



The Mar Thoma Church Educational Society

St. Thomas Institutions, St. Thomas Nagar
Mukkolakkal, Thiruvananthapuram-695 043
Email: mtcestvm@gmail.com

Affix photo

APPLICATION FORM FOR THE POST OF PRINCIPAL

- * Please answer all questions clearly in BOLD letters.
- * Additional sheets may be added if necessary
- * Please affix passport size photo on top
- * Incomplete forms will be rejected

Date

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 only.
2. Applicants called for the interview shall bear their own traveling expenses unless otherwise agreed in advance.
3. Application should be delivered personally at the Society office or sent by Registered Post.
4. Additional pages may be added where required

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. If married, name and address of spouse

Occupation

7. Address for communication

City

Pin Code

Home Tele#

Mob#

Fax#

E-mail

8. Any physical handicap/ disability? Yes No If Yes, please attach details.

9. Personal Habits : Do you Smoke? Yes No Do you Drink? Yes No

10. Have you ever been convicted of any criminal offence? Yes No If yes, give details.

11. Whether working at the time of the application?

12. If yes, Name and Details of Employer

--

13. Present Pay/last salary drawn	Basic Pay	<input style="width: 80%;" type="text"/>	Scale	<input style="width: 95%;" type="text"/>
	Allowances	<input style="width: 80%;" type="text"/>	Total	<input style="width: 95%;" type="text"/>

Candidates, if required, should produce proof of salary

14. ACADEMIC QUALIFICATIONS

(i) UNIVERSITY / COLLEGE				
Degree Passed	Subjects / Year	% / Grade pt / Division	University / College	Whether recognised by UGC / NCTE / Association of Indian Univ.

(ii) EDUCATIONAL DEGREE. Degree obtained through **Distance Educaiton** to be shown seperately under **item 15**

Degree Passed	Subjects / Year	% / Grade pt / Division	University / College	Whether recognised by UGC / NCTE / Association of Indian Univ.

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

15. Is any of your Degree or Post Graduate Degree obtained through Distance Education / Correspondence. If so mention the degree / Post Graduate Degree below : Yes No

16. TEACHING EXPERIENCE (*Experience claimed without supporting Certificates is liable to be ignored*)

Designation	Period	College	Subject Taught	Semesters Taught	Reason for Leaving

17. Papers Published:

18. Highlight briefly any notable contribution you had made in your career as a Faculty/Educational Administrator in your own handwriting. Please also give names of one or two persons who are **aware of these achievements.**

20. Briefly state an important item you would include in your agenda if you are appointed as Principal

21. How much notice period is required for joining

22. REFERENCES NOTE:(Persons mentioned as References must be in the academic/ educational sector and one must have worked with you in a supervisory role).

(i) Name and Address Designation Telephone

(ii) Name and Address Designation Telephone

23. Documents enclosed (Only photocopies are required at the time of application)

- 1. B Tech Certificate & Marklist
- 2. M.Tech Certificate & Marklist
- 3. PhD Certificate
- 4. Any other qualification
- 5. Experience certificate of all stated employments

23. If selected, and before accepting employment, I shall produce:

- 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 duly attested
- c) Certificate from last employer showing the emoluments drawn.

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.

Date :

Place :

Signature of Applicant

For Office use

- 1. Date of Receipt :
- 2. Date of Scrutiny & Result :
- 3. Date when called for interview :

THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
ST THOMAS NAGAR, MUKKOLAKKAL, TRIVANDRUM-43 ,0471-2511122, 2732600, 8590949616

1. 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 founded in 1966. 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 most recent addition is the St Thomas Public School, Mar Chrysostom Nagar, Kazhakuttam, Trivandrum which started in 2013

1.3 The St. Thomas Institute for Science and Technology (STIST) was established in 2010 and is approved by AICTE, Govt. of Kerala and affiliated to APJ Abdul Kalam Technological University. Located in a sylvan campus of 20 acres, STIST is committed to generate, disseminate, preserve knowledge and bring this knowledge to bear upon challenges we face. The thrust is to bring a strong centre of excellence with the state of art of facilities for education and research.

2. Objective and Mission : The basic academic philosophy of STIST is to establish itself as a Centre of Excellence in the field of Science and Technology and to train the young minds who will pass through its portals to become brilliant professionals with commitment to human values. Every effort will be made for the development of all facets of the mind culminating in an intellectual and balanced personality.

- To build a strong centre of excellence with state of the art facilities for education and research in Engineering and technology.
- To enable students to imbibe discipline, commitment, and a value based system on our culture and religious heritage.
- To instil in them a passion for knowledge imbued with idealism and a commitment to use their knowledge and skills for the service of society.
- To sensitize the student to the needs of the marginalized and downtrodden in society.

3. Facilities in the Campus : The Campus is well equipped with infrastructure and instructional facilities to cater to the requirements of STIST. State of the art Computer facilities, College and Dept Libraries, facilities for sports and games, etc are all available in the campus. Hostel facilities for students is being completed and will soon be functional. A full fledged Canteen functions for the students and faculty.

4. **The Requirement :** The St.Thomas Institute for Science and Technology requires a committed person as Principal, who will share the vision of the Society and contribute to the growth and development of the Engineering College.
5. **Essential Qualification :** The selected candidate will be one who meets the minimum qualification prescribed by the AICTE. In addition, the Management is looking for a person with a proven track record, with vision and drive and should be capable of improving upon the considerable achievements of the College.
6. **Benefits :** Remuneration will be as AICTE/UGC scales and will be commensurate to the candidates experience, qualification and performance.
7. **Maximum Age :** The candidate should be below 62 years as on 1st November 2020
8. **Probation :** Two years
9. **General Instructions to candidates.**
 - 10.1 Only Short-listed candidates will be called for interview.
 - 10.2 Staff on the Rolls STIST may also apply if they wish to be considered.
 - 10.3 Canvassing in any form will be considered as disqualification.
 - 10.4 **The last date for receipt of application is 31st October 2020**