



**BHAVAN'S BHAGWANDAS PUROHIT VIDYA MANDIR**  
TRIMURTI NAGAR, NAGPUR

**CHECKLIST FOR STAFF RECRUITMENT PROCESS**

POST APPLIED FOR - \_\_\_\_\_

<b>Name of the Applicant :-</b> <u>          Title          </u> <span style="float:right">(IN BOLD LETTERS)</span>				
Address :- .....				
.....				
<b>Contact No. :-</b>	1.	2.	3.	
<b>Medium of Instruction in SSC - (Std. X)</b>		<b>Score in English in</b>	<b>Date of Birth</b>	<b>Gender</b>
<b>Medium of Instruction in HSSC - (Std. XII)</b>		SSC- /	___/___	<b>Male / Female</b>
			/_____	(Pls tick)
	<b>Graduation</b>	<b>Marks scored</b>	<b>Out of Max marks</b>	<b>Percentage</b>
<b>Degree</b>				
	<b>Graduation Subjects</b> (relevant to the post applied for)	<b>Subject 1</b>	<b>Subject 2</b>	<b>Subject 3</b>
	<b>Post Graduation</b>	<b>Marks scored</b>	<b>Out of Max marks</b>	<b>Percentage</b>
<b>Degree</b>				
<b>Post-Graduation Subjects</b> (relevant to the post applied for)	<b>Subject Name</b>	<b>Subject Name</b>	<b>Ph.D. : Yes / No</b> (Pls tick)	
	<b>B. Ed.</b>	<b>B.Ed. Methods Offered (Subjects)</b>		
<b>Passed / Appeared</b>	<b>Method 1</b>	<b>Method 2</b>	<b>% age</b>	
<b>C.T.E.T. / T.E.T.</b>	1. Passed	2. Appeared	<b>Level :</b>	
<b>Any other Edu. Qual.</b>	1.	2.		
<b>EXPERIENCE (in years)</b>	<b>Teaching : _____ (years)</b>		<b>Other : _____ (years)</b>	
<b>Institution / Organisation</b>		<b>From</b>	<b>To</b>	<b>Nature of Work / Designation</b>
<b>Present (if any)</b>				
<b>Previous 1</b>				
<b>Previous 2</b>				
<b>Previous 3</b>				
<b>Knowledge of Computer Applications (MS-OFFICE) - Yes / No</b>				
<b>Documents Enclosed</b> (Pl. Tick the doc.)		Plain paper Application		Graduation (Final yr.) Mark list
		Recent passport size photograph		Post- Graduation (Final yr.) Mark list
		LATEST Bio-data		B. Ed. / M. Ed. Mark list
		SSC (Std. X) Mark list		Certificate in Computer Training / Montessori Training / Sangeet Visharad (_____)
		HSSC (Std. XII) Mark List		Experience Certificate(s) Nos.
<b>Documents Checked &amp; Verified by – _____</b>				
<b>Shortlisted For the Post : _____</b>				
<b>Date :</b>			<b>Signature of Admn. Staff :</b>	