

## URGENTLY REQUIRES THE FOLLOWING

### 1. COMPUTER 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:**

- Develop test cases and test documents module wise of the Campus Automation System
- Develops scripts and coding as required with the supervision of client
- Prepare Documentation for the requirements and specification as required
- Conduct testing and any errors fix it if within the scope or report errors to the concerned
- Support teachers and other stakeholders for timely requirements like configuration, data preparation and entry etc.
- Configuration and management of 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.

### 2. 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:**

- Prepares and conduct data entry for Campus Automation System
- Help teachers and other stakeholders for data entry operations
- Tackle or report any technical issues of software/hardware in a timely manner
- Ensure backup system for data for security
- The candidate should be able to configure the office automation modules, identify and correct any issues and provide technical support to the staff, teachers, students and parents.

3. **RESIDENT NURSE** : Trained nurses below 55 years, in good health willing to reside in the campus and assume duties of a resident nurse. Free accommodation and food will be provided
4. **RESIDENT LADY WARDEN** : Candidates should be graduates in any discipline and below 55 years. Must be physically fit and able to assume duties of a resident Warden. Free accommodation in ladies hostel and food will be provided.

**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 **23<sup>rd</sup> September 2019**. Functional Mobile numbers as well as email addresses should be a part of the resume.

Dr Rajan Varghese  
Secretary