

**TO BE SUBMITTED TO THE ERC, NCTE, BHUBANESWAR FORMAT FOR PARTICULARS OF STAFF**

**PARTICULARS OF STAFF**

Session \_\_\_\_\_

Name and address of the Institution: \_\_\_\_\_ Course: \_\_\_\_\_

Sl. No.	Name with Date of Birth Age	Attested photograph of the appointed staff	Whether SC/ST/OBC/other Category	Designation	B.Ed. Yes/No	M.Ed. Yes/No	M.A (Education) Yes/No	Master's Degree in school subject Yes/No	Subject of Teaching	Ph. D. (Education/ Specify the subject) Yes/No	Passed UGC NET or equivalent Yes/No	Teaching Experience in Years	Teaching Experience in Recognized School/BEd. College (Enclose experience certificate from the Principal)	Date of initial appointment and NCTE Regulation under which he or she was appointed	Joining Date
					If yes, %age of Marks	If yes, %age of Marks	If yes, %age of Marks	If yes, %age of Marks & specify the subject							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

<b>I. DETAILS OF TEACHING STAFF</b>															
<b>I(A) PRINCIPAL/HOD</b>															
<b>I</b>															
<b>II LECTURERS/TEACHING STAFF (AS PER NCTE NORMS)</b>															
1.															
2.															
3.															
4.															
5.															

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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
6.															
7.															
<b>III PART TIME TEACHING STAFF (AS PER NCTE NORMS)</b>															
1.															
2.															
3.															

**CERTIFICATE**

- (i) This is to certify that the appointment of the above teaching staff has been made on the basis of recommendation of the Selection Committee constituted as per the policy of the UGC/the affiliating University/Affiliating Body.
- (ii) All appointments are on full-time and regular basis except those specified as part-time as per the NCTE norms. The academic staff of the institution (including part-time staff) is paid salary in such scale of pay as prescribed by the UGC/University/affiliating body from time to time through account payee cheque or as per advice into the bank account of employee specially opened for the propose. The supporting staff shall be paid as per the UGC/State Government/Central Government pay scale structure.
- (iii) The management of the institution shall discharge the statutory duties relating to pension, gratuity, provident fund, etc for its employees. The institution shall follow all the norms of the NCTE as amended from time to time.
- (iv) The reservation for SC/ST/OBC and other categories have been followed as per Government Norms.

**Name & Signature of the**  
**Authorized Representative of the Institution**  
**Date** \_\_\_\_\_

**Name & Counter Signature with Seal of the**  
**Registrar/Competent Authority of the Affiliating Body\***