

WANTED

Applications are invited from Marthomites for the post of Manager, MT&EA Schools, Tiruvalla. The norms for the selection required are as under: -

1. Qualifications: -

- i. The candidates should be a graduate with at least a second class degree from a recognized University with B.Ed.
 - ii. The candidate should have at least 10 years teaching experience.
 - iii. A pass in Account Test (Lower or Higher)
 - iv. A pass in Kerala Educational Act & Rules (KER)
 - v. A pass in Manual of Office Procedure (MOP).
 - vi. The candidate should be well versed in the Special Rules and other relevant rules relating to Higher Secondary/Vocational Higher Secondary Schools.
 - vii. Should have worked in the grade not below the rank of a Headmaster in a Recognized/Aided/Government High School for not less than 5 years or worked for not less than 5 years in Administrative Field in a reputed Academic Institution. Those who have worked in reputed Educational Institutions for not less than 10 years with the above academic qualifications may also be considered.
2. Due consideration be given to those who have got managerial administrative training and excellence in academic field.
 3. Other things being equal preference will be given to Post Graduates having the above qualifications.
 4. If suitable candidates with all the above qualifications are not available, the Sabha Council may give relaxation to the above norms.
 5. At the time of appointment the candidate should not be more than 62 years. Nobody will be allowed to hold the Office beyond the age of 65 years.
 6. The term of appointment shall be three years.

Applications on plain paper should be addressed to the Sabha Secretary, Mar Thoma Sabha Office, Tiruvalla – 689 101 so as to reach on or before **4:00 pm on Thursday, 31st December 2020.**



Rev. K.G. Joseph
Sabha Secretary

Tiruvalla
21.11.2020