



**The Mar Thoma Church Educational Society**

St. Thomas Nagar

Mukkolakkal, Thiruvananthapuram-695044

**APPLICATION FOR OFFICER ON SPECIAL DUTY FOR  
ST THOMAS INSTITUTE OF SCIENCE AND TECHNOLOGY**

MAR CHRYSOSTOM NAGAR, CHANTHAVILA, KAZHAKKOOTTAM

## 1.0 INTRODUCTION :

- 1.1 The Mar Thoma Church Educational Society, Trivandrum (MTCES) is a Society registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act, and was established in 1966. The Patron of the Society is the Metropolitan of the Mar Thoma Church. The Management and control of the affairs of the Society is vested in the Executive Committee of the Society, the President of which is the Diocesan Episcopa (Bishop) of the Mar Thoma Church having jurisdiction over Trivandrum.
- 1.2 The Society has established three-reputed English medium, co-educational Schools – viz., St. Thomas Residential School (affiliated to the Council of Indian School Certificate Examination), St Thomas Central School (affiliated to the Central Board of Secondary Education) and St. Thomas Higher Secondary School (affiliated to the Govt of Kerala State Syllabus) The current student strength of the three Schools is about 7000 and the strength of the teaching staff is about 250. **These Schools are maintaining, an enviable record of academic excellence.**
- 1.3 The Mar Thoma Church Educational Society has decided to diversify its activities to post School level Education, and as a first step started a B Ed College, viz., the St Thomas Training College in the year 2005. The College has received recognition from the National Council for Teacher Education as well as affiliation from the University of Kerala. The graduates from the College have secured attractive teaching assignments in and outside the country. As a further step to its diversification activities, the Society has acquired 19.2 acres of land at Mar Chrysostom Nagar, Chanthavila, Near Kazhakootam, and rapid action is in progress for setting up an Engineering College in July 2009, with state-of-the-art facilities offering Courses in Civil Engineering, Electrical and Electronic Engineering, Electronics and Communication Engineering and Computer Science Engineering. A Post Graduate Diploma in Business Management with AICTE affiliation is also proposed to be started in the academic year 2010 - 11.

## 2.0 ABOUT THE ENGINEERING COLLEGE

The Society with its unstinted commitment to excellence in its chosen fields and its own excellent track record of establishing educational institutions of repute feels that it can play a vital role in the higher education scenario and identified two areas viz, Engineering and Management Studies to start with. With the above idea the Society is promoting the establishment of **St. Thomas Institute of Science & Technology** as its engineering education venture at the newly acquired Campus viz., the Mar Chrysostom Nagar, Chanthavila, Kazhakkuttom, Thiruvananthapuram near Kerala University Campus and the IT hub at Technopark. The prime motive behind the Mar Thoma Church Educational Society (MTCES) to enter the field of Engineering and Management education is not merely the existence of opportunities but is more importantly, its conviction that it can and should play a role in Technical and Management Education. In Kerala on an average 2 lakh students are passing higher secondary exam every year. In addition to this, Malayalee students from other parts of the country and abroad may prefer Kerala colleges because of climatic factor, location advantages and infrastructure facilities of the Institutions. The total number of applicants for engineering entrance examination in 2007 was 1,00,409 and in 2008, 1,16,080. Out of these 87,086 students qualified during 2007 and 80,000 students during 2008 for engineering admissions. The number of seats now available in the state, in the existing 91 engineering colleges is below 27000. We can therefore safely conclude that there exists a huge gap between the seats being offered by existing colleges vis-à-vis probable students appearing and qualifying in the entrance exams, seeking engineering admission.

### 3.0 BASIC ACADEMIC PHILOSOPHY OF THE INSTITUTION

Basic Academic philosophy of the institution is to establish a Centre of Excellence in the field of Science and Technology and Management and to produce academically brilliant professionals who will have a commitment to the society. Every effort will be made to improve the capability of students in soft skill practices which will play an important role in the success of Engineering and Technology and Management professionals. The management has the vision to develop entrepreneurial skills in students so that at least a small percentage of students will find their own employment.

### 4.0 TYPES OF PROGRAMMES

The disciplines of engineering proposed to be introduced are the following:

1. Civil Engineering
2. Electrical & Electronics Engineering
3. Electronics & Communication Engineering
4. Computer Science & Engineering
5. Mechanical Engineering (to be introduced in 2010, i.e., the second year of operation)

### 5.0 OBJECTIVES OF THE ENGINEERING INSTITUTION

- a) To promote excellence in Technical Education
- b) To mould shape and make the students competent by combining knowledge and skills and preparing them for the changing world.
- c) To develop the students for conceptualization, application of ideas and communication skills.
- d) To familiarize the students with demanding challenges in the work place all over the world
- e) To inculcate positive approach amongst youngsters.
- f) To provide scholarship to deserving and needy students.
- g) To provide opportunity for campus interviews from the Premier Companies
- h) To promote research and development
- i) To churn out Industry ready employable students and help the industries to minimize the duration and the cost of on the job training
- j) To act as consultants to industries and business houses by regular industry Institute interactions
- k) To achieve 100% placement to students
- l) To develop the frontiers of imagination skills of the students in various fields and encourage them to be prospective entrepreneurs rather than employees.

### 6.0 OTHER INFORMATION

- (i) The Society has a campus of 19.2 acres which is eco-friendly, plastics free and no smoking zone. The emphasis here is on greenery, fresh air, a healthy body and an enquiring mind. Away from the noise and pollution that characterizes urban life, the campus with its panoramic landscape and lush greenery, is indeed a haven to the student community.
- (ii) **Facilities in the Campus** : The Campus is well equipped with infrastructure and instructional facilities to cater to the needs of the Institutions. A full fledged **Computer Centre**, facilities for **sports and games**, **Chapel and Canteen** are some of the facilities proposed to be provided in the Campus.

**THE MAR THOMA CHURCH EDUCATIONAL SOCIETY  
MUKKOLAKKAL, THIRUVANANTHAPURAM-695 044**

**OFFICER on SPECIAL DUTY**

(1) Job Requirements : The job involves monitoring the activities connected with the setting up of an Engineering College, correspondence and liaison with regulatory authorities, preparation of notes for various meetings and maintenance of files and generally handling all necessary office work.

(2) Qualifications : A. Essential:

- (i) Graduate Degree with a minimum Second class
- (ii) Good proficiency in English both spoken and written.
- (iii) Computer literate and well experienced in working with WORD, EXCEL WORKSHEETS etc for at least one year

B. Desirable:

- (iv) A Degree of Postgraduate Diploma in Management

C. Experience : Minimum of two years in the relevant field in an organisation

D. Age : Preferably between 20-50 years. Relaxation for exceptionally well qualified candidates will be considered. Retired hands also may apply.

(3) Term of appointment: Appointment will be on Contract for one year terminable with three month's notice on either side initially on consolidated pay. The level of remuneration will be attractive and will be commensurate with the qualifications of the candidate.

If found suitable a regular scale with allowances can be considered at the end of the first two years.

Interview/Test: Applicants should be prepared to appear for a Written Test, Computer application test and Interview at their cost at Trivandrum.

Medical Certificate: Successful candidates will be required to produce a Certificate of Medical fitness at his cost, if he/she is offered the appointment.

(4) Application should be accompanied by photocopies of certificates regarding educational qualification, experience etc., and also by a DD/local Cheque for Rs.100/- payable to the Mar Thoma Church Educational Society, Trivandrum-44.

(5) Application to be made in the prescribed form to **Secretary, Mar Thoma Church Educational Society, St.Thomas Nagar, Mukkolakkal, Thiruvananthapuram-695 044 before 30<sup>th</sup> November 2009**

10-11-2009

Secretary.



## The Mar Thoma Church Educational Society

St. Thomas Nagar  
Mukkolakkal, Thiruvananthapuram-695044  
Phone: 0471-2511122, 2511211  
Email: [mtces@md2.vsnl.net.in](mailto:mtces@md2.vsnl.net.in)

Affix photo

### APPLICATION FOR OFFICER ON SPECIAL DUTY FOR ST THOMAS INSTITUTE OF SCIENCE AND TECHNOLOGY

MAR CHRYSOSTOM NAGAR, CHANTHAVILA, KAZHAKKOOTTAM

\* Please answer all questions clearly in BOLD letters.

Post Applied for

**Note:**

1. Self attested copies of Degrees/Certificates/Testimonials should be sent with the Application. Originals must be produced at the time of interview.
2. No TA will be paid to Applicants called for interview.
3. Application should be delivered personally at the Society office or sent by Registered Post.

#### PERSONAL DATA OF CANDIDATE

1. Name (Please expand initials)

2. Date of Birth

3. Sex. Female  Male

4. Marital Status: Married  Unmarried  Widow(er)  Separated

5. Religion

Denomination

6. Address for communication

Pin Code

Residential Tele #

Mob#

Fax#

E-mail

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

8. Present Pay/last salary drawn

Scale

Basic Pay

Allowances

Total

If required, the candidate will be required to produce a document showing the last pay drawn.

**9. ACADEMIC QUALIFICATIONS**  
**UNIVERSITY / COLLEGE**

Degree Passed	Subjects Year	Division	% if applicable	University/College

Note: If the degree is through Distance Education, please make a mention of it.

10. EXPERIENCE			
Designation	Period	Department	Reason for Leaving

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

11. How much period is required for joining, if selected

12. Highlight briefly any notable contribution you had made in your career. Please also give names of one or two persons who are aware of your achievements.

**13. REFERENCES**

Name and Address

Designation

Telephone

Name and Address

Designation

Telephone

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

Place :

Signature of Applicant