



## THE MAR THOMA CHURCH EDUCATIONAL SOCIETY

St. Thomas Nagar, Mukkolakkal, Thiruvananthapuram-695044  
Phone: 0471-2511122, 2511211

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## ST. THOMAS INSTITUTE OF SCIENCE AND TECHNOLOGY

Mar Chrysostom Nagar, Kattaikonam P.O. Trivandrum -695584  
Phone: 0471-2410640, 2410641  
Email: [mtces@md2.vsnl.net.in](mailto:mtces@md2.vsnl.net.in)

Affix photo

### APPLICATION FORM

Date

**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 sent 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 Adress &Tel.No.of Spouse

8. Religion  Denomination

9. Address for communication

Pincode

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**

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

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. Please furnish names of one or two persons who are aware of your achievements. (if necessary separate sheet may be attached)

16. **REFERENCES** (with Name, Address, Telephone Number and Designation)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

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 interview :

## INSTRUCTIONS

1. Applications invited are for :
  - a. Filling up of existing vacancies and
  - b. For preparing a panel from which candidates are empanelled and will be offered employment in case more vacancies arise later
2. The Society will be free to deploy the selected person to work in the St Thomas Institute for Science and Technology (STIST) at Kazhakootam or the Mar Thoma Church Educational Institutions (MTCES) at Mukkolakkal.
3. **Applications are invited for the following posts**
  - i. **Clerical Assistant** : The current vacancy is for a male Clerical Assistant at STIST Kazhakuttam, but selected candidates are liable to serve under any institution of MTCES.
  - ii. **Security Staff** : Vacancies at STIST (Kazhakuttam) and at MTCES (Mukkolakkal)
  - iii. **Helper** (male) on daily wages : Required at STIST (Kazhakuttam) and at MTCES (Mukkolakkal)
  - iv. **Tradesman, Lab Technicians, Trade Instructors and Lab Assistants** for the following Workshops and Labs at STIST (Kazhakuttam) such as :
    - Workshops for First year consisting of Carpentry, Fitting, Sheet Metal, Plumbing, Foundry and Welding trades
    - Strength of Materials Lab
    - Heat Engines Lab
    - Hydraulics Lab
    - Survey Lab, Concrete Lab and Transportation Engineering in Civil Dept
    - Production Engineering and Machine Tool Lab as well as
    - Digital Signal Labs, Microprocessor Labs and other Labs of the Electrical and Electronics Dept.
  - v. **Drivers** : Current vacancy is for drivers with Heavy Duty license. Drivers with LMV license may also apply.
4. **Job Requirements** :
  - i. **Clerical Assistant** : Ability to use 'WORD', 'EXCEL', and other computer functions related to the Office work, Referencing of papers issued from the Office, ability to promptly retrieve them, Drafting of letters, notes and other documents related to the College or Office.
  - ii. **Security Staff** : Patrol premises to prevent / detect intrusion and ensure security of doors, windows, and gates. Monitor entrance and departure of employees, visitors, and other persons and to guard the Campus against theft and maintain security of premises. In addition to work under the Security Officer of the Campus.
  - iii. **Helper** (male) on daily wages : Persons suitable to work as messengers, photocopier machine operators, lift operators, conductors for buses as well as for other tasks related to the Office.

- iv. **Tradesman, Lab Technicians, Trade Instructors and Lab Assistants** : According to the requirement of the assigned Lab/Workshop.
- v. **Drivers** : Heavy Vehicle Drivers to run School /College Buses and if required to drive Other vehicles of the Society (LMV).

**5. Qualification, Age and Emoluments :**

- i. **Clerical Assistant** : Graduates skilled in Word and Excel, as well as in other admin works. Male candidates preferred. Ability to take dictation and experience in similar works is desirable. **Age** : Between 20 – 50 years. Recently retired experienced personnel may also apply.  
The existing salary scale (liable for revision) is Rs 4400 – 6680.
- ii. **Security Staff** : Minimum Qualification is Pre Degree Pass. Ability to read and write English and Malayalam. **Age** : Preferably below 45 years. Recently retired experienced personnel may also apply.  
Contract appointment – emoluments negotiable.
- iii. **Helper** (male) on daily wages : Minimum SSLC Pass. **Age** : between 20 to 50 years. Helpers will be paid a wage of Rs 160/- per day and will be put on a consolidated salary on completion of two years.
- iv. **Tradesman, Lab Technicians, Trade Instructors and Lab Assistants** for Diploma or ITI holders in the concerned trade. **Age** : Between 20 – 40 years. Recently retired experienced personnel may also apply. Contract appointment. Diploma Holders will be paid Rs 9000/pm and ITI holders Rs 6000/pm.
- v. **Drivers** : Heavy Duty license and with 10 years experience. Age limit 58 years. The present salary scale (liable for revision) is Rs 4300-5930

**6. Terms of Appointment** : Appointment will be on Contract for two years terminable with one month's notice on either side. Higher emoluments will be considered for a well experienced and well qualified person

**7. Interview** : Applicants should be prepared to appear for a Test and /or Interview at their cost at Trivandrum.

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

Application to be made in the prescribed form to **Secretary, Mar Thoma Church Educational Society, St. Thomas Nagar, Mukkolakkal, Thiruvananthapuram-695 044 before 22<sup>nd</sup> September, 2011**

14<sup>th</sup> September 2011

Secretary.