

13. Details of experience :

Name of the Institution / department	From	To	Designation	

14. Total Experience (in years) _____

15. Knowledge of Computer _____

16. Knowledge of Short hand _____

17. Typing Speed _____

18. Date and Termination of last employment _____

19. Reason for leaving last job _____

20. Salary & Allowances last drawn (Salary) _____ **(allowances)** _____

21. Knowledge of English : (a) Spoken _____ (b) Written _____

22. Knowledge of Hindi : (a) Spoken _____ (b) Written _____

23. Knowledge of foreign language (give details) _____

24. Any additional qualification/skill, if so, state in which way you can help the school _____

25. Name & Address of reference :

(a) _____

(b) _____

26. No. of duly attested testimonials & certificates attached : _____
(original certificates are not to be sent)

27. The exact period after which you can join, if selected : _____

28. Other remarks : if employed, application should be sent through proper channel.

Date : _____

Signature _____