

# Corporate Educational Agency Diocese of Palai

No.HM/1-2016

Shalom Pastoral Centre, Pala,  
17 February 2016

## NOTICE

Applications in the prescribed form are invited from the HSAs/UPSAs/LPSAs working in Schools under this Corporate Educational Agency, for the posts of Headmasters/ Headmistresses to be filled up shortly. Those HSAs who have already attained not less than 12 years continuous graduate trained service as prescribed in KER with a pass in the test in Kerala Education Act and Rules and a pass in Account Test (Lower or Higher) conducted by the KPSC can apply. In the case of LPSAs and UPSAs also the minimum service qualification of 12 years continuous service and a pass in Account Test are obligatory. Provided further that teachers who have attained the age of 50 years shall stand exempted permanently from acquiring the test qualification specified above. The selection to the post of headmaster will not be on the basis of strict seniority but utilizing the minority right guaranteed by Article 30(1) of the Constitution of India. The application forms can be downloaded from our site, [www.ceap.co.in](http://www.ceap.co.in) The duly filled in application should be submitted to the head of the institution concerned on or before 29-02-2016 for onward retransmission to this office.

There will be a written test for the HM candidates to evaluate their skill in administrative and service matters, the syllabus of which is given below.

1. KER : Questions from Chapter VI & XIVA.
2. KSR : Chapter IX (Leave Rules).
3. Some general questions pertaining to school activities.

**Note: - This year's examination will be held on Monday, the 7<sup>th</sup> March 2016.**



Corporate Manager  
By Power of Attorney

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Copy communicated to the heads of all schools under this Corporate Educational Agency for necessary information. They are directed to circulate the communication among the teachers concerned and compliance recorded in the Notice Book. The applications received from the teachers may be submitted to this office along with their S.B on 1<sup>st</sup> March 2016 itself. Late applications will not be entertained. The HMs are advised to make it sure that the maximum number of teachers have applied for the test.



Corporate Manager  
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