

INSTRUCTIONS TO BE FOLLOWED



- **APPLICATION FEE IS NON – REFUNDABLE**

1. Read the application carefully and fill it correctly without any spelling mistake.
2. You must upload online and also send the application fee bank challan with the print out taken and signed application to the Coordinator to the address given below.
3. If you want to apply to more than one College or Aided / Self -Financing Post, even in the same College, you have to upload and send a separate application for each post attaching a separate fee bank challan.
4. Kindly upload and also send the Xerox copies of the following documents in the order given below:
 1. 10th Mark Sheet.
 2. 12th Mark Sheet.
 3. UG Consolidated Mark Sheet.
 4. PG Consolidated Mark Sheet.
 5. M. Phil Mark Sheet / Degree Certificate.
 6. Ph.D. Degree Certificate (if completed).
 7. NET / SET Certificate (if completed).
 8. Baptism Certificate (for Catholics & Christians).
 9. Community Certificate.
 10. Letter from the Parish Priest (In the case of Catholics).
 11. Experience Certificates (for both Jesuit and other Colleges).
 12. NOC from the Jesuit College, if you work in a Jesuit College and apply for grant-in-aid post.
 13. Publication Proof & Articles (to be presented if shortlisted for personal interview after the written test).
 14. All the Documents should be uploaded and the photocopies of them should be sent along with the signed application by courier or handed over in person to The Coordinator for Higher Education Jesuit Chennai Province, Loyola College, Vettavalam, Tiruvannamalai - Dt. 606754, Tamil Nadu. on or before **25 May 2023, Thursday**, Original certificates will be verified, if shortlisted for personal interview.
5. To pay the application fee of Rs 500/-, kindly use the following account number: Account Name: Coordinator for Higher Education Jesuit Chennai Province Account No: 366201000006464
Bank: Indian Overseas Bank
Branch: Vettavalam
IFSC Code: IOBA0002808
MICR Code: 606020016
6. No Demand Draft will be accepted. For any help/guidance, kindly call: 6384925285.
7. Application which is not duly filled in and not attached with the proper documents will be summarily rejected.