



The Mar Thoma Church Educational Society

St. Thomas Schools, 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

Name of School opted for : St.Thomas Residential School / St Thomas Central School

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 to 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. Address for communication

City

Pin Code

Landline #

Mob #

Fax #

E-mail

7. Any physical handicap/ disability? Yes No

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

9. If employed present Pay/last salary drawn Basic Pay Scale
 Allowances Total

(Note: If required, the Salary Certificate should be produced)

10. ACADEMIC QUALIFICATIONS

(i) UNIVERSITY / COLLEGE

Degree Passed	Subjects	Year	Division or Percentage	University/College	Whether recognised by UGC/ Association of Indian Universities / NCTE

11. Any Other Qualification (Eg. NET/ SET, etc)

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12. EXPERIENCE - TEACHING / ADMINISTRATIVE

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

Designation	Period	Institution	Subject Taught	Class(es) Taught	Reason Leaving

13. Time required for joining if selected

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

15. Highlight briefly any notable contribution you had made in your career as a Teacher/Educational Administrator.

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

17. Please give the names and tel.nos. of two persons who are familiar with your career.

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(i) Name and Address

Designation

Telephone

(ii) Name and Address

Designation

Telephone

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

I hereby declare 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 :

**APPLICATION FOR THE POST OF PRINCIPAL
ST THOMAS RESIDENTIAL SCHOOL /
ST. THOMAS CENTRAL SCHOOL
ST THOMAS NAGAR, MUKKOLAKKAL, TRIVANDRUM-43**

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 founded in 1966. The Patron of the Society is the Metropolitan of the Mar Thoma Church and the membership of the Society is drawn from members 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). It is now in the process of setting up another School - The St Thomas Public School.
- 1.3 The Society in its endeavours to diversify its activities into the field of higher education has set up a **B Ed College, namely the St Thomas Training College**, (which is functioning since July 2005) and an **Engineering College viz. St. Thomas Institute for Science and Technology**, (which started functioning since July 2010) at its new campus at Mar Chrysostom Nagar, Chanthavila, Kazhakkootam, Trivandrum.
- 1.4 The St Thomas Nagar, Mukkolakkal campus of the Society has 22 acres located at the outskirts of Trivandrum city. The campus is eco-friendly, plastics free and is a 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.
- 1.5 In addition the Society has another Campus of 21 acres - The Mar Chrysostom Nagar Campus at Kazhakuttam, Trivandrum, where the St Thomas Public School and St Thomas Institute for Science and Technology are located.

2.0 Objectives of the Schools

- 2.1 To uphold before the students an integrated view of life based on Christian values and perspectives and promote their all round development, intellectual, physical and spiritual.
 - 2.2 To provide education which strives for excellence in the pursuit of knowledge and to encourage creativity and independent thinking.
 - 2.3 To instil in the students necessary mental attitudes and work habits.
 - 2.4 To awaken in students an awareness of social and economic realities in the world around them and a sense of social responsibility, to develop in them qualities of leadership and thus train them to be responsible and useful citizens of India with a sense of righteousness.
- 3.0 The St Thomas Residential School (STRS) was established in 1966 and is affiliated to the Council for the Indian School Certificate Examinations, New Delhi, while the St. Thomas Central School (STCS) was established in 1990 and is affiliated to the Central Board of Secondary Education, New Delhi. The Schools currently have more than 2500 students and 120 Teachers each. The Schools are maintaining, an enviable record of academic excellence.

- 4.0 Besides excellence in academic results, the Schools also lay stress on extra curricular activities. The Schools have very good facilities for sports and games, which are ranked among the best available in the Schools in Kerala. Our students have also earned laurels in many All India and State level competitions in quiz programmes, talent tests, sports, games etc.
- 5.0 Character formation, personality development, discipline and Christian values receive due emphasis. Co-curricular activities embrace a wide spectrum.

6.0 Facilities in the Campus :

The Campus is well equipped with infrastructure and instructional facilities to cater to the requirements of the three Schools. A full fledged **Computer Centre** (with more than 200 Computers) holds a place of pride in the Campus. The Centre was awarded The First Computer Literacy Excellence Award for Schools 2002 both National level and State level.

Sports facilities for games such as basket ball, tennis, hockey, badminton, football, volleyball, roller skating, and athletics are available. Coaches for these games are provided.

Residential facilities are offered to about 200 students in separate Hostels for boys and girls. Wardens look after the welfare of the inmates of the hostels.

Counselling and Career Care Unit provides information and guidance to students.

A **Chapel** constructed in 1998 stands as a beacon for our Campus and its solemn and serene atmosphere provides shelter for those who seek peace and hope.

A well staffed **infirmary** is provided with general and isolation wards for proper medical attention.

- 7.0 **The Requirement :** The Society requires a committed person as Principal, (who will stay in the Campus) who will share the vision of the Society and contribute to the over all development of children in the School. The requirement is for two Schools viz., the St Thomas Residential School and the St Thomas Central and the applicant may apply for the School of their choice. If the applicant desires to be considered for both the Schools, separate applications may be made.

- 8.0 Principals are provided with adequately furnished residences in the campus. It is compulsory for them to reside in the campus.

- 9.0 **Essential Qualification :** The selected candidate will be one who meets the essential qualification prescribed by the ICSE/ CBSE .Must have a good academic record at the graduate and Post graduate level from recognised Universities / Colleges. In addition, the Management is looking for a person with a proven track record as a Teacher and as an Educational Administrator. He should be a person with vision and drive and should be capable of improving upon the considerable achievements the School already has achieved.

- 10.0 **Benefits :** The salary is in the scale of pay of Rs.42500 - 87000. We also pay DA as per State Govt. rates. Free furnished accommodation is provided. For candidates rated as outstanding, a remunerative package commensurate with his abilities will be made.

- 11.0 **Probation :** Two years

12.0 General Instructions to candidates.

- (i) Only Short-listed candidates will be called for interview. Staff on the Rolls of St Thomas Schools may also apply, if they wish to be considered.
- (ii) Canvassing in any form will be considered as disqualification.
- (iii) Retired teachers in good health who are below 57 years of age as on 31-03-2018 may be considered for appointment on a consolidated salary on contract basis.

- 13.0 **The last date for receipt of application is 21st February,2018.**