

**APPLICATION FOR THE POST OF
PRINCIPAL and ASSISTANT FINANCE OFFICER**

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 extra curricular 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 environment, and to brace themselves to be global citizens.

- 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 Dept 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** : The MTCES requires committed persons with strong ethics as (i) **Principal** of a School and (ii) **Assistant Finance Officer** for the institutions under the Society.

The applicants should be committed persons who will share the vision of the Society, contribute to its growth and development. The applicants are expected to monitor, supervise and guide the staff in all matters and take charge of all the administrative and financial operations to meet legal and statutory requirements.

5. **RESPONSIBILITIES** :

- (i) **PRINCIPAL** : To provide leadership, direction and co-ordination / strategic direction within the school system
- (ii) **ASST. FINANCE OFFICER** : The candidate will be responsible for the day-to-day management of our financial transactions and procedures. The applicant should be familiar with audits, invoices, compilation of accounts, budget preparations and must have experience in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable, cash/fund management and preparation of final accounts. Familiarity with ERP accounting system is desirable. The applicant should also have excellent organizational skills and should be able to handle time- sensitive tasks. Should have sound knowledge of financial and accounting procedures. Experience in using financial software and ERPs, knowledge of financial regulations is required. Responsibilities also include
- Keep accurate records for all daily transactions
 - Prepare annual accounts balance sheets
 - Process invoices, Record accounts payable and accounts receivable
 - Update internal systems with financial data
 - Prepare monthly, quarterly and annual financial reports
 - Track bank deposits and payments and Reconcile bank statements
 - Participate in financial audits
 - Budget preparation
 - Review and implement financial policies

6. **ESSENTIAL QUALIFICATION** :

6.1. **Principal** : As per the prescribed qualifications of CBSE.

6.2. **Asst. Finance Officer** : The Management is looking for a person with a proven track record, with vision and drive and should be capable of handling the diverse financial functions of the multiple Institutions under the Society. CA/CMA or CA- Inter/CMA- Inter with 10 years' experience is the minimum qualification we expect.

7. **SALARY** : Commensurate with the candidates experience, qualification and performance.

8. **MAXIMUM AGE** : (*not applicable for internal candidates*)

8.1. **Principal** : The candidate should be below 55 years as on December 2025.

8.2. **Assistant Finance Officer** : The candidate should be below 45 years as on December 2025

9. **PROBATION**: Two years.

10. **General Instructions to candidates.**

- 10.1. Only Short-listed candidates will be called for an interview in the first week of November 2025.
- 10.2. Staff on the rolls may also apply if they wish to be considered.
- 10.3. Canvassing in any form will be considered as disqualification.
- 10.4. **The last date for receipt of application is 12th October 2025.**

Secretary