

STATEMENT OF CHANGE OF STAFF

Manager

I. Teacher relieved / New post created

1.	Name	
2.	Designation	
3.	Whether Permanent or Temporary	
4.	Qualification (General) (Professional)	
5.	Pay and Scale of Pay	
6.	Date of occurrence of vacancy with reason	

II. Teacher Appointed

1.	Name and full address. (if serving employee specify the designation and name of school)	
2.	(a) Designation (b) Scale of pay	
3.	Qualification (a) General (Main subject in Degree course) (b) Professional (Specify optional subject and % of marks)	
4.	Date of birth (Completed age on first January of the year in which appointment is made)	
5.	Caste if the appointee belongs to SC/ST/OBC	
6.	Nature of appointment (State probationary or temporary)	
7.	Period of previous approved Service with proof	
8.	Date of appointment	
9.	Details of certificates produced	
10.	Whether subject requirement is satisfied	Yes/No

Manager