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## The Mar Thoma Church Educational Society

Mukkolakkal, Thiruvananthapuram – 695044

E-mail : mtces@md2.vsnl.net.in, mtces@asianetindia.com

### APPLICATION FOR THE POST OF TEACHER IN ST.THOMAS SCHOOLS

POST APPLIED FOR (Specify with Grade)

  

SUBJECT

Note

1. Only certified copies of Degrees / Certificates / Testimonials should be sent with this Application Form. Originals must be produced at the time of interview.
2. No travelling expenses to applicants called for interview will be paid.
3. Completed Application forms should be delivered directly at the Office of the Society or sent by Post.

#### PERSONAL DATA OF CANDIDATE

Name in full

Date of Birth

Sex : Female  Male  Status : Married  Unmarried  Widow(er)  Separated

Religion

Caste

(If Marthomite, mention the name of the Parish)

#### Permanent Address

City

Pin Code

Home Tel No.

Mob

Fax

E-mail

Father's / Husband's Name

Occupation

**Address**

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Number of children	Age	Sex	Grade / Class and School in which studying
1	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
3	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>

Major Illness if any  Physically handicap / disability if any

Have you ever been convicted of any criminal offence ? If so, give details

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Details of last drawn salary (Enclose certificate from employer)	Basic Pay	<input style="width: 90%; height: 20px;" type="text"/>
	Scale	<input style="width: 90%; height: 20px;" type="text"/>
	Allowances	<input style="width: 90%; height: 20px;" type="text"/>
	Total	<input style="width: 90%; height: 20px;" type="text"/>

**ACADEMIC QUALIFICATIONS (Please specify whether the applicant has secured the qualification in a Regular course / by Distant or Correspondence course)**

**SENIOR SECONDARY / HIGHER SCHOOL (PLEASE SPECIFY)**

Examination	Board	Subjects	Year	Level	Grade / %	School

**UNIVERSITY / COLLEGE**

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

**Any Other Qualification (Eg.NET/SET)**

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**TEACHING EXPERIENCE** (*Experience claimed without supporting certificates is liable to be ignored*)

School	
Subjects taught	
Full time / Part time	
Grades / Classes	
Curriculum	
Period	
Total Period of Experience	
Reasons for Leaving	

Details of games you play

Special Distinctions achieved if any

Name literary or cultural activities in which interested. Mention any distinctions achieved

Any other special particulars / achievements

**REFERENCES :** (Persons must be able to comment on your professional performances / academic achievements etc)

Name	<input type="text"/>	Designation	<input type="text"/>
Address	<input type="text"/>	Telephone	<input type="text"/>
		Pin Code	<input type="text"/>

Name	<input type="text"/>	Designation	<input type="text"/>
Address	<input type="text"/>	Telephone	<input type="text"/>
		Pin Code	<input type="text"/>

How much notice required for joining

Have you ever applied for any post in any St.Thomas Schools earlier ? If so, when ?

I hereby certify that the particulars furnished above are correct to the best of my knowledge and belief. I have not concealed any information. If it is revealed later that I have given false details or concealed material information, my service is liable for termination without any notice and compensation.

If selected, I shall produce at my cost

- a) Medical Certificate from a recognized Hospital / Clinic / Registered Medical Practitioner nominated by The Mar Thoma Church Educational Society
- b) Experience certificate from my last employer.
- c) Certificate of last pay drawn, if needed.

D.D No..... Date .....

Draft on .....(Bank)

for Rs.100/-

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**

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

1. 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.
2. 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)
3. The qualifications of teachers are attached as Annexure I.
4. 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**
5. 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 2<sup>nd</sup> 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 4<sup>th</sup> April 2012. Interviews are likely to be held during the period from 11<sup>th</sup> to 27<sup>th</sup> 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 20<sup>th</sup> February 2012.**

Secretary.

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

**Qualification for the Post of Teachers and Pay Structure**

**Note:-**

**1. BEd degree wherever prescribed should be by regular study in a College and not by distance Education.**

**2. Degrees gained through a regular course of study will be preferred over degrees obtained through distance education**

**3. High Second Class requires minimum 55 % marks**

1. HIGHER SECONDARY TEACHERS GRADE II: Scale of pay: Rs.11070-280-11910-340-13610-380-16650-450-18450. Minimum Qualification: First or High Second Class Postgraduate degree in the subject concerned with BEd. SET is desirable. Experience: Minimum 2 years teaching experience at Higher Secondary/ 5 years at High School level in the subjects concerned. Age: Maximum 45 years.
2. HIGH SCHOOL TEACHERS GRADE I : Scale of pay: Rs.8390-200-9590-240-10790-280-11910-340-13270. Minimum Qualification: (a) First or High Second Class Postgraduate degree in the subject concerned with BEd (b) Experience: 3 years as Teacher in a School in the Primary grade or above.  
OR  
(a) First or High Second Class Degree in the subject concerned with BEd.  
(b) Experience: 7 years as Teacher in the Primary grade or above. Age: Maximum 35 years.
3. PRIMARY TEACHERS GRADE II : Scale of pay: Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: First or High Second Class degree in Arts or Science with BEd. Age: Maximum 35 years.
4. HIGH SCHOOL COMPUTER TEACHERS GRADE I : Scale of pay: Rs.8390-200-9590-240-10790-280-11910-340-13270. Minimum Qualification: First Class Degree in MCA/MSc Computer Science/BTech in Computer Science/Postgraduate degree in Science with PGDCA from recognised institutions with minimum 7 years teaching experience in the Primary grade or above. Knowledge in the latest developments in Computer. Age: Maximum 35 years.
5. PRIMARY TEACHERS IN COMPUTER SCIENCE GRADE II: Scale of pay: Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: First or High Second Class BSc (Computer Science), BCA or Degree in Science with PGDCA from recognized institutions. Age: Maximum 35 years.
6. NURSERY TEACHERS GRADE II : Scale of pay: Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: Graduation (with first class or high second class) with Pre-primary Teachers' Training approved by State/Central Government. Proficiency and Communication skill in English essential. Diploma in Montessori International, proficiency in Music, Dance, Creative activities and Sports and Games desirable. In the absence of suitable candidates, graduate with First or High Second class with BEd can also be considered. Age: Maximum 35 yrs.
7. PHYSICAL EDUCATION TEACHER – PRIMARY GRADE II : Scale of pay Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: BPED. Age: Maximum 35 years
8. MUSIC TEACHER PRIMARY GRADE II : Scale of pay: Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: Graduation in Music or 3 year Diploma in Music. Subjects: (a) Vocal (b) Instrumental from a recognized Institute / University. Age: Maximum 35 years.
9. DANCE TEACHER PRIMARY GRADE II : Scale of pay: Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: Graduation in Dance or equivalent. Age: Maximum 35 years.
10. PLAY SCHOOL TEACHER: scale of pay . Rs 4300-100-4400-110-4510-120-4990-130-5510-140-5930 Minimum Qualification: Graduation (with first class or high second class) with Pre-Primary Training and good communication skill in English. Persons with experience in the relevant field will be given preference. Proficiency in Music, other forms of Arts, Key Board operation etc. desirable. Age: Should not exceed 40 years.
11. ART TEACHERS PRIMARY GRADE II : Scale of pay Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: Bachelor's Degree in Fine Arts (BFA). Maximum Age: 30 years.
12. COUNSELLOR: Scale of pay Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: Graduates (preferably in Psychology) with Postgraduate Diploma in Counselling from a recognized University. Experience in counselling desirable. Age should not exceed 45 years.
13. TEACHER CUM WARDEN : Fully residential post, where the candidate is required to stay in the hostel. Scale of pay: Rs.6680-160-7480-170-7990-200-9590-240-10790. Minimum Qualification: First or High Second Class degree with B.Ed. Age: Maximum 45 years.

**(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 teachers in good health who are below 58 years of age as on 31-03-2012 will be considered for appointment on a consolidated salary on contract basis.