

Department of School Education, TS

User Manual for

“Teacher Service Profile”

By

TSOnline

Internal Approval:

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Contents

1. INTRODUCTION	4
2. OBJECTIVE.....	4
3. SCOPE	4
4. PROCESS – Teacher Profile Service Record inserting OR updating	5
5. CHANGE MANAGEMENT PROCEDURES.....	15

List of Figures

Figure 1: TSP- Service Screen	5
Figure 2: Teacher Information System.....	5
Figure 3: Mobile Number & Treasury ID Entry Screen.....	6
Figure 4: OTP Validation Screen	6
Figure 5: Teacher Information System Screens.....	6
Figure 6: Teacher Personal Details Input Form	7
Figure 7: Personal Details Success Screen.....	7
Figure 8: Spouse Details Screen.....	8
Figure 9: Spouse Details View Screen	9
Figure 10: Spouse Details Other Government Employee Screen	9
Figure 11: Spouse Details Successful Screen	9
Figure 12: Educational Qualification Screen	10
Figure 13: Educational Qualification Success Message Screen	10
Figure 14: Appointment Details Screen	11
Figure 15: Appointment Details Success Screen	11
Figure 16: Departmental Test Screen	12
Figure 17: Departmental Test Success Screen.....	12
Figure 18: Promotion Details Screen	13
Figure 19: Promotion Details Success Screen	13
Figure 20: Transfer Details Screen	14
Figure 21: Transfer Details Success Screen	14
Figure 22: Health Card Details Screen	15
Figure 23: Health card Details Success Screen	15

1. INTRODUCTION

Department of school education portal <http://schooledu.telangana.gov.in/ISMS/> was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

2. OBJECTIVE

To make available information pertaining to Teachers Service details viz Name, Date of Birth, Caste, Age, Education Qualifications and Service etc., of government schools.

Inserting or Updating the Teachers Service Record data with mobile number required for authenticating Teacher Master with OTP for other services.

3. SCOPE

The scope of this document is to explain the process flow of inserting service details of regular teacher or updating the existing service record of teacher in ISMS Project.

Teacher Information System

4. PROCESS – Teacher Profile Service Record inserting OR updating.

Actor: Teacher

- User required to browse to URL <http://schooledu.telangana.gov.in/ISMS/>, the below shown Screen is displayed. Click Teacher Service Profile link under Online Services tab as shown in the Figure-1



Figure 1: TSP- Service Screen

- Click Teacher Service Profile link on above screen services will displayed as below Figure-2.

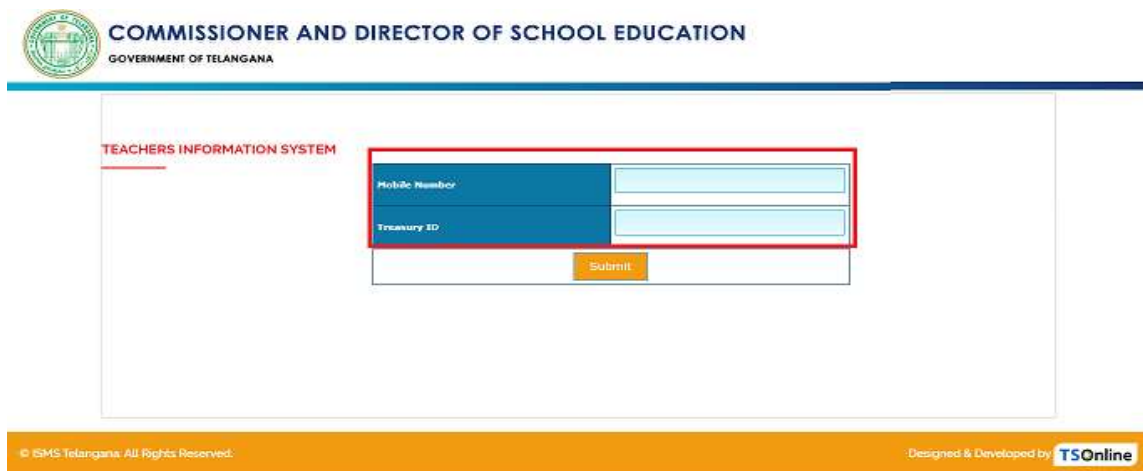


Figure 2: Teacher Information System

- Enter Mobile Number and Treasury ID Number and click Submit Button as shown below Figure-3

TEACHERS INFORMATION SYSTEM

Mobile Number: 8975645646

Treasury ID: 7896542

Submit

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Figure 3: Mobile Number & Treasury ID Entry Screen

- Enter received OTP number, on registered mobile number and if photo is not uploaded then upload Teacher Photo. Click on Submit button as shown below Figure-4

Enter the OTP number sent to the registered mobile number to login.

TEACHERS INFORMATION SYSTEM

OTP: 456388

Teacher Photo: 7.jpg

Submit

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Figure 4: OTP Validation Screen

- **Teacher Information System Forms will be displayed as shown below Figure-5**

Personal Details Spouse Details Educational Qualifications Appointment Details Departmental Tests Details Promotion Details Transfer Details Health Card Details

WELCOME to Teacher Information System

Figure 5: Teacher Information System Screens

- Click Personal Details tab and Enter Martial Status , Father name , Address Details, Additional details etc., Click Save button as shown below Figure-6

Figure 6: Teacher Personal Details Input Form

- A Success Message will get displayed as shown below Figure-7

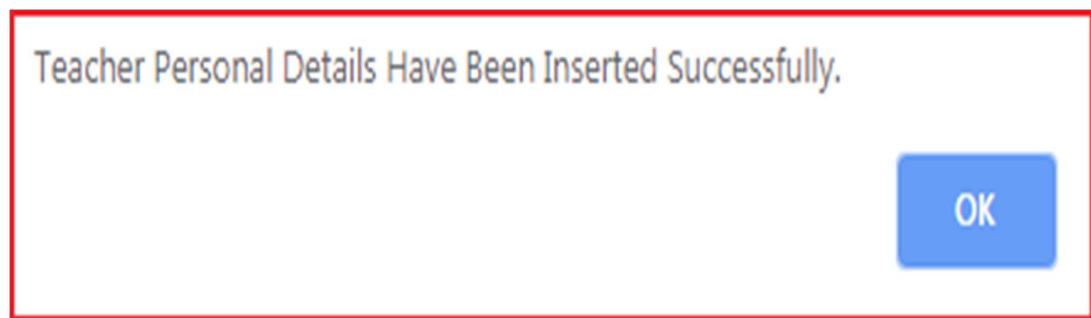


Figure 7: Personal Details Success Screen

- Click Spouse Details tab, Select Government Employee, Employee Type and Enter Treasury Id, click GO button as shown below Figure-8

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GOVERNMENT OF TELANGANA

Home Process Services Medical Reimbursement Reports Others Logout UDISE

Personal Details **Spouse Details** Educational Qualifications Appointment Details Departmental Tests Details Promotion Details Transfer Details Health Card Details

Spouse Details 8523697

Government Employee: YES
Employee Type: Government Teacher
Spouse Treasury Id: 8523697
GO

Figure 8: Spouse Details Screen

- A Spouse Details page will get displayed as shown below Figure-9

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Home Process Services Medical Reimbursement Reports Others Logout UDISE

Personal Details Spouse Details Educational Qualifications Appointment Details Departmental Tests Details Promotion Details Transfer Details Health Card Details

Spouse Details 8523697

Spouse Treasury ID	8523697
Name of the spouse	dtgdtgdt
Working Place	MPSS RAJULA WADI
Designation	School Assistant / TGT (Social Studies)
District	ADILABAD
Mandal	BHEEMPOOR
Revenue Village	Karanj (T)

- Select Government Employee, Employee Type (Other Government Employee OR OtherState Government Employee), Enter Spouse Treasury ID / Employee ID ,Name of the Spouse, Designation, Working place, District, Mandal and Revenue village, Click Save button shown below Figure-10

Personal Details	Spouse Details	Educational Qualifications	Appointment Details	Departmental Tests Details	Promotion Details	Transfer Details	Health Card Details
------------------	----------------	----------------------------	---------------------	----------------------------	-------------------	------------------	---------------------

8523697

Spouse Details

Government Employee: YES

Employee Type: Other Government Employee

Spouse Treasury ID / Employee ID *: 8523698

Name of the spouse *: HARISH

Designation *: ASSISTANT TEACHER

Working Place *: HYDERABAD

District *: 3602-KOMARAM BHEEM

Mandal *: 360204-TIRYANI

Revenue Village *: 360204025-Gambhiraopet

SAVE

Figure 10: Spouse Details Other Government Employee Screen

- A Success Message will get displayed as shown below Figure-11

Teacher Information Details Have Been Inserted Successfully.

OK

Figure 11: Spouse Details Successful Screen

- Click Educational Qualifications Tab and Enter Details of SSC, Details of Intermediate, Detailsof Degree, Details of Post Graduate, Details of B.Ed/B.P.ED and Details of M.Ed/M.P.ED and Click on Save button as shown below Figure-12

Figure 12: Educational Qualification Screen

- A Success Message will get displayed as shown below Figure-13



Figure 13: Educational Qualification Success Message Screen

- Click Appointment Details tab , Enter First Appointment details, and Click SaveButton as shown below Figure-14

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Personal Details | Educational Qualifications | **Appointment Details** | Departmental Tests Details | Promotion Details | Transfer Details | Health Card Details

Details of First Appointment

dfgdfgdf 4323697

DSC/APPSC Selected Year*
2002

Selected roster point
BC-D-W

Date of first appointment *
14/01/2009

Category of the post*
28-Secondary Grade Teacher

Appointing authority*
DEO

District
3613-KARIMNAGAR

Mandal*
361305-KOTHAPALLE

Revenue Village*
361305006-Kamanpur

In which Management*
Government

Local / Non-Local*
Telangana

Are You Selected in another DSC Under Lein*
Yes

SAVE

Figure 14: Appointment Details Screen

- A Success Message will get displayed as shown below Figure-15

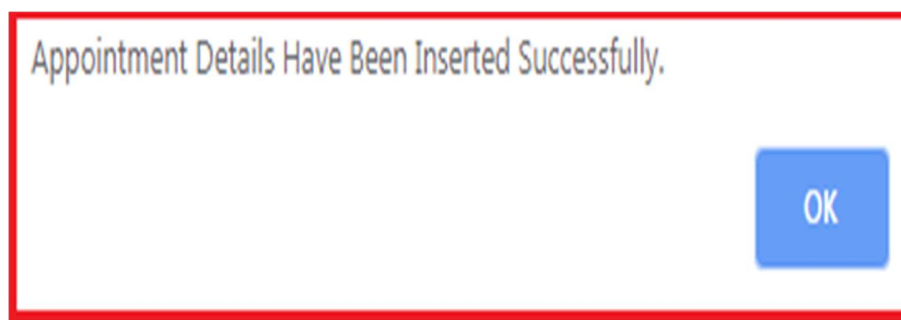


Figure 15: Appointment Details Success Screen

- Click Departmental Test Tab, Select from dropdown list which have you passed any Departmental Test (YES/NO) and enter No of Test details. Click Save Button as shown below Figure-16



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Personal Details	Educational Qualifications	Appointment Details	Departmental Tests Details	Promotion Details	Transfer Details	Health Card Details												
<p>Departmental Test Details dfgdfgdf, 0523697</p> <p>Have you passed any Departmental Test (YES/NO) *</p> <p>YES ▾</p> <p>No. of Test *</p> <p>1</p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Name of the Departmental Test Passed *</th> <th>Regd.No *</th> <th>Gazette No</th> <th colspan="2">Passed Year *</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>The Translation Test (19.28) ▾</td> <td>56456456</td> <td>56456454</td> <td>July ▾</td> <td>201 ▾</td> </tr> </tbody> </table> <p style="text-align: right;">SAVE</p>							S.No	Name of the Departmental Test Passed *	Regd.No *	Gazette No	Passed Year *		1	The Translation Test (19.28) ▾	56456456	56456454	July ▾	201 ▾
S.No	Name of the Departmental Test Passed *	Regd.No *	Gazette No	Passed Year *														
1	The Translation Test (19.28) ▾	56456456	56456454	July ▾	201 ▾													

Figure 16: Departmental Test Screen

- A Success Message will get displayed as shown below Figure-17

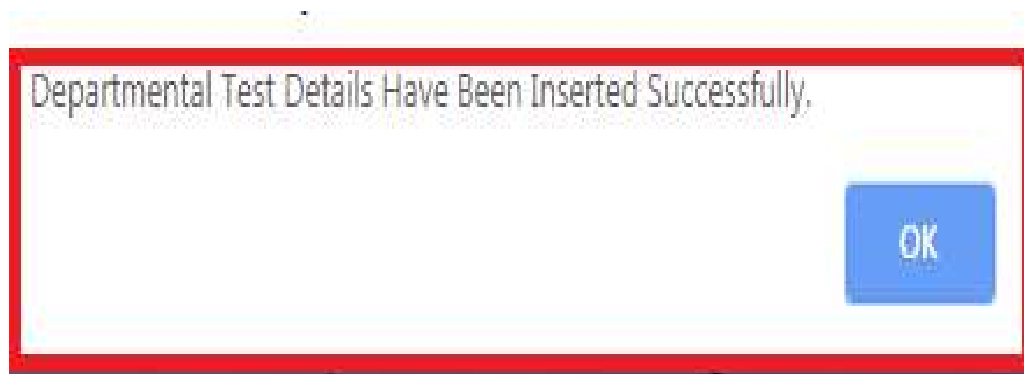


Figure 17: Departmental Test Success Screen

- Click Promotion Details Tab and Enter Promotion details mandatory fields and Click Save button as shown below Figure-18

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Home Process Services Medical Reimbursement Reports Others Logout UDISE

Personal Details Educational Qualifications Appointment Details Departmental Tests Details **Promotion Details** Transfer Details Health Card Details

Promotion Details dfgdtgdf, 8523697

All fields are Mandatory

Are you Promoted (YES/NO) No. of Promotions (as many as affected)

YES 1

Category of the Post	Medium	Subject	District	Mandal	School Name	Date of Promotion
25-School Assista	6-Kashm	12-NoS	3608-JAY	360808-MOGU	36080800303-M	13/01/2016

SAVE

Figure 18: Promotion Details Screen

- A Success Message will get displayed as shown below Figure-19

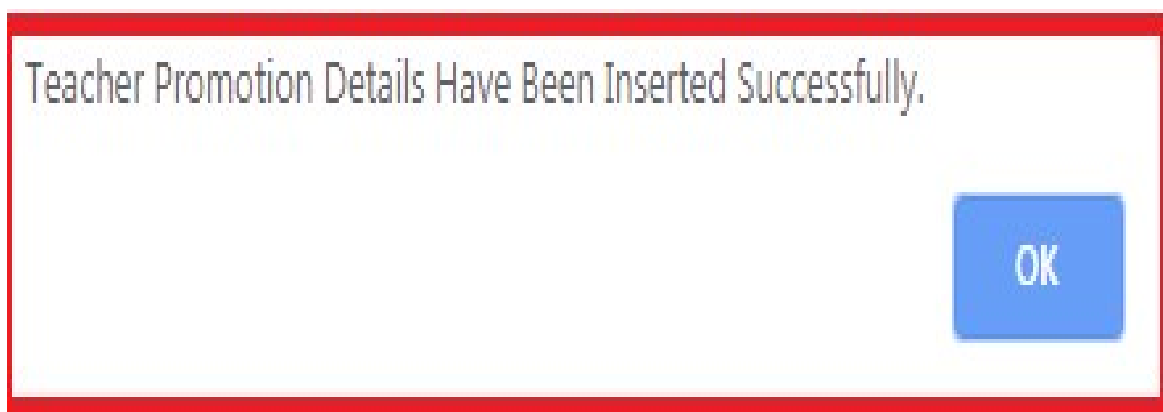


Figure 19: Promotion Details Success Screen

- Click Transfer details Tab, and enter Transfer details, District/State Transfer details and General Transfer details. Click on Save button as shown below Figure-20

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Home Process Services Medical Reimbursement Reports Others Logout DISE

Personal Details Educational Qualifications Appointment Details Departmental Tests Details Promotion Details **Transfer Details** Health Card Details

dfgdfgdf, 8523697

Transfer Details

District/State Transfer Details (Yes/No)
Yes

District/State Transfer Details

Teachers affected by (Inter-district/G O 616)
Inter District Transfer

From District*
3616-SANGAREDDY

Date of Joining in Present District*
08/01/2009

Category of the Post*
CRT (Urdu)

Medium*
17-Telugu

Subject*
10-Tamil

General Transfer Details

No. of Transfers (Date of First Appointment to Present)*
1

District*	Ward*	School*	If Other School, Service Details	Category of the Post*	Medium*	Subject*
3614	361407	36140700303-MPPS	Office Name Worked As	GHM Grade	23-K	12-F

SAVE

Figure 20: Transfer Details Screen

- A Success Message will get displayed as shown below Figure-21

Teacher Transfer Details Have Been Inserted Successfully.

OK

Figure 21: Transfer Details Success Screen

- Click Health Card Details tab, Enter Health card No and No of Dependents. Click Save Button as shown below figure -22

Figure 22: Health Card Details Screen

- A Success Message will get displayed as Health card details are inserted as shown below Figure-23

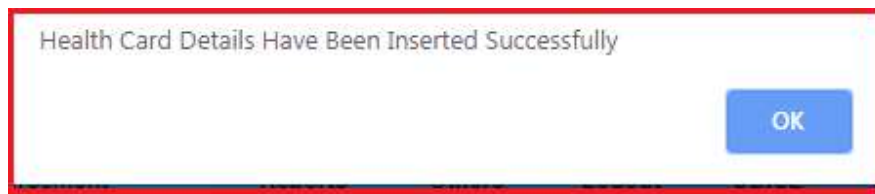


Figure 23: Health card Details Success Screen

5. CHANGE MANAGEMENT PROCEDURES

This document is meant for usage by the Department of School Education team and shall be the basis for using of Teacher Service Profile for ISMS Project. Any changes made to the requirements in future shall have to go through a formal change approval process, wherever necessary and shall not make any alterations without the permission of the client and the development team.

===== *END OF DOCUMENT* =====