THE C.S.I.K.K. DIOCESAN EMPLOYMENT BUREAU
Table XXI

Category No: 3
REVISED NORMS FOR AWARDING CREDITS FOR RANKING THE CANDIDATES
WITH EFFECT FROM 01-01-2016

Appointment of Office Assistant / Attender / Helper / Librarian etc. for Schools, Diocesan Office and other institutions in the C.S.I. K.K. Diocese

[Pass in XII Std.]

Credits for Ranking the Candidates:

S. No.	Course / Activities etc.	Max. Credits	Method of calculating credits	
1	Academic	50	50 % of the marks secured in the 12th Std. exam or equivalent examination will be taken as credits.	
2	Diocese / Synod / Inter Diocesan level Competition: Sports, Rally, Bible Quiz, Bible Knowledge, Youth Festival, Lantern Competition, Women's Fellowship Competition, etc.	5	1st Place	3 credits / certificate
			2nd Place	2 credits / certificate
			3rd Place	1 credit / certificate
3	Sunday School / Christian Endeavour Annual Exam – Diocese level / Synod level	5	40 - 50 marks	0.25 credit / certificate
			51 - 60 marks	0.50 credit / certificate
			61 – 70 marks	0.75 credit / certificate
			Above 70 marks	1.00 credit / certificate
4	Either sexton in the Church or Spouse of sexton or for one of his children (married daughters excluded) (Certificate to be submitted from the Church worker and the secretary of the Church concerned)	5	If he had served for a minimum period of 3 years – 1 credit. For additional service - 1 credit per year.	
5	Children of Non–teaching staff under category No:1 in the Diocesan institutions, diocesan organizations and the Diocesan office (Certificate to be submitted from the head of institution / organization / office concerned)	3		
6	Spouse and unmarried children of Church worker up to the grade of Evangelist (Certificate to be submitted from the district minister concerned)	3		
7	Age	20	Those who have completed 30 years of age – 5 credits, 1 additional credit per year up to 45 years.	
8	Weightage	No ceiling	1 credit per year from the date of obtaining the prescribed qualification.	