



## IMPORTANT INFORMATION AND DATES AT A GLANCE

(Please refer the Information Bulletin for details)

Shalom invites applications for the post of Probationary Officers. Candidates with a Bachelor's Degree or Post Graduate Degree, preferably with minimum one year experience shall apply. Knowledge in English language and Computer is mandatory. Good communication and interpersonal skills are expected.

Appointments shall be made on the basis of a written test and interview. Only selected candidates shortlisted according to the selection criteria of the institution shall be called for the written test.

Last date for sending the applications is 15, November 2019.

**Exam shall be held in the month of December 2019.**

### 1. IMPORTANT DATES AND TIME:

<b>Important Dates and Time</b>	
Online Submission of Application Form	20 October – 15 November 2019 (up to 11:59 pm)
Dates and Time of Examination shall be given in the Hall Ticket	
Duration of Examination	120 mints
Age	Not more than 30 years as on 01.12.2019
Website	<a href="https://shalomonline.net/hr/">https://shalomonline.net/hr/</a>
<b>SUBJECTS</b>	<b>General English, General Knowledge and Current Affairs, Logical Reasoning, Quantitative Aptitude and Church Studies.</b>

### 2. Eligibility Criteria

- ❖ Candidates who have secured at least 60% marks in Degree/Master's Degree or equivalent examination from recognized universities/institutions.
- ❖ Age not more than 30 years as on 01.12.2019
- ❖ Candidates who are pursuing their Master's Degree or equivalent course may also apply.
- ❖ Selected candidates will be called for the First Round interview.

### 3. General Instructions

- ❖ Candidates can apply for **Probationary officer December 2019 in “Online” mode only**. Submission of Online Application Form may be completed by accessing Shalom Website [www.shalomonline.net/hr](http://www.shalomonline.net/hr). **The Application in any other mode will not be accepted.**
- ❖ **Only one application is to be submitted by a candidate.**
- ❖ Candidates must make sure that they furnish their correct **e-mail address** and **mobile number** which will be used by shalom to communicate with them. Candidates are advised to visit the Shalom Website and check their e-mail/SMS regularly for latest updates.
- ❖ *Any request to change the Examination Centre, Date, time and Subject provided on the Admit Card shall not be considered under any circumstances.*
- ❖ *Candidates must follow the instructions strictly as given in the Information Bulletin and on Shalom website. Candidates not complying with the instructions shall be summarily disqualified.*
- ❖ *Selected candidates will be sent a hall ticket to their e-mail address. Candidates should carry a printed copy of this hall ticket with them while appearing for the exam.*

### 4. Instructions for filling the Online Application Form:

- ❖ Log on to Shalom website [www.shalomonline.net/hr](http://www.shalomonline.net/hr) and fill the online form and submit
- ❖ **Follow the steps given below to Apply Online:**
  - Step-1:** Fill in the **Online Application Form (All fields are mandatory)**
  - Step-2:** Upload scanned images of Candidate’s Photograph and Candidate’s SSLC and Degree/PG certificate (file size: 10 kb - 200 kb) in JPG/JPEG format. Applications with these files exceeding the given size limit shall be disqualified.
- ❖ The final submission of Online Application Form will remain incomplete if Step-2 is not complete. Such forms will stand rejected and no correspondence on this account will be entertained.