



FATIMA MATA NATIONAL COLLEGE (AUTONOMOUS)

Reaccredited with 'A' grade by NAAC

KOLLAM 691001 | www.fmnc.ac.in | 9048121411 | 9048121811

FC/E1/NTS-Appointment-1/2022

02.08.2022

NOTIFICATION

Applications are invited from qualified candidates for the appointment to the following non-teaching staff vacancies:

1. Computer Assistant – 01
2. Herbarium Keeper – 01
3. Office Attendant – 07 (one post is reserved for Differently abled persons)
4. Gardner - 01

Appointments to the posts will be made in accordance with Section 41 of Chapter III of the Kerala University Act, 1974 Vol III, and amendments made thereon.

QUALIFICATION

Qualifications are as prescribed in the statute of University of Kerala

I. Computer Assistant–

1. SSLC or equivalent
2. A lower Grade certificate in KGTE in Malayalam and English typing and Computer word processing or its equivalent

Note : Those who have passed the KGTE typewriting before January 2002 should produce separate certificate in “Computer Word Processing” or its equivalent.

II. Herbarium Keeper –

1. SSLC with experience of 5 years experience in Botany laboratory.

III. Office Attendants –

1. VII pass
2. Ability to read and write Malayalam, Tamil or Kannada
3. Ability to ride bicycle is desirable

IV. Gardner-

1. VII pass
2. One year experience in gardening from a government recognized institution

AGE

Not more than 36 years as on 01.01.2022.

Usual relaxation in the upper age limit shall be allowed in respect of candidates belonging to SC/ST and Other Backward Classes. Relaxation in the upper age limit will also be allowed in the case of differently abled persons.

REGISTRATION AND APPLICATION

Registration Fee: Rs.500/-

Last date: 31.08.2022 (not later than 4.30 p.m.)

Mode of remittance of Registration Fee:

- a) Registration fee can be remitted in online mode only
- b) Fee once remitted will not be refunded.

How to apply:

The applicants are required to apply through online mode (www.fmnc.ac.in). They have to submit hard copies of online application along with self-attested copies of the supporting documents and a self addressed envelope with a postage stamp of Rs 41 affixed on it, so as to reach the **Manager, Fatima Mata National College, Kollam -691001** on or before **31.08.2022** not later than **4.30 p.m.** Submission/addition of any documents after the last date for receipt of applications will not be entertained. Candidature of those who have registered online and failed to submit hard copies of application will be invalidated.

Separate application forms need to be submitted for different posts. The envelope containing the application form and other documents must be super scribed with "Application for the post of....."

The applicants are required to provide a working email ID and mobile phone number in the application. Since all communications in connection with the recruitment will be sent to the registered email ID and by SMS, the candidates are directed to check their email and SMS periodically.

SUBMISSION OF DOCUMENTS

Applicants who are employed should forward the hardcopies of application through proper channel or enclose NOC of employer. However, they can send an advance copy directly to ensure timely receipt of application. Late and Defective applications will be summarily rejected.

Applicants who have passed their qualifying examinations from other states should furnish an **Eligibility Certificate**.

OBC and SC/ST candidates have to produce valid **caste certificates** issued by competent authorities, for claiming age relaxation. Copy of SSLC certificate is not sufficient to claim the age relaxation for OBC/SC/ST candidates

Differently abled candidates have to produce the valid certificate of disability from the competent authority.

Applicants are required to produce sufficient documentary proof in respect of the claims/credentials made in their applications, in respect of the following, along with hard copy, for the same being considered:

01. Certificates in respect of SSLC and other qualifications
02. KGTE certificate for type writing as shown in the application
03. Valid Caste certificate from the Village Officer for claiming age relaxation
04. Valid certificate of disability for differently abled candidates
05. Certificate of Experience in the relevant field wherever applicable

06. Self addressed envelope with postage stamp of Rs 41/- affixed on it. Separate envelope must be used for each post.

07. Certificate to prove the age and date of birth

08. Any other document in support of claim made by the candidate

All qualifications/ experience/ credentials claimed should have been acquired as on the last date of receipt of applications.

The Management of the Institution reserves the right to accept/reject the applications or to re-notify the post with out assigning any reason.

Candidates, if called for interview, should appear for the same at Fatima Mata National College at their own expense. Submission of application does not entitle the applicant any right to be appointed or be called for interview.

Manager

Kollam

Date: 02.08.2022