



ST THOMAS COLLEGE PALAI

AUTONOMOUS

ESTD. 1950

RE-ACCREDITED WITH A++ GRADE BY NAAC

14 May 2024

NOTIFICATION

Applications are invited from eligible candidates for the following positions at St Thomas College Palai (Autonomous), Arunapuram P.O., Kottayam. Interested candidates are requested to submit their resume along with a covering letter specifying the position/s they are applying for, via email, to careers@stcp.ac.in on or before 25 May 2024. Freshers are also encouraged to apply.

Mode of Recruitment	:	Open
Nature of Appointment	:	On Contract
Nature of Job	:	Full-time
Application Fees	:	Nil

Job Description & Eligibility Criteria

Sl. No.	Position / Designation	No. of Vacancies	Job Description	Eligibility Norms
1	Network and System Assistant	2	The primary responsibility is to oversee and maintain the integrity, security, and functionality of our network infrastructure and systems. Key Responsibilities include Security Oversight, Troubleshooting and Support, Performance Monitoring, Backup and Recovery, and Documentation	Education: Diploma (3 years) in Computer/Electronics or BTech (BSc) in Computer Science/Electronics or BCA. Network certification is desirable. Expertise required: <ul style="list-style-type: none">• Proficiency in network protocols, hardware, and software• Strong knowledge of operating systems, virtualization, and cloud computing.• Experience with Cloud Infrastructure• Familiarity with security protocols, firewalls, and intrusion detection/prevention systems• Strong communication skills to interact effectively with diverse stakeholders.

Page 1 of 2

+91 4822 212317
+91 9188420859 (Mob)

principal.stc@gmail.com, principal@stcp.ac.in
www.stcp.ac.in

Arunapuram P O - 686 574, Pala
Kottayam (Dist.), Kerala, India



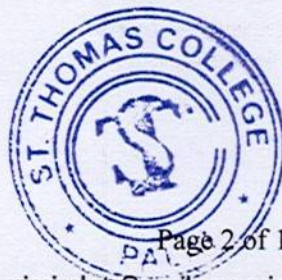


ST THOMAS COLLEGE PALAI

AUTONOMOUS ESTD. 1950 RE-ACCREDITED WITH A** GRADE BY NAAC

Sl. No.	Position / Designation	No. of Vacancies	Job Description	Eligibility Norms
2	Web Content Developer	1	The primary responsibility is to develop and manage digital assets such as web pages, blog entries, videos, podcasts, infographics and other forms of marketing material, including social media accounts.	Education: Degree in Digital Marketing/ Multimedia/ Mass Communications or Any Degree with the requisite skillset Expertise required: <ul style="list-style-type: none">• Computer Skills• Creativity in communication• Familiarity with social media• Experience with WordPress• Editing
3	Accountant	1	The key responsibilities include day-to-day bookkeeping, maintenance of accounts and generation of financial reports.	Education: B.Com Expertise required: <ul style="list-style-type: none">• Strong knowledge of accounting practices• Proficiency in Tally• Strong Communication skills
4	Campus Security Assistant	1	The key responsibility is the upkeep of the campus and infrastructure and overseeing of essential services.	Education: Three Year Diploma or Degree Special Conditions: <ul style="list-style-type: none">• Willingness to work in shifts (including night shift)• Age Limit: 20 to 24• Willingness to reside within 10 Km from the college• Strong Communication skills• Physical Fitness• Driving License

Shortlisted candidates will be contacted for further assessment.



Manager,
St. Thomas College, Palai

+91 4822 212317
+91 9188420859 (Mob)

principal.stc@gmail.com, principal@stcp.ac.in
www.stcp.ac.in

Arunapuram P O - 686 574, Pala
Kottayam (Dist.), Kerala, India

