

PLEASE FILL UP ALL THE DATA CORRECTLY IN BLOCK LETTERS ONLY.

Format No. 1(A)/EDU

Personal File No.	
GPF No.	
CPF No.	



**GOVERNMENT OF SIKKIM
HUMAN RESOURCE DEVELOPMENT DEPARTMENT
Sikkim e-Education Infosys
(Employee Data Collection Format for Teaching/Non-Teaching
Employee in State Government Schools/Colleges and Offices)**

Paste Recent
Passport Size
Photograph within
This Block

1. Personal Information

1.1 Employee's First Name	Middle Name	Surname
[Grid for name entry]		
1.2 Father's/Husband's Name : [Grid]		
1.3 Residential Status: Local <input type="checkbox"/> Non Local <input type="checkbox"/>	1.4 Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	1.5 Date of Birth (dd/mm/yy) [Grid]
1.6 Community : ST <input type="checkbox"/> SC <input type="checkbox"/> OBC <input type="checkbox"/> MBC <input type="checkbox"/> GEN <input type="checkbox"/>	1.7 Caste ¹ [Grid] (¹Bhutia, Lepch, Subba,Rai,Chhetri, Bahun, Kami, Dorjee, Suner etc)	
1.8 Religion [Grid]	1.9 Marital Status : Married <input type="checkbox"/> Un-married <input type="checkbox"/>	1.10 Voter ID Card No. [Grid]
1.11 Sikkim Subject No. [Grid]	1.12 Nationality [Grid]	1.13 Date of 1st Appointment (dd/mm/yy) [Grid]
1.14 Scale of Pay (at the time of Appointment) [Grid]	1.15 Post/Designation (at the time of 1st Appointment) [Grid]	
1.16 Permanent Address: [Grid]		
1.17 Present/Correspondence Address [Grid]		
1.18 Phone No. [Grid]	1.19 Mobile No. [Grid]	1.20 Email: [Grid]
1.21 Height [Grid]	1.22 ID Mark [Grid]	

2. Educational and Professional Information

2.1 Educational Qualification :

2.1.1 Highest Qualification :

Examination Passed [Grid]	Year of Passing : [Grid]	Name of University/Board [Grid]
Average Percentage of Marks [Grid]	Division/Grade [Grid]	Stream/Subject [Grid]

2.1.2 Other Lower Educational Qualifications (for Teaching Staff only) :

Sl. No.	Examination passed	Year of Passing	University/Board	Percentage of Marks	Division/Grade	Stream/Subject

2.2 Professional Qualification (B. Ed./M. Ed./TTI/CPE/Others²)

2.3 Special Qualification Details (for Teaching Staff only) :

Sl. No.	Name of Institution	Year of Passing	Name of Course	Stream/Sub.	Sl. No.	Name of Course	Name of Institution	Year of Passing	Branch ³

²Others: J.V., J.B.T. or equivalent/S.V., C.T.S.B.T. or equivalent/L.T, B.T. or equivalent/None

³Branch : Music/Physical Education/Artist/etc.

2.4 Details of Trainings Undergone:

Sl. No.	Name of Course	Year of Passing	Institution	Completed (Yes/No)	Pre Service /In Service	No. of Days

3. Service Information

3.1 Appointment Status : Regular Workcharge MR ADHOC² Contract³ Co-Terminus Others⁴

²If ADHOC Please Specify : From Date (dd/mm/yy) To Date (dd/mm/yy)

³If Contract Please Specify : From Date (dd/mm/yy) To Date (dd/mm/yy)

⁴If Others Please Specify Details:

3.2 Service Status : Principal Vice Principal Head Master School Incharge Head Teacher Acting Head Teacher
Teacher Para Teacher Part Time Teacher Community Teacher Language Teacher Others

3.3 Appointed Under SSA : Yes No

3.4 Appointed Under UGC : Yes No Others (for College staff only)

3.5 Appointed Under Vocational Education : Yes No 3.6 Employment Grade : Group A Group B Group C Group D

3.7 Special Category of Employee: Compassionate Ex-Serviceman Physically Challenged Women Reservation

Others⁵ If Others Please Specify Details : (⁵Others :ST, SC, OBC, MBC Reserved Category)

3.8 Present Place of Posting 3.9 Present Designation

3.10 Appointed under : School Education Technical Education Training Institute Higher Education

3.11 Salary Head : Plan Non Plan 3.12 Occupying Government Quarter : Yes No

If Yes: Principal Quarter Headmaster Quarter Teacher Quarter Class I Class II Class III Class IV

4. Information on Classes Taught & Subject Taught (for Teaching Staff only):

4.1 Classes Taught : Lower Primary Primary Upper Primary Secondary Senior Secondary

4.2. Classes Taught for SSA:

Primary Only Upper Primary Mostly Primary Mostly Upper Primary Not Sure Secondary Only Mostly Secondary

4.3. Major Subject Taught :

All Subject Languages Mathematics Environment Studies Sports Music Science Arts/Craft

4.4. Working in the present school since

4.5 For PGT/Lecturer Only (Please Tick and Specify Subject wherever applicable)

a) Science Specify Subject

b) Humanities Specify Subject

c) Commerce Specify Subject

d) Language Specify Subject

e) English

f) Mathematics

g) Others Specify Subject

4.6 For GT Only (Please Tick and Specify Subject wherever applicable)

a) General Subject Specify Subject

b) Science Specify Subject

c) Arts Specify Subject

d) Language Specify Subject

e) English

f) Mathematics

g) Phy. Education

h) Others Specify Subject

5. For Language Teacher Only (for Teaching Staff only)

5.1 Subject Studied in Class X

5.2 Subject Studied in Class XII

5.3 Nature of Appointment* * Nature of Appointment : Regular/RSS Appointed/SMC Appointed/Temporary Appointed/etc.

5.4 Salary Paid By : State Government Central Government Committee Others If Others Specify Details:

5.5 Consolidate Salary : Yes No If Yes, Specify Salary Amount

6. For Sanskrit Teacher

6.1 Subject in Sastri

6.2 Subject in Acharya

Signature and seal of Establishment Head

Date :

Signature of the concerned employee

Date :

Signature of the Coordinator

Date :

NOTE : ESTABLISHMENT HEAD, EMPLOYEE CONCERNED AND COORDINATOR WILL BE RESPONSIBLE FOR WRONG OR MISREPRESENTATION OF DATA PROVIDED TO THE EDUCATION DEPARTMENT.