

## **INSTRUCTIONS TO BE FOLLOWED**

### **❖ APPLICATION FEE IS NON – REFUNDABLE**

1. Read the application carefully and fill the application correctly without any Spelling mistakes.
2. You must keep the challan, in front of the application.
3. If you apply to more than one College or Aided or Self – Financing post in the same College  
Kindly take the challan separately and attach the same with separate application
4. Kindly arrange the Following documents in the order given below.

- 10<sup>th</sup> Mark Sheet
- 12<sup>th</sup> Mark Sheet
- UG Consolidated Mark Sheet
- PG Consolidated Mark Sheet
- M. Phil Mark Sheet / Degree Certificate
- Ph. D Degree Certificate
- NET / SET Certificate
- Baptism Certificate ( **for Catholics & Christians**)
- Community Certificate
- Parish Priest Letter ( **in the case of Dalit Catholics**)
- Publication Proof & Articles
- Experience Certificates (**for both Jesuit and Other Colleges**)
- All the Documents Should be properly arranged and sent by Courier or handed over in Person

### **❖ The account number to which you will credit Rs 500/- for application is the following -**

**Account Name: D. Thomas Alexander, Coordinator, Jesuit Higher Education,  
Bank: Indian Overseas Bank  
A/C No: 006701000049880, Indian Overseas Bank,  
Branch: Palayamkottai,  
IFSC Code: IOBA0000067.**

- **No Demand Draft will be accepted.**

**“If you do not send the application properly following the above instructions**