



**MAR ATHANASIUS COLLEGE OF ENGINEERING**  
 (Govt. Aided, Autonomous, Affiliated to APJ Abdul Kalam Technological University)  
 KOTHAMANGALAM, KERALA - 686 666  
 Phone : 0485-2822363, 2822931 Web : www.mace.ac.in E-mail : office@mace.ac.in

**APPLICATION FOR THE POST OF LOWER DIVISION TYPIST (General Merit)**

1.	Name (in BLOCK letters)					
2.	Permanent Address (in BLOCK letters)					
	Address to which communications are to be sent					
Mobile Number						
e-mail ID						
3.	Place of Birth & Nationality					
4.	Religion		Caste			
			Sub Caste			
5.	Age & Date of Birth (as on 1-1-25)					
6.	Gender		Male/Female/Others			
7.	Category (General/PWD) [If PWD, specify the details]		1	General		
			2	Christian Community		
			3	Person with Disability		
			4	SC/ST/OBC		
8.	Qualification in the subject concerned					
	Name of Examination	Marks out of Marks	% of marks	Year & Month of passing	Institutions in which studied	University/ Board
	Class X/Equivalent					
	Plus 2/Equivalent					
	Typewriting English					
	Typewriting Malayalam					
	Computer Word Processing / Equivalent					
	Diploma in Computer Application					
	Others					
9.	Previous Experience (Attach copies of the experience certificate as Annexure)					
	Name of Institution	Date of Joining	Date of leaving	Total (DD/MM/YYYY)	Nature of employment	

10.	Extra-Curricular Activities	
11.	Have you been convicted by any court of law	
12.	Any Police case or criminal proceeding pending against you	
13.	Any Other Information/Qualification relevant to the post applied for (Please attach separate sheet(s) if required)	
14.	Details of Application Fees (only for forms downloaded from the website)	Demand Draft No. Date .
<b><u>Declaration</u></b>		
I .....hereby declare that all the information given in this application are correct to the best of my knowledge and belief. This application is prepared in accordance with the information appended to the application.		
Place:		Signature of the Applicant:
Date:		Name in block letters:

List of Enclosure / Annexure:

**File No.B1-480/24 (Category No. 3)**

**Information for Candidates**

Name of post & Number of vacancies: **Lower Division Typist - 1 (General Merit)**

Scale of Pay: 26500-60700.

Age: 18-36. Candidates born between 02-01-1989 and 01-01-2007 (both dates included). Usual age relaxation will be given to SC/ST and Other Backward Communities. In no case the maximum upper age limit shall exceed 50 years.

Qualification: A pass in Plus two course conducted by the Government of Kerala or equivalent course recognized by the Government of Kerala and pass in and Diploma in Computer Application obtained from any institution recognized by Government of Kerala. OR Pass in Typewriting Higher or Lower. (as per APJ Abdul Kalam Technological University Act 2015, Statute 2020 Chapter III Part III and Gazette Notification dated 23 May 2023 Vol. 12, No. 21) (Annexure-VI) and Typewriting English and Malayalam (lower) and Computer Word Processing/Equivalent who have passed on and before January 2002 KGTE Typewriting Examination (as per Kerala Govt.)

Selection procedure: As per the norms prescribed by the APJ Abdul Kalam Technological University Act 2015, Statute 2020 Chapter 8 Part III and Gazette Notification dated 23 May 2023 Vol. 12, No. 21.

Interview: Interview Card will be sent by Registered Post up to 10 days before the interview.

- Note:
- 1) Candidates possessing higher qualifications are not eligible to apply for this post. If applications are submitted contrary to the above direction by suppressing the fact and if he/she is found selected his/her application will be summarily rejected, his/her name will be removed from the ranked list and disciplinary action/punishment including removal from service will be taken against him/her at any later stage.
  - 2) Copies of the Qualification Certificate, Mark list, Proof of Age, Proof of Experience and Certificate of Good Conduct from MP/MLA/Headmaster/ Principal/Gazetted Officer attached with the application. Originals should be produced at the time of the Interview.
  - 3) The candidate called for the interview will not be paid any T.A.
  - 4) Applicants should pay an amount of Rs.1000/- as application fee by DD in favour of the Secretary, Mar Athanasius College Association, Kothamangalam.
  - 5) A self-addressed envelope stamped Rs.45/- should be enclosed for forwarding the Interview Card.
  - 6) The filled-up application (soft copies will not be accepted) and supporting documents should be addressed to The Secretary, Mar Athanasius College Association, Kothamangalam College P.O. 686666 with the superscription "APPLICATION FOR THE POST OF LOWER DIVISION TYPIST" on the top portion of the envelope and should reach the Secretary within 30 days from the date of advertisement.

Date : 24-09-2025

Secretary.