th/5th/6th pay scale) _____

Transfer Order Date: _____ Joining Date: _____

Order No:_____

C) Promotions -

(Fill All Promotions Records, print number copies of this page and fill all Promotional records one by one)

Service Record Type: **Promotion**

Branch Name: _____

Disignation:_____

Scale:(Mention 4th/5th/6th pay scale) _____

With Effect From date:_____

Letter No:_____

Letter Date: _____

D) Scale Change - (Senior Scale/ Selection grade etc.)

(Fill All scale change Records, print number copies of this page and fill all scale change records one by one)

Service Record Type: **Scale change**

Branch Name: _____

Disignation:_____

Scale:(Mention 4th/5th/6th pay scale) (mention name of scale)

With Effect From date:_____

Letter No:_____

Letter Date: _____

I hereby declare, the above mentioned information is true to the best of my knowledge and information. If in case, any information / document found incorrect, I am responsible for the same and the liabilities of the same will on me.

Name of the Employee : _____

Signature : _____

I have personally verified the above mentioned information of the employee from his/her Service Book and I assure that it is correct as per records.

Signature of Head of the Office of the school

Name of the School : _____

HEAD MASTER

Signature and Seal