

THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
STTHOMASNAGAR,MUKKOLAKKAL,TRIVANDRUM-43

APPLICATION FOR THE POST OF
ASSISTANT PROFESSOR

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 Bishop of the Mar Thoma Church having jurisdiction over Trivandrum.
- 1.2 The Society has established four-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), St. Thomas Higher Secondary School (affiliated to the Govt of Kerala State Syllabus) and the St Thomas Public School, Mar Chrysostom Nagar, Kazhakuttam, Trivandrum (affiliated to the Central Board of Secondary Education). We also have a Pre School, viz., St Thomas Pre School, Kumarapuram for students of Play School age to UKG.
- 1.3 The St Thomas Training College, approved by NCTE and University of Kerala as well as the St. Thomas Institute for Science and Technology (STIST) affiliated to AICTE and APJ Abdul Kalam Technological University are the two colleges of MTCES.
- 1.4 All the institutions are committed to generate, disseminate, preserve knowledge and encourage application of this knowledge to face challenges and be productive members of society. The three campuses are the St Thomas Nagar Campus at Mukkolakkal (26 acres), the Kumarapuram Campus (82.5 cents) and the MC Nagar Campus, Kazhakuttam (19.5 acres).

2. **OBJECTIVE AND MISSION:** All-round development of students is our mission. The Institutions constantly strive to provide high standards of teaching, discipline, development of moral and social habits and various extracurricular activities. The promoters of the Society and its current leadership are motivated by abiding Christian values of Universal love and brotherhood, charity, respect and regard for fellow human beings and selfless sacrifice to all. We seek to inculcate these values in our students without intruding in any way into the personal beliefs or religion of our student community.

It is the objective of the Society to mould the future citizens of India with the highest academic perfection along with character and personality. To make leaders with quality of sportsmanship, team work and cooperation. To be sensitive to the needs of social and economic realities and also to the environment.

3. **FACILITIES IN THE CAMPUS:** The Campus is well equipped with infrastructure and instructional facilities to cater to the requirements of our institutions. State of the art Computer facilities, College and Department Libraries, facilities for sports and games, etc. are all available in the campuses. Hostel facilities for students are available in the Mukkolakkal and Kazhakuttam campuses.

4. **THE REQUIREMENT:** St Thomas Training College requires a committed person with strong ethics as Assistant Professor.
5. **RESPONSIBILITIES:** The candidate should possess a balanced mix of academic, pedagogical, and interpersonal qualities to succeed in teaching, research, and service. The applicant should possess deep and current knowledge of their academic field, and also the ability to present the content effectively, both verbally in lectures and in written communication. The candidate should possess the ability to use diverse teaching methods (lectures, discussions, technology) to cater to different student learning styles and should be able to provide impartial grading and constructive, objective feedback on student work and research. The applicant should serve as an inspiring and accessible mentor, guiding students on academic, research, and career paths and should have the capacity to work effectively with colleagues on departmental committees, research projects, and university initiatives. The applicant should possess excellent organizational skills to balance the demanding schedule of teaching, research and administrative duties. Responsibilities also include:
- Teach core B.Ed. subjects and pedagogical methods; assess student learning and academic performance.
 - Supervise and evaluate student-teachers during their compulsory practice teaching (internships) in affiliated schools.
 - Assist in revising the curriculum and developing instructional materials to meet current educational standards.
 - Mentor and guide students on course selection, research projects, and future career placement.
 - Maintain necessary records and documentation meticulously for NCTE and NAAC inspection and adherence.
 - Participate in institutional committees and organize community outreach or teacher training programmes.
6. **ESSENTIAL QUALIFICATION:** A Master's Degree with 55% marks in the relevant subject. A Master's Degree with 55% marks in M.Ed. Degree with NET (National Eligibility Test) or Ph.D. in Education.
7. **EXPERIENCE:** Minimum of 5 years of teaching experience at the B.Ed. level.
8. **SALARY:** Commensurate with the candidates' experience, qualification and performance.
9. **AGE:** As per NCTE/University of Kerala norms.
10. **PROBATION:** Two years.
11. **General Instructions to candidates.**
- Only Short-listed candidates will be called for an interview in the last week of December 2025.
 - Staff on the rolls may also apply if they wish to be considered.
 - Canvassing in any form will be considered as disqualification.
 - **The last date for receipt of application is 12th December 2025.**

Secretary



The Mar Thoma Church Educational Society

St. Thomas Nagar
Mukkolakkal, Thiruvananthapuram-695043
Phone: 0471-2511122, 2732600
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Affix photo

APPLICATION FOR THE POST OF ASSISTANT PROFESSOR IN ST THOMAS TRAINING COLLEGE

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

Date

Note:

1. Only certified copies of Degrees/ Certificates/ Testimonials need be sent with this Application Form. Originals be produced at the time of interview.
2. Applicants called for interview shall bear their own travelling 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 CANDIDATE

1. Name

(Name should be as recorded in the Aadhaar card)

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

Mob #

Alternate No.

E-mail

7. Any physical handicap / disability? Yes ☐ No ☐

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

9. Whether working at the time of application Yes ☐ No ☐

If so, Name of Employer / Present Post

Present Pay / last salary drawn Scale

Basic Pay

Allowances

Total

10 ACADEMIC QUALIFICATIONS

(i) UNIVERSITY / COLLEGE

Degree Passed	Subjects Year	Division	% if applicable	University/College

(ii) EDUCATIONAL DEGREE / DIPLOMA CERTIFICATE

Degree Passed	Subjects Year	Division	% if applicable	University/College

(iii) Any Other Qualification (Eg.NET / SET) if so give details:

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- (iv) Is any of your Degree or Post Graduate Degree obtained through Distance Education/ Correspondence. Yes ☐ No ☐
If so, mention the Degree / Post Graduate Degree

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

Designation	Period		Institution	Subject Taught	Reason for Leaving

12. What is the minimum joining period required ?

13. Have you ever applied for any post in St. Thomas Schools earlier? if so when.

14. Highlight briefly any notable contribution you had made in your career as an Assistant Professor.

15. REFERENCES: (The 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 No.

(ii) Name and Address

Designation

Telephone No.

16. Essential Documents to be enclosed.(Only photocopies)

1. Statement of Marks and School leaving certificate.

2. Graduation Certificate & Marklist.

3. Certificates of all academic qualifications quoted.

4. Experience certificate of all experience stated.

If selected and before accepting employment. I shall produce

- a) Medical Certificate from a recognised Hospital / Clinic / Registered Medical Practitioner.
- 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.

Date

Place :

Signature of Applicant

For Office use

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