

**CONFIDENTIAL**

Sl. No.:

Sacred Soul Convent Senior Secondary School

Dugri-Dhandra Road, Ludhiana 141116 (Pb.) India.

Affiliated to C.B.S.E. Affiliation#1630537. Phone No.94172-91777, 98150-30852

Email Id: tssconvent@yahoo.com Website: www.sacredsoulconventschooll.com

Controlled & Managed By: Maji Thakriji Educational Society, Ludhiana.

Note: 1. Please fill in the form in your own handwriting.

2. Please attach attested copies of certificates, detail marks and degrees from Class X to

3. Please answer all questions completely. If needed, attach a separate sheet and add any additional relevant information on it.

4. In the column for academic information, please fill in only recognized and completed qualifications.

Affix recent
passport size
Photograph

* Application Form *

1. Name (In Capital Letters)

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2. Post Applied For: PRINCIPAL / VICE PRINCIPAL/ COORDINATOR / PGT / TGT / PRT / NTT / ADHOC / OTHER.

3. Academic Qualifications: Professional Qualifications :

■ Subject Applied For

■ Specialization:

4. (A) Permanent Address

(B) Present Address

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■ Phone #

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■ Phone #

5. Email Address:

■ Age (on the date of Application):

6. Date Of Birth (In Words) Present Age:

7. Place Of Birth ■ Religion ■ Height cms. ■ Weight Kgs

8. Marital Status: Unmarried / Married / Widowed / Divorced/Separated. ■ Date of marriage:

9. Any Major ailments/health concerns for which you have undergone/are undergoing treatment. If yes, please provide details.

10. Have you undergone any major surgery in the last five years? If yes, please provide details.

11. Particulars:

Particulars:	Father's Details	Mother's Details	Details of Spouse
Name :			
Date Of Birth:			
Academic Qualification :			
Business/ Organisation Name :			
Designation:			
Specify weather job is transferable:			
Monthly Income:			
Office Address :			
Office Tel.No.			
Permanent Residential Address:			
State and Pin code			
Mobile No(S).			
Email ID			

12. Give employment details of your Spouse:

Organization	Designation	Income (P.A.)

13. Particulars of children:

Name	Class	Gender	D.O.B.	Age in years	School's Name

14. Is your ward studying in the school? If yes, please give details: Name :..... Admission no.

15. Other dependents:

Name	Relationship	Gender	Age

16. Languages known: (write mother tongue in first block)

Language	Read	Write	Speak	Understand only	Can teach	have already taught classes upto

17. Academic Qualifications:

Examination	Year of Passing	Subjects(s)	Medium of instruction	School / Board/ College / University	Mode of Study		Marks %	Division
					Regular	Distance		
Secondary								
Sr. Secondary								
Graduation								
Post Graduation								
NTT								
B.Ed.								
CTET								
Any other								

18. Professional Qualifications

Examination	Year of Passing	Subjects(s)	School / Board/ College / University	Medium of Instruction	Mode		Aggregate Marks (%)
					Distance	Regular	
NTT							
B.Ed.							
M.Ed.							
Any other							

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

CTET Paper	Year of passing	Marks (%)
Paper 1		
Paper 2		

20. Details of any articles/blogs/ Publication/ / e-publication / books/ Research Work//Thesis presented or authored by you:

21. Details of Scholarships/ Honours /Awards during education:

22. Details of honours in Sports/Extra-Curricular Activities (during school/college):

23. Details of practical training undergone during educational career:

Organization	Training tenure	Details

24. Seminars and Courses attended:

S. No.	Seminar/Course	Duration	Date	Description

25. Continuous Professional Development: Mention courses from government recognized institution/agencies (NCERT, SCERT, CBSE, DIKSHA, British Council etc.) or other MOOC (Massive Open Online Courses) courses:

.....

26. Membership of professional institutes/associations:

Name of association	Date (from)	Nature of membership

27. Proficiency in Computer:

✓ Do you have internet connection at home? Yes / No	✓ Do you regularly work on a computer? Yes / No
✓ How frequently do you access your email?	✓ Any presentations made?
✓ Computer Proficiency: (Mention P for Proficient, DP for Developing Proficiency, B for Beginning) MS Excel: _____ MSWord: _____ MS Power Point: _____ MS Publisher: _____ Coral Draw: _____ Canva: _____ MS Team/Zoom/Google Meet: _____ ✓ Which other software can you use proficiently?	

28. Other information:

- Names of three books recently read with names of authors:.....
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- Hobbies and specific interests:.....
- Newspaper which you subscribe at home:
- Magazines which you read regularly:
- Your favourite TV Channels:

29. Membership of social, religious, cultural or political organization:

Name of organization	Nature of your association

30. Please mention the strategies you will utilize if given a class of:

- a) Students with special learning needs:
-
-
- b) Exceptionally gifted students:
-
-

31. a) Co-curricular activities (Photography, Dramatics, Animation, Music, Dance etc.) in which you can train students:
- b) Literary activities (Debate, Creative writing, Newsletters, Quiz, School Magazine, Event Compering) in which you can guide students:
32. Public speaking exposure or whether you managed any responsibility earlier that required public speaking:
33. a) Details of participation in Clubs/Committees/Associations/Organization/Cultural activities/Literary activities and the level (School/College/Zonal/State/National) :
- b) Details of participation in sports activities and the level (School/College/Zonal/Inter Zonal/State/National):
34. Name literary or cultural activities in which you are interested, mention any distinctions achieved:
35. Details of any event/exchange program that you initiated/organized:

36. Details of work experience / employment records (including your present appointment and working backwards):

Name & Address Of Institution/ Organization	Designation	Brief description of duties, role & responsibilities held	Board / Affiliation	Year & Month		Nature Of Post Permanent Or Probation/ Temporary	Classes Taught	Subject Taught	Salary P.M.		Reason for change
				From	To				Start	Leaving	

37. Details of Administration experience/ extra responsibilities shouldered by you besides teaching:

Name & Address Of Institution/ Organization	No. of years and months : from to.....	Designation and brief description of duties, roles and responsibilities held	Whether permanent/ temporary	Total emoluments drawn/grade	Reason for leaving

38. Particulars of Post held before **or** at the time of sending the application: (Whether permanent/ probation / temporary):

-
- Name of Employee and full address of organization :contact numbers:
- Present place of posting: ■ Present designation: ■ Date of appointment:
- Present job responsibilities:
- Salary details: Basic: ■ Other benefits:
- Are you under service bond? (yes / no) tick the right option. ■ (if yes, give details.)
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- How much notice required for joining :

39. Any legal case against you?

40. Give details of three references who are familiar with the applicants academic work:

(other than relatives in the field of education, whom we may contact):

Name of reference	Occupation/Designation	Address (Official)	E-mail ID	Telephone

■ Total Teaching Experience (in years): ■ description of duties:

■ Total Administrative Experience: ■ description of duties:

■ Any other:.....

■ Mention any course you are pursuing at present. Will you require any leave on this account:

■ Details of foreign travel:year:

■ Are you an alumnus of the school: Admission no.:

■ Any other achievement/accomplishment you would like to bring to the notice of the selection committee:.....

■ How did you come to know about Job Opening in SSCS? Newspaper/ SSCS Teacher/ Parent/Website/Social Media /Other.

■ What are your salary expectations ? (please indicate total salary p.m.)

■ Minimum basic salary acceptable per month:

■ Exact period after which you can join if selected:.....

■ PAN No: ■ Aadhaar No.....

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

Self-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 in correct before or after the interview or appointment, action can be taken against me by the school and my candidature/ appointment may automatically stand cancelled/terminated.

.....
Signature of the Candidate

.....
Date

.....
Place

Note: Please attach attested supporting documents and your photographs.

Photo copies of certificates, Mark Sheets, Testimonials (Certificate of Experience (All), Character Certificate from previous institution, No objection Certificate from the previous institution, List of the credential) etc. should be attached with the application (attested by the applicant herself). The originals must be produced at the time of interview & at the time of joining, when selected.

No. Of duly attested testimonials and certificates: _____ Two Sets: _____

For Office use only (Date, Marks and Remarks)

Written test	Preliminary Interview	Demo	Final Interview