

**FINAL REMARKS** (for office use only)

Appointed as \_\_\_\_\_ for Junior / Senior / Middle / Office

With effect from \_\_\_\_\_ Pay details \_\_\_\_\_

\_\_\_\_\_  
(Sign. of the Authority)

**Candidates are requested to fill up the following details**

**Name :** ..... **DOB :** ..... **Age:** ..... **Sex:** .....

Application for the post of (PGT/TGT/PRT/Admin/Office) .....

Subjects ..... **Class** .....

*Paste your recent passport size photograph*

1. **If given a chance, I am ready to serve as :**

1. Administrator : Post \_\_\_\_\_  
2. Asst. Teacher : Subject \_\_\_\_\_ Class \_\_\_\_\_

2. Father's/Husband's Name: ..... Profession .....

3. **Contact No.:** Land line: ..... Mobile ..... e-mail: .....

4. Address for correspondence : .....

5. Marital status : .....

6. **Children:**

| Sl. No. | Name | Age | Name of the school where the child is studying |
|---------|------|-----|--|
|         |      |     |  |
|         |      |     |  |

8. **Educational Qualifications :**

| Sl.no | Examination | Name of School/College | Board/ University | Year of Passing | Medium of study | % age | Subject |
|-------|-------------|------------------------|-------------------|-----------------|-----------------|-------|---------|
|       |             |                        |                   |                 |                 |       |         |
|       |             |                        |                   |                 |                 |       |         |
|       |             |                        |                   |                 |                 |       |         |
|       |             |                        |                   |                 |                 |       |         |
|       |             |                        |                   |                 |                 |       |         |
|       |             |                        |                   |                 |                 |       |         |

9. **Working Experience :**

| Name of the Institution | City | Duration | Class taught | Subject taught | Reason for leaving |
|-------------------------|------|----------|--------------|----------------|--------------------|
|                         |      |          |              |                |                    |
|                         |      |          |              |                |                    |
|                         |      |          |              |                |                    |
|                         |      |          |              |                |                    |
|                         |      |          |              |                |                    |

10. Knowledge of Computer ..... Details. ....

11. Last salary drawn ..... Expected salary : .....

12. **Special Achievements (Co-curricular/sports) :**

| Year | Event | Achievement |
|------|-------|-------------|
|      |       |             |
|      |       |             |
|      |       |             |

13. Hobbies / Interest . ....

**Interview Report**

(to be filled in by the School authorities)

- 1. Interviewer's opinion
  - i) Subject knowledge: .....
  - ii) Personality : .....
  - iii) Communication skill : .....
  - iv) Overall assessment .....
  - v) Remarks : .....
- 2. Called for the demonstration on :                      Date : .....                      Time: .....
- Class : .....    Subject : .....

\_\_\_\_\_  
*Signature of the Principal / Director*

**Demonstration Report**

Subject : .....                      Topic: .....

Class : .....                      Date : .....                      Time : .....

- 1. Excellent       Good       Satisfactory       Can be inducted on trial       Rejected
- 2. Subject Knowledge  A  B  C      3. Class Control  A  B  C      4. Confidence on Board  A  B  C
- 5. Language & Presentation  A  B  C      6. Interaction with Students  A  B  C

\_\_\_\_\_  
*Name/Sign. of the concerned teacher*

\_\_\_\_\_  
*(Sign of the Admin In-charge)*

**Panel Interview Report**

Subject knowledge .....  
.....

Communication skills .....  
.....

Presentation .....  
.....

Sign. of Admin  
(Heading Interview Panel) .....

**Please express your views on the following topic**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Grade: \_\_\_\_\_

\_\_\_\_\_  
*Name/Sign. of the concerned teacher*