

Application No:

**MOUNT CARMEL COLLEGE OF TEACHER EDUCATION FOR WOMEN
KOTTAYAM – 4**

Application for the Post of Computer Assistant & Office Attendant

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1. Name in full (Block Letters)	
2. Age and Date of Birth	
3. Sex, Marital status	
4. Religion (With Caste/ Community/Parish)	
5. Category (Please✓)	General/ Minority/ OBC/ OEC/ ST/SC
6. Are you a PwD Candidate? If Yes, Nature and Proceedings of Disability (Attach Medical certificate from competent authority).	
7. Permanent address with Phone No. and Email ID	
8. Address to which communication is to be sent	
9. Name of Parent/ Guardian and relationship with the applicant & Mobile Number	
10. Two Wheeler/ Four Wheeler Driving License No.	

11. Qualifications

Exam	Subject	Institution Attended	Board/ University	Year of Passing	Total Marks	Class & CGPA	% of Marks
7 th / 8 th / 9 th							
10 th / SSLC							
PDC/ +2							
BA/ B.Sc.							
BCA							
B.Tech.(CS)							
MA/ M.Sc.							
MCA							
M.Tech.(CS)							
Other Qualifications (if any)							

12. Experience:

Sl. No.	Computer Assistant/ Office Attendant	Institution	Experience	Period	No. of Months

13. Co-curricular Achievements

14. Name and address of a person from whom reference is obtained

15. Other Major Achievements, if any

DECLARATION

I, do hereby declare that all the details given in this application are true to the best of my knowledge and belief.

Place:

Date:

Signature of the Applicant

- N.B
- (i) Enclose a note in your own handwriting explaining why you desire to join the institution not exceeding 150 words.
 - (ii) Enclose self-attested copies of documents to prove Date of birth, Qualifications, Rank Certificates and marks secured UG and PG level. Additional sheet can be attached if more space is needed.
 - (iii) The advertisement of the appointment published in the Newspapers.

Instructions to Applicant

1. Application is to be filled in by the candidate. Please tick the post which you are applying.
2. Attach
 - I. Self attested copies of Page one of SSLC book/ Proof of Age and Mark Sheets of all Examinations Degree/ Diploma.
 - II. Copy of Bio-data should be attached
 - III. The advertisement of the appointment published in the Newspapers.
 - IV. Letter of reference.
3. All employed persons shall send the applications through the employer with No Objection Certificate.
4. Application fee Rs.1000/- should be remitted only by the General Category to the following bank account through online and a copy of the receipt/ transaction should be attached along with the filled in application form. There is no Application fee for the Candidates with Person with Disabilities.

Bank : South Indian Bank, Kanjikuzhy
A/c Name : The Principal
Mount Carmel College of Teacher Education for Women
Kottayam
A/c Number: 0315053000001890
IFSC : SIBL0000315
5. Incomplete Applications will be rejected.
6. Filled application along with the copy of all certificates, mark sheets and receipt of application fee remitted should reach the college in person or by Registered /Speed Post within one month of the advertisement of vacant posts in the newspapers.