



RANI LAXMIBAI GROUP OF PUBLIC SCHOOLS
[JHANSI – DATIA – LALITPUR]

PROFORMA FOR THE APPLICANT

Application for the post of:

In:

*Pl. affix Self
attested passport
size photograph*

1. Candidate's Name in Full (In Block Letter)	
2. A] Father's Name/Husband's Name	
B] Candidate's Family/Parental Background (Educationally & Otherwise also)	
3. Date of Birth & age (In completed years)	
4. Candidate's Health Status**	
5. A] Latest address for correspondence	
B] Permanent Address	
6. Phone Nos. (With STD Code) & Mobile if any:	
7. E-mail	
8. Sex (Male/Female)	
9. Marital Status	
10. Spouse's Name, Age, Qualification, Profession & **Health Status	
11. No. of children, their age & class – #Details of each child's age, education (Class in which studying with % of marks as of now) and **Health Status	

**** To make a mention of any serious illness in the past/Any significant or chronic-health related problem at present/Have you opted for Health Insurance?**

Relevant certificates to be attached.

12. EDUCATIONAL QUALIFICATION:

A. GENERAL

Qualification	Board/University	Year of Passing & %age obtained	Subjects
1. High School			
2. Intermediate			
3. Degree...(Specify if BA/BSc/B.Com etc)			
4. PG Degree M.Sc./M.A./M.Com/MCA (specify)			
5. M. Phill			
6. Ph.D			
7. NTT/B.Ed. etc.			
8. Any other Prof. Qualification			

B. Professional competence/caliber:

i) Any special achievement in the field of education:

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ii) Award received, if any:

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iii) Any worth mentioning research/published work:

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iv) Level of competency in co-curricular activities:

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 (Relevant certificates to be attached).

13. **TEACHING/ADMINISTRATIVE EXPERIENCE** (Start with the most recent & thus mention in descending order):

S.N.	Name of Institution with Address & Ph.Nos., Year of Establishment & Affiliation, Affiliation Board & Medium of Instruction	Level of Institution (From Class:.....to Sec./Sr. Sec.), Boys/Girls/Co-ed & Students' Strength	*D.O.J. – Initial Designation & Salary Drawn	*D.O.L. – Last Designation & Salary Drawn	Classes & subjects taught/Nature of Administrative Experience	Reason for i) Leaving & ii) Break in service if there is any
1.						
2.						
3						
4.						
5.						
6.						

* D.O.J. - Date of Joining
* D.O.L - Date of Leaving

Are you working at present? If so give details:

Name of Institution with Address, its Year of establishment & affiliation, Affiliation Board & Medium of Instruction	Level of Institution (From Class:.....to Sec./Sr. Sec.), Boys/Girls/Co-ed & Students' Strength	Designation & Status of Appointment	D.O.J.	Total salary drawn + Perks

14. Areas of special interest. (Please specify your hobbies & interest in co-curricular activities with suitable certificate/proof):

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15. Why should you be selected? (Statement of things/areas you will specially work on/develop).

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16. Did you see the Website of our school (www.rlps.org)? Any Comment thereof?

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17. How did you grow in your present career over the years and why did you choose it? Your views on school education.

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18. Are you computer savvy? If yes, state your level of competency thereof.

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19. What is the overall administrative structure of your present institution? (Hierarchical structure of your present school administration)

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20. State the factors/facts deciding the status of your present/last (if not in job at present) Institution.

a) Details of any special infrastructure/facilities available for running academics. e.g.

i) LCD Projector/Audio-visual Lab:

ii) Level of Internet facility :

iii) Computer Software:

iv) Any other:

b) Details of co-curricular activities infrastructure/facilities available:

i) Auditorium:

ii) Scouting:

iii) NCC:

iv) NSS:

v) Overnight Camp:

vi) Educational Excursion/Treks & Tours:

vii) Horse Riding:

viii) Swimming & Water Sports:

ix) Any other facility:

c) Statement of 'Board-Classes' results in your subject:

		<u>Class-X</u>	<u>Class-XII</u>
i) At the time of your Joining	No. of Students:
	Pass Percentage:
	"Avg. marks per student":
ii) At Present	No. of Students:
	Pass Percentage:
	"Avg. marks per student":

21. Why are you leaving your present institution?

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22. What are the salient points of your charter of duties as a teacher?

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23. Any specific occurrence/incident, which you remember and which according to you has influenced your life?

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24. What has been your most satisfying moment during your career as a teacher/Head?

25. What advise do you provide to the parents who seek additional tuitions for their wards?

26. Time-period required to join if selected:
27. Salary expected with perks:
28. Probable dated/time-period for being available for interview:
29. The names & addresses of two established/reowned personnel (Educationists/Principals – not the relatives of the applicant) who could be contacted to know about your professional competency.
Desirable: Letters of recommendation from two such personalities.

REFERENCES:

	1	2
Name		
Designation		
Address		

I certify that the information furnished above is true to the best of my knowledge and belief. I also reiterate that if any of the furnished information/certificates produced by me in support of my credentials found to be invalid/wrong/not upto mark at any point of time of my tenure (if selected), my services must be dispensed with immediately without any notice and I will abide by the action taken by the School Management in this regard.

I, hereby, give my consent for serving your institution at least for two years, if selected and as desired by the school Management.

Date: Place: Applicant's Sign:

Name:.....

❖ **Kindly send the following annexures along with the duly completed proforma:**

- A. **Attested copies of testimonials/self attested photocopies in relation to teaching/administrative experiences & other achievements. The same will be tallied by RLPS Office with your originals on the date of your interview.**
- B. **Valid proof of the designation & salary + perks drawn by you at present/last salary drawn (certificate from the competent authority and the salary slip from bank).**
- C. **INCOMPLETE "PROFORMA FOR THE APPLICANT" WILL NOT BE ACCEPTED. IN CASE A CANDIDATE FAILS TO PRODUCE THE PRESCRIBED APPLICANT'S PROFORMA, COMPLETED IN ALL RESPECTS, HIS/HER INTERVIEW WILL STAND CANCELLED AND NO T.A. WILL BE ADMISSIBLE IN SUCH A CASE. YOU MAY CHOOSE NOT TO SEND THE ATTESTED COPIES OF THOSE DOCUMENTS, WHICH YOU HAVE ALREADY SENT ALONG WITH YOUR BIODATA. JUST SPECIFY THE SAME.**
- D. **"N.A." to be marked against the column/query statements NOT APPLICABLE in your case.**