



# The Mar Thoma Church Educational Society

St. Thomas Schools, St. Thomas Nagar  
Mukkolakkal, Thiruvananthapuram-695043  
Email: [mtcestm@gmail.com](mailto:mtcestm@gmail.com)

Affix photo

## APPLICATION FORM

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

Post Applied For

Date

**Note:**

1. Only certified copies of Degrees/ Certificates/Aadhaar card/ Testimonials need be sent with this Application Form. Originals to be produced at the time of interview only.
2. Applicants called for the interview shall bear their own traveling expenses .
3. Application should be delivered personally at the Society Office or sent by Registered Post.
4. Additional pages may be added where required. Incomplete forms will be rejected.

### PERSONAL DATA OF APPLICANT

1. Name (Please expand initials)   
(Name should be as recorded in the Aadhaar card)

2. Date of Birth  2(a). Aadhaar card Number

3. Sex. Female  Male  4. Marital Status: Married  Unmarried   
Widow(er)  Separated

5. Religion  Denomination

6. If married, Name & address of Spouse   
Occupation

7. Name & address of Father / Mother

8. Address for communication   
City   
Pin Code

Home Tele#  Mob#   
E-mail

9. Any physical handicap/ disability? Yes  No  If Yes specify

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

11. Whether working at the time of application Yes  No  Present post

If so, Name of Employer

12. Present Pay/last salary drawn Basic Pay

Scale

Allowances

Total

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

### 13. ACADEMIC QUALIFICATIONS

#### (i) UNIVERSITY / COLLEGE

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

#### (ii) Academic Qualification through Distance Education.

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

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

--

### 14 TEACHING EXPERIENCE *(Experience claimed without supporting Certificates is liable to be ignored.)* Entries to be made starting with the experience in the latest position

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

15. Time required for joining

16. Have you ever applied for any post in the Society earlier? If so, when?

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

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

(i)	Name and Address	Designation	Telephone
1			
2			

19. Essential Documents to be enclosed. (only photocopies)

- 1 Graduation certificate & Marklist
  - 2 B Ed certificate & Marklist
  - 3 Post Graduate certificate & Marklist
  - 4 Any other qualification such as SET / NET / CTET
  - 5 Experience certificate if any

DD No..... Date .....

Draft on ..... (Bank)for Rs.500/-

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.

Place :

Date :

Signature of Applicant

---

***For Office use***

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

**RECRUITMENT OF TEACHERS FOR THE ACADEMIC YEAR 2018-19**

1. Applications invited are for filling vacancies of teaching staff that may arise in the academic year 2018-2019. Selected candidates will be empanelled and will be offered employment for vacancies that arise after the commencement of the academic year.
2. Applications are invited for teachers for the following subjects :
  - (i) High School Grade Teachers – English, Physics, Mathematics, Commerce and Economics
  - (ii) Primary Grade Teachers - English, Physics, Commerce, Mathematics, Chemistry, Economics, Computer Science, Art, Music, Dance, Physical Education, Malayalam and Hindi
  - (iii) Psychology and Political Science (Part time)
  - (iv) Nursery and Play School Teachers
3. **IMPORTANT** : In all the Schools under the Society, English is the medium of instruction. **Good communication skills are essential for Teachers in all subjects, except Malayalam and Hindi.**
4. Grades are indicative. Initial appointment for a term of two years on probation. Salary almost on a par with Govt.. Higher starts will be considered for exceptionally well qualified experienced candidates. DA will start on confirmation
5. The qualifications and details of remuneration, are given below :

(NOTE : The maximum age for all cases is relaxable in suitable cases)

  - (i) **HIGH SCHOOL TEACHER GRADE I** : Scale of pay: Rs.27800 -700-29900-800-33900-900-37500-1000-42500-1100-48000-1200-54000-1350-59400 with DA. Minimum Qualification: (a) First or High Second Class. **Postgraduate degree** in the subject concerned with BEd (b) Experience: 5 years as Teacher in a School in the Primary grade or two years in the High School Grade or above.

OR

    - (a) **Graduate** with first or high second class with B Ed
    - (b) Experience: 10 years as Teacher in the Primary grade or **two years in the High School Grade** or above. Age: Maximum 35 years.
  - (ii) **PRIMARY TEACHER GRADE II** : Scale of pay: Rs.22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000. Minimum Qualification: First or High Second Class degree in Arts or Science with BEd. **Applicants for Primary Grade posts should have CTET Qualification as prescribed by CBSE. If the applicant does not have CTET eligibility at the time of submission of application, and if they are offered appointment, they will have to acquire CTET qualification within two years of appointment.** Age: Maximum 35 years.
  - (iii) **MONTESORI / PPTTC TRAINED NURSERY TEACHER** : Scale of pay: Rs.17500-500-20000-550-22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-39500. Minimum Qualification: Graduation (with first class or high second class) with Montessori / PPTTC (from a recognised institutions). **Proficiency and Communicative skills in English essential.** Proficiency in Music, Creative activities and Sports and Games desirable. In the absence of suitable candidates, graduate with BEd can also be considered. Age: Maximum 35 yrs.
  - (iv) **PLAY SCHOOL TEACHER** : Scale of pay: Rs.14100-400-16500-500-20000-550-22200-600-25200-650-27800-700-29200. Minimum Qualification: Graduation (with first class or high second class). **Proficiency and Communicative skills in English essential.** Proficiency in Music, Creative activities and Sports and Games desirable. Age: Maximum 35yrs.
  - (v) **ART, MUSIC and DANCE TEACHER – PRIMARY GRADE II** : Scale of pay Rs 22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000. Minimum Qualification: BFA (for ART Teachers), Graduation in Music and Dance (for Music and Dance teachers). Age: Maximum 35 years
  - (vi) **PHYSICAL EDUCATION TEACHER – PRIMARY GRADE II** : Scale of pay Rs.22200-600-25200-650-27800-700-29900-800-33900-900-37500-1000-42500-1100-48000. Minimum Qualification: BPED. Age: Maximum 35 years

6. Initial appointment will be on probation for a period of 2 years. On successful completion of probation, they will be appointed in the service of our Society.

**General Instructions to candidates.**

- The candidates should read carefully the conditions regarding qualifications, experience etc., before filling up the application form. Incomplete applications/columns left unfilled will be rejected without any further intimation.
- A DD for Rs.500/- in favour of the Mar Thoma Church Educational Society should be attached along with the application. This amount is not refundable.
- Candidates for teaching posts may be called upon to appear for a one hour written test in English **at 10.00 am on 3rd April 2018**. This will be followed by a discussion session designed to test the skills of the candidates in communication in English. Candidates for teaching Hindi and Malayalam are exempted from appearing for the test in English. The list of shortlisted candidates for the interview will be put up on the Notice Board of the Society Office **on or before 5<sup>th</sup> April 2018**. Interviews are likely to be held during April 2018
- **Staff on the rolls of St Thomas Schools may also apply if they wish to be considered, for higher posts. They are eligible to get age relaxation.**
- The panel will be valid only for the academic year 2018-19 .
- If a candidate wishes to apply for more than one post, separate application form for each post with DD for Rs.500/- should be submitted along with attested copies of certificates and recent pass port size photograph.
- Candidates are advised to satisfy themselves that they possess the minimum prescribed requirements before they apply. **Applicants for Primary Grade posts should have CTET Qualification as prescribed by CBSE. If the applicant does not have CTET eligibility at the time of submission of application, and if they are offered appointment, they will have to acquire CTET qualification within two years of appointment.**
- Degrees obtained through regular study will be preferred over degrees obtained through distance education
- Retired teachers in good health who are below 58 years of age as on 31-03-2018 will also be considered for appointment on a consolidated salary.
- Candidates who are appearing for B Ed final exam/awaiting results of B Ed may also apply. The appointment will be subject to the production of B Ed Certificate before appointment.
- Recommendation in any form will be considered as disqualification.
- **The last date for receipt of completed application is 3rd March 2018.**

Secretary.