

THE MAR THOMA CHURCH EDUCATIONAL SOCIETY
ST THOMAS NAGAR, MUKKOLAKKAL, TRIVANDRUM-43

APPLICATION FOR THE POST OF
TRANSPORT SUPERVISOR

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:** For the institutions under the Society, the MTCES requires committed persons as Transport Supervisor. The applicant should be one who will share the vision of the Society, contribute to its growth and development.

5. **RESPONSIBILITIES:** The candidate should manage daily driver and vehicle dispatch while strictly ensuring compliance with all regional RTO (Regional Transport Office) regulations and permits. The applicant should oversee scheduled maintenance and the rapid repair of vehicles to minimize downtime caused by harsh road conditions and long-haul wear and tear. The candidate will be responsible for meticulous record-keeping, tracking fuel efficiency, managing records, and preparing necessary statutory reports. The candidate should be a problem-solver, swiftly addressing breakdowns, route diversions, or labour issues to sustain continuous transport operations. Responsibilities also include:
- Manage scheduling, monitoring, and overseeing routine vehicle maintenance, repairs, and inspections to ensure the entire fleet is operational and compliant with safety standards.
 - Manage the daily dispatch of drivers and vehicles, optimize routing and scheduling, and track fleet movement to ensure timely and efficient transport services.
 - Guide, supervise, and coordinate the work of drivers and mechanics; ensure adherence to company policies, safety protocols, and regulatory requirements; and assist with performance management.
 - Maintain accurate records of fuel consumption, maintenance history, driver logs, and expenditures, and prepare detailed operational reports for the Transport Supervisor and senior management.
 - Act as the first point of contact for operational issues (e.g., breakdowns, delays, or accidents), making quick, informed decisions to minimize disruption and ensure continuity of service.
 - Should be familiar with roads of Trivandrum and manage the fleet routing in the most effective manner.
 - Should be familiar with the MVD rules and ensure that the fleet of vehicles are compliant with these rules.
 - The fleet of vehicles should be in best running condition with timely repairs and maintenance made.
 - Fuel efficiency, effective use of manpower and total fleet management.
6. **ESSENTIAL QUALIFICATION:** Degree/Diploma in Automobile Engineering/Mechanical Engineering (with Automobile specialization). Experience in Transport Planning and Fleet management essential. Should be familiar with Trivandrum roads and MVD rules for buses of Educational Institutions. Should be technically experienced in the use of computers.
7. **SALARY:** Commensurate with the candidates' experience, qualification and performance.
8. **AGE:** Below 50 years
9. **PROBATION:** Two years.
10. **General Instructions to candidates.**
- Only Short-listed candidates will be called for an interview in the last week of December 2025.
 - Canvassing in any form will be considered as disqualification.
 - **The last date for receipt of application is 12th December 2025.**



The Mar Thoma Church Educational Society

St.Thomas Nagar, Mukkolakkal, Trivandrum 695 043

Email: mtcesgeneral@gmail.com

Affix photo

APPLICATION FORM FOR THE POST OF

Date

Note:

1. Self attested copies of Degrees/ Certificates/ Testimonials should be sent with this Application Form. Originals must 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. If Married, Name of Spouse

6. Educational Qualification / 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

Mob #

Alternate Mob #

E- mail

10. Have you ever been convicted for 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

Degree Passed	Year	Division / % if applicable	Institution	Affiliating Board / University

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

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13. Experience

Designation	Period	Institution	Reason for Leaving

14. What is the minimum joining period required?

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

16. 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