

## INSTRUCTIONS TO BE FOLLOWED

### APPLICATION FEE IS NON – REFUNDABLE

### MODE OF PAYMENT :

Application fee is to be paid only through online mode using Debit Card/Credit Card/Net banking/UPI as per your convenience.

### FEMALE STAFF ONLY

### INSTRUCTION

- Kindly make a registration with all your details in our portal <http://erp.hcctrichy.in/Staff/StaffRegistration>
- Application fee is paid, Read the application and fill up the application form correctly without any spelling mistakes.
- Email ID and Mobile Number are a must for online registration and your username should be your Email-ID.  
<http://erp.hcctrichy.in> - to fill the application
- Kindly upload and send the Photocopies of the following documents in the order given below:
  - ✓ 10th Mark Sheet.
  - ✓ 12th Mark Sheet.
  - ✓ UG Consolidated Mark Sheet.
  - ✓ PG Consolidated Mark Sheet.
  - ✓ M. Phil Mark Sheet / Degree Certificate.
  - ✓ Ph.D. Degree Certificate (if completed).
  - ✓ NET / SET Certificate (if completed).
  - ✓ Baptism Certificate (for Catholics & Christians).
  - ✓ Community Certificate.
  - ✓ Letter from the Parish Priest (In the case of Catholics).
  - ✓ Experience Certificates
  - ✓ Publication Proof & Articles (to be presented if shortlisted for personal interview after the written test).
- All the Documents should be uploaded and the photocopies of them should be sent by courier or handed over in person to The college office, Holy cross college (Autonomous), Teppakulam Post, P.B No. 318, Tiruchirappalli - 620 002 on or before 30- 07-2021. Original certificates will be verified, if shortlisted for personal interview.
- No Demand Draft will be accepted. For any help/guidance, kindly call: 9944838389  
e-mail: [office@hcctrichy.ac.in](mailto:office@hcctrichy.ac.in)
- Application which is not duly filled in and not attached with the proper documents will be summarily rejected.

Principal, HCC-TRICHY.