

The Mar Thoma Church Educational Society



St. Thomas Nagar
Mukkolakkal, Thiruvananthapuram-695044
Phone: 0471-2511122, 2511211
Email: mtces@md2.vsnl.net.in, mtcestvm@bsnl.in

Affix photo

APPLICATION FORM

Post Applied for

Note:

1. Only certified copies of Degrees/ Certificates/ Testimonials should be sent with this Application. Originals must be produced at the time of interview.
2. Applicants called for interview shall bear their own travelling expenses.
3. Application should be delivered personally at the Society office or send by Registered Post.
4. Applicants must be ready to serve in any institution under the Mar Thoma Church Educational Society

PERSONAL DATA OF CANDIDATE

1. Name

2. Date of Birth

3. Sex. Female

Male

4. Marital Status: Married

Unmarried

Widow(er)

Separated

5. If Married, Name of Spouse

6. Educational Qualification / Occupation of Spouse

7. Contact Address & Tel. No. of Spouse

8. Religion

(a) Denomination

(b) If Marthomite, name of Parish

9. Address for communication

Pin Code

Residential Tele #

Mob#

Fax#

E-mail

10. Have you ever been convicted for any criminal offence? If so, give details.

11. Present Pay/last salary drawn. Scale Basic Pay
Allowances Total

12. ACADEMIC QUALIFICATIONS

(i) UNIVERSITY / COLLEGE

Degree Passed	Subjects & Year	Division	% if applicable	University/College

(iii) Any Other Qualification, if so give details:

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13. Experience (*Experience claimed without supporting Certificates is liable to be ignored*)

Designation	Period		Institution	Job Assigned	Reason for Leaving

14. How much period is required for joining

15. Highlight briefly any notable contribution/achievements you had made in your career (including in the field of sports). Please furnish names of one or two persons who are aware of your achievements.(if necessary separate sheet may be attached)

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16. REFERENCES

(with Name, Address, Telephone Number and Designation)

1)

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2)

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I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief.

Date :

Place :

Signature of Applicant

For Office Use

1. Date of Receipt

2. Date of Scrutiny & Result

3. Date when called for test/ interview

**THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
ST THOMAS NAGAR, MUKKOLAKKAL, THIRUVANANTHAPURAM-43**

Qualification for the Post of Non Teaching Staff and Pay Structure

(Degrees gained through a regular course of study will be preferred over degrees obtained through distance education)

- (i) **Science Lab Assistants** : Scale of pay Rs 4300-100-4400-110-4510-120-4990-130-5510-140-5930. Minimum Qualification : Pass in Pre Degree or Higher Secondary (Plus 2). Age. No to exceed 40 years.
- (ii) **Clerical Assistants** : Scale of pay Rs 4400-110-4510-120-4990-130-5510-140-5930-150-6680. Minimum Qualification : Graduates with admin experience and computer skills in Word and Excel. Age. No to exceed 40 years.
- (iii) **Accountant Grade II**: Scale of pay 4990-130-5510-140-5930-150-6680-160-7480-170-7990. Minimum Qualification : B Com. Age : Not to exceed 40 years.
- (iv) **Cooks** : Candidates should be skilled in making traditional Malayalee food as well as parotta, nodles etc. Scale of pay Rs 3800-100-4400-110-4510-120-4990-130-5250. Age. No to exceed 50 years.
- (v) **Drivers** – Candidates with heavy duty license and 10 years experience. Scale of pay Rs 4300-100-4400-110-4510-120-4990-130-5510-140-5930. Age. No to exceed 50 years.
- (vi) **Helpers, Conductors and Resident Ayahs** are employed on daily wages.
- (vii) **Security Personnel** on a consolidated salary of Rs 7,500/-. Recently retired (or about to retire personnel) from Armed forces or Police Dept or other uniformed services.

Note:

- (i) **The revision of pay structure mentioned above for various posts by the beginning of the next academic year viz., 2012-2013 is under consideration.**
- (ii) Age limits relaxable in case of experienced candidates.
- (iii) The age limit prescribed for teachers is not applicable for internal candidates.
- (iv) Retired persons who are in good health who are below 58 years of age as on 31-03-2012 may be considered for appointment on a consolidated salary on contract basis.

**THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
ST THOMAS NAGAR, MUKKOLAKKAL, THIRUVANANTHAPURAM-43**

**RECRUITMENT OF TEACHERS AND NON TEACHING STAFF FOR THE
ACADEMIC
YEAR 2012-13**

2. Applications invited are for filling existing vacancies and vacancies that may arise in the academic year 2012-2013. Selected candidates will be empanelled and will be offered employment for vacancies that arise after the commencement of the academic year.
3. Applications are invited for teachers for the following subjects,
 - (i) Maths and Social Science for the B Ed College viz., St Thomas Training College
 - (ii) English, Physics, Mathematics, Psychology, Political Science, Sociology, Economics, History, Geography, Chemistry, Malayalam, Hindi, French, Physical Education and Dance.
 - (iii) Nursery and Play School Teachers
 - (iv) **Headmistress Play School** (Qualification as Pre Primary teacher and remuneration will be commensurate with qualification and experience)
4. The qualifications of teachers are attached as Annexure I.
5. Other vacancies :
 - (i) **Counsellor** – qualified and trained Counsellors for School level children and boarders. Graduates with Postgraduate Diploma in Counselling from a recognized University are eligible to apply. Experience in Counselling desirable.
 - (ii) **Teacher cum Wardens OR Wardens for the Girls and Boys hostel** : Minimum qualification is Graduation and age limit - 35 to 50. Candidates with B Ed will be preferred.
 - (iii) **Science Lab Assistants**
 - (iv) **Clerical Assistants**
 - (v) **Accountants** with B Com, preferably with Intermediate CA.
 - (vi) **Cooks**
 - (vii) **Drivers** – candidates with heavy duty license and 10 years experience may apply.
 - (viii) **Helper and Conductors**
 - (ix) **Security Personnel**
 - (x) **Resident Ayahs**
6. Initial appointment will be on a consolidated pay equal to the minimum of the basic pay of the respective scale of pay and will be on probation for a period of 2 years or also could be on Contract basis for a specified period. On successful completion of probation, the teacher will be placed on the regular scale of pay with DA & HRA. In suitable cases, the candidate may be put on a regular scale to start with.

General Instructions to candidates.

- The candidates should read carefully the conditions regarding qualifications, experience etc., before filling up the application form. Incomplete applications/columns left unfilled will be rejected without any further intimation.
- A DD for Rs.150/- in favour of the Mar Thoma Church Educational Society should be attached along with the application This amount is not refundable.
- Candidates for teaching posts and for certain other posts may be called upon to appear for a two hour written test in English **at 10.00 am on 2nd April 2012**. This will be followed by a discussion session designed to test the skills of the candidates in communication in English. Candidates for teaching Hindi and Malayalam are exempt from appearing for the test in English. The list of shortlisted candidates for the interview will be put up on the Notice Board of the Society Office on 4th April 2012. Interviews are likely to be held during the period from 11th to 27th of April 2012
- Staff on the rolls of St Thomas Schools may also apply if they wish to be considered, for higher posts, but they need not remit the fee of Rs.150/-
- The panel will be valid only for the academic year 2012-13 and the validity is extendable for one more year at the discretion of the Management.
- If a candidate wishes to apply for more than one post, separate application form for each post with DD for Rs.150/- should be submitted along with attested copies of certificates and recent pass port size photograph.
- Candidates are advised to satisfy themselves that they possess the minimum prescribed requirements before they apply
- Retired teachers in good health who are below 58 years of age as on 31-03-2012 may be considered for appointment on a consolidated salary.
- Candidates who are appearing for B Ed final exam/awaiting results of B Ed may also apply. The appointment will be subject to the production of B Ed Certificate before appointment.
- Recommendation in any form will be considered as disqualification.
- *Cooks, Security Personnel, Drivers, Conductors, Helpers and Resident Ayahs are exempt from the above requirements such as appearing for a written test, spoken English test, submitting a DD of Rs 150/-, etc. However copies of their qualification certificates/ license (both sides) as well as experience certificates, if any, are to be attached along with the application.*
- **The last date for receipt of completed application is 20th February 2012.**

Secretary.