



The Mar Thoma Church Educational Society

St. Thomas Schools, St. Thomas Nagar
Mukkolakkal, Thiruvananthapuram-695043
Email: mtcestvm@gmail.com

Affix photo

APPLICATION FORM FOR THE POST OF System Manager / Programmer / Data Entry Operator

Post Applied For

Date

Note:

1. Self attested copies of Degrees/ Certificates/Testimonials should be sent with this 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

2.Date of Birth 3. Sex. Female Male

4..Marital Status: Married Unmarried Separated

5. .If Married, Name of Spouse

6. Occupation of Spouse

7. Whether currently employed ? If Yes, give details of current employer

8. Religion (a) Denomination

(b) If Marthomite, name of Parish

9. Address for communication

Pin Code

Residential Tele # Mob#

E - mail

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

11. Present Pay/last salary drawn Scale Basic pay
Allowances Total

(Candidate should be able to produce evidence of last pay drawn , if called upon to do so)

12. ACADEMIC QUALIFICATIONS

	Year	Division / % if applicable	Institution	Affliating Board/ University

(i) Any Other Qualification ,if so give details :

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13. EXPERIENCE

Designation	Period	Institution	Reason for Leaving

14. Notice period required for joining

15. 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

SYSTEM MANAGER, COMPUTER PROGRAMMER AND DATA ENTRY OPERATOR

1. SYSTEM MANAGER

Qualifications : B Tech (Computer Science / Electronics and Communication) or MCA or Equivalent

Experience: Minimum 5 - 7 years as System Administrator / System Analyst in any reputed firm

Desirable qualities : Experience in procurement / asset management, networking, office automation.

Job Requirements:

- i. Management of Office automation application and its maintenance
- ii. Procurement, installation, maintenance and asset management of all IT related equipment
- iii. Networking of the entire computer system

The candidate should be able to liaise with the user (of Office Automation) as well as the supplier and ensure that the optimum product is available at users' disposal, beneficial to MTCES. He / She should familiarise themselves with the varied activities of the institutions and interact with teaching/non-teaching staff, familiarise them with the different modules of Office automation systems. He / She should monitor the functioning of the software and report to the Management the current status as well as the deficiencies if any. The candidate should be able to communicate effectively with the Management, Staff, students and parents.

2. PROGRAMMER

Qualification: Degree in Computer Science or Computer Applications or Information Technology

OR

Post Graduate Diploma in Computer Science or Computer Applications or its equivalent

Experience: 3-8 years of experience in Software Development in web application technologies and latest RDBMS tools

Responsibility: Configuration and management of IT related systems and Office Automation systems in the educational institutions under the Society

The candidate should be able to understand and learn the academic and other activities of the institutions and interact with teaching/non-teaching staff, train and guide them on different modules of campus management systems. He / She should be able to understand issues/ difficulties faced by the staff and correspond with the technical team to sort out the issues. He/ She should be able to train the staff on a periodic basis, translate the business needs to technical requirements and discuss with the technical team. The ideal candidate should possess good communication skills and be able to effectively coordinate and interact with staff, technical team, students and parents.

3. DATA ENTRY OPERATOR

Qualification : Degree in Computer Science or Computer Applications or Information Technology

OR

Diploma in Computer Science or Computer Applications or its equivalent

Experience: 1-2 years of experience in Software Development or Software Implementation
Experience in installation and maintenance of system based on client server architecture.

Responsibility: Support the maintenance of Office Automation systems in the educational institutions under the Society

The candidate should be able to configure the campus management modules, identify and correct any issues and provide technical support to the staff, teachers, students and parents.

SALARY : Negotiable, commensurate to experience and qualification. Salary is not a bar for the right applicant

Eligible candidates may submit their application, clearly stating their experience and qualification with supporting documents, to the Secretary, Mar Thoma Church Educational Society, Mukkolakkal, Trivandrum - 695 043 before **9th August 2018**