

Department of School Education, TS

User Manual for

“Process Flow (DEO and State) - Application for
Deputation of Teaching Staff to Work at SCERT”

By

The logo for TSONline, featuring the letters 'TS' in blue and 'Online' in black, with a green and yellow globe icon integrated into the letter 'O'.

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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

Department of school education is desires to have online applications for Deputation of teaching staff from amongst the Head masters & School assistants working in Government & Local body schools in the State of Telangana to work at SCERT

3. SCOPE

This Document explains the processing of applications by DEO and State which is applied by Teacher.

4. PROCESS – by DEO Users

Once Applications Submitted by Teacher Based on Teacher working District Applications Routed to Concern DEO for Further process. DEO needs to verify all details and submit with his remarks to State Admin for further process

Process Flow : Teacher ----> DEO--> State

- Browse <https://schooledu.telangana.gov.in/ISMS/>, below screen is displayed select **Click Here for Application for Deputation of Teaching Staff to work at SCERT** under login tab as depicted in the below figure.



Figure 1 : Service details

- Below screen is displayed Click on Login as depicted in the below figure.

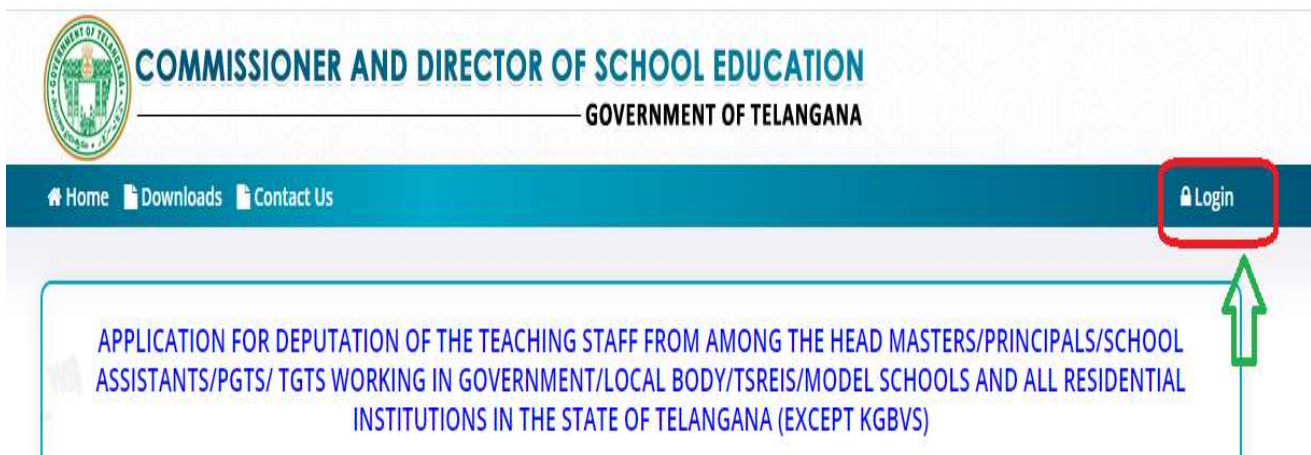


Figure 2 :Login details

- Login with User Id and password as depicted in the below.

Note: - Here User Id and passwords are same which are using for ISMS Portal Services i.e. DEO3601, DEO 3602.... etc.

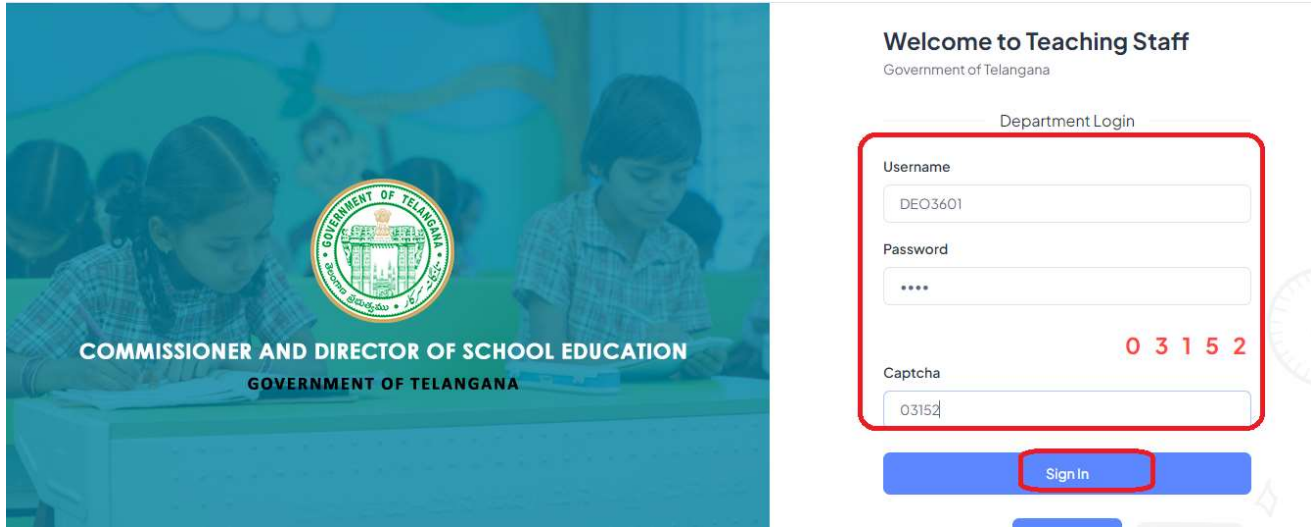


Figure 3 : Login details

- Select Deputation of Teaching Staff to work at SCERT Under Services Menu as depicted in the below figure.

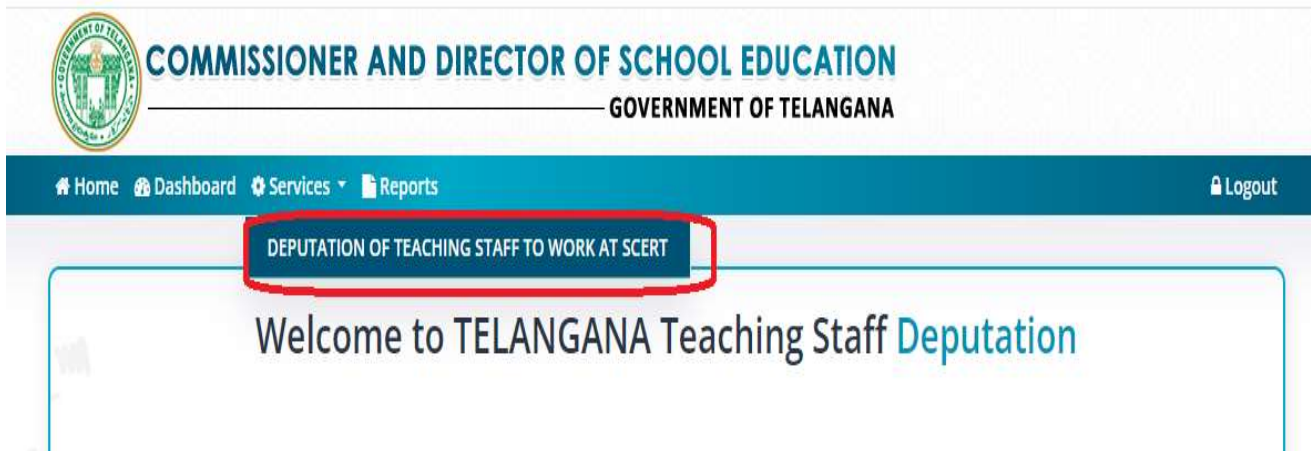


Figure 4 : Service details

- Select Designation and submit the same as depicted in the below figure.

The screenshot shows the 'SCERT Deputation Application At DEO' form. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Services', and 'Reports'. Below this, the form title 'SCERT Deputation Application At DEO' is centered. On the left, there is a 'Designation *' dropdown menu with a red box around it. The dropdown is open, showing options: '--Select--', 'Head Master', 'School Assistant', 'PGTS', and 'TGTS'. To the right of the dropdown is a green 'Submit →' button, also highlighted with a red box.

Figure 5 : Designation details

- Click on Pending under Status menu which application needs to process as depicted in the below figure.

The screenshot shows the 'SCERT Deputation Application At DEO' form with the 'Designation *' dropdown set to 'Head Master' and the 'Submit →' button. Below the form, there is a 'Show 13 entries' dropdown and a search box. A table displays the application details. The 'Pending' status in the third row is highlighted with a red box.

S.No.	Application Number	Name of The Applicant	Date of Birth	Designation	Status
1	HM36011001	Pradeep kumar	1987-03-01	Head Master	Verified and Found Correct
2	HM36011002	Vittal Reddy	1987-03-01	Head Master	Verified and Found Incorrect
3	HM36011004	Pradeep	1975-10-12	Head Master	Pending
4	HM36011003	Hemanth Ram	1987-03-03	Head Master	Verified and Found Correct

Showing 1 to 4 of 4 entries

Previous 1 Next

Figure 6 : Application Selection

- Below application displayed which is entered by Teacher as depicted in the below figure.

APPLICATION FOR DEPUTATION OF TEACHING STAFF

APPLICANT DETAILS:

Name of The Applicant *	Date of Birth*	Designation *	Mobile Number *
<input type="text" value="Pradeep"/>	<input type="text" value="12-10-1975"/>	<input type="text" value="Head Master"/>	<input type="text" value="9440751644"/>
Email Id*			
<input type="text" value="test6554234@gmail.com"/>			

PRESENT WORKING SCHOOL DETAILS:

District *	Mandal*	School *	Date of joining as Head Master*
<input type="text" value="ADILABAD"/>	<input type="text" value="BHEEMPOOR"/>	<input type="text" value="36010100503-TWPS INDURPALLY"/>	<input type="text" value="14-02-2006"/>
Date of Joining as School Assistant *			
<input type="text" value="01-03-2000"/>			

EDUCATIONAL QUALIFICATIONS:

Name of The Post Graduation Degree(Academic)*	Upload Post Graduation Degree Pdf*	Subject of Study in Post Graduation*	University from which Obtained Degree*
<input type="text" value="M.Sc"/>	<input type="button" value="Download"/>	<input type="text" value="MATHEMATICS (OR ITS ALLIED SUB)"/>	<input type="text" value="OU"/>
Maximum Marks in PG *	Secured Marks in PG *	Percentage in PG*	
<input type="text" value="1200"/>	<input type="text" value="900"/>	<input type="text" value="75.00"/>	
Year of Passing in B.Ed.*	B.Ed. Pdf*	Maximum Marks in B.Ed. *	Secured Marks in B.Ed *
<input type="text" value="1999"/>	<input type="button" value="Download"/>	<input type="text" value="1000"/>	<input type="text" value="800"/>
Percentage in B.Ed.*			
<input type="text" value="80.00"/>			
Institution from which Obtained M.Ed Degree *	Year of Passing in M.Ed.*	M.Ed. Pdf*	Maximum Marks in M.Ed. *
<input type="text" value="KU"/>	<input type="text" value="2002"/>	<input type="button" value="Download"/>	<input type="text" value="1400"/>
Secured Marks in M.Ed *	Percentage in M.Ed.*		
<input type="text" value="799"/>	<input type="text" value="57.07"/>		
Any Other Higher Qualification	Photo of The Applicant	Signature of The Applicant	
<input type="text" value="-"/>	<input type="button" value="Download"/>	<input type="button" value="Download"/>	

WEIGHTAGES:

Paper Publication / Presentation *
<input type="text" value="No"/>
Authorship of Books *
<input type="text" value="No"/>
Workshops Attended (State and National Level) *
<input type="text" value="No"/>
District or State Level Teacher Training Sessions Handled *
<input type="text" value="No"/>
National and Inter National Fellowships *
<input type="text" value="No"/>
Text Book Writer *
<input type="text" value="No"/>

Action *	DEO Remarks*	Upload Document
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Figure 7:- Application details

Note: - DEO needs to verify all details for further process

- Click On Download button to download documents which are uploaded by Teacher, for verifying the same as depicted in the below figure.

Assistant *

01-03-2000

EDUCATIONAL QUALIFICATIONS:

Name of The Post Graduation Degree(Academic)* Upload Post Graduation Degree Pdf* Subject of Study in Post Graduation* University from which Obtained Degree*

M.Sc. Download MATHEMATICS (OR ITS ALLIED SUB OU

Maximum Marks in PG * Secured Marks in PG * Percentage in PG*

1200 900 75.00

Year of Passing in B.Ed.* B.Ed. Pdf* Maximum Marks in B.Ed. * Secured Marks in B.Ed. *

1999 Download 1000 800

Percentage in B.Ed.*

80.00

Institution from which Obtained M.Ed Degree * Year of Passing in M.Ed.* M.Ed. Pdf* Maximum Marks in M.Ed. *

KU 2002 Download 1400

Secured Marks in M.Ed * Percentage in M.Ed.*

799 57.07

Any Other Higher Qualification Photo of The Applicant Signature of The Applicant

- Download Download

Figure 8 :- Documents. Details

- Select Verified and Found correct or Verified and Found Incorrect Based on Verification, enter remarks, if required upload document and Submit as depicted in the below figure.

Action *

--Select--

Verified and Found Correct

Verified and Found Incorrect

DEO Remarks*

Verified and all are Details are current

Upload Document

Choose File No file chosen

Submit →

Figure 9:- Action and remarks details

Note: - On successful submission Success message displays

5. PROCESS – by State Admin Users

Once DEO verifies and submits the applications these applications forward to State login for further Process

- Browse <https://schooledu.telangana.gov.in/ISMS/>, below screen is displayed select **Click Here for Application for Deputation of Teaching Staff to work at SCERT** under login tab as depicted in the below figure.



Figure 10 :- Service details

- Below screen is displayed Click on Login as depicted in the below figure.

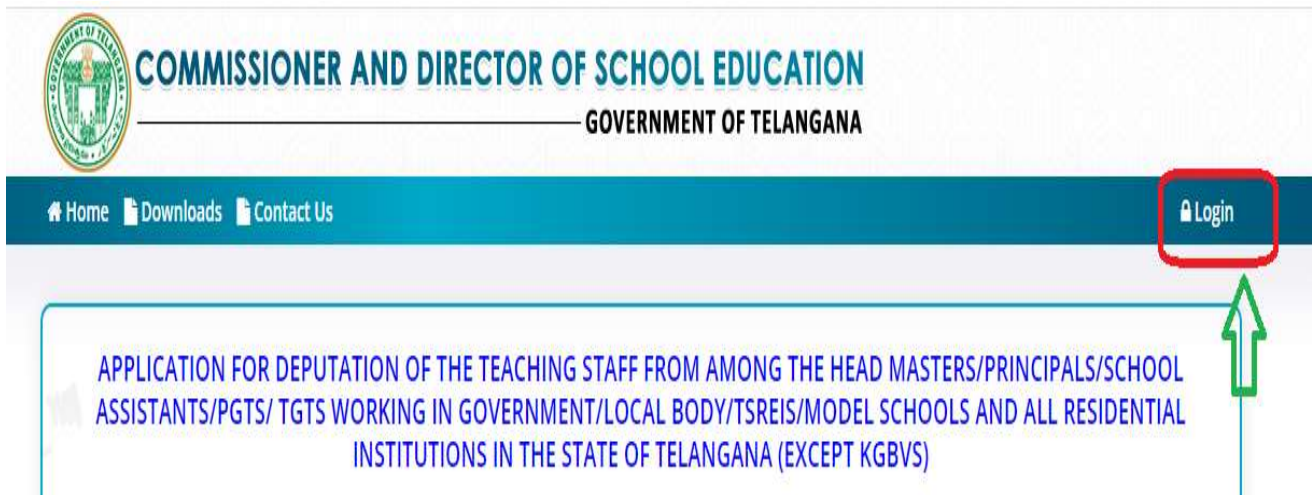
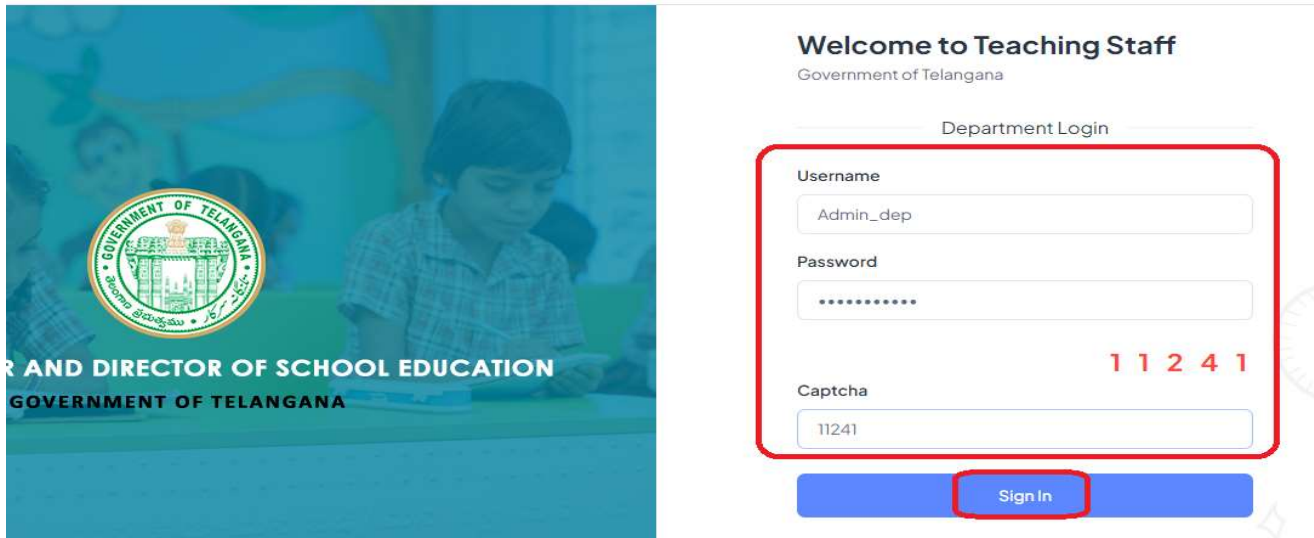


Figure 11 :Login details

- Login with User Id and password as depicted in the below.



Welcome to Teaching Staff
Government of Telangana

Department Login

Username
Admin_dep

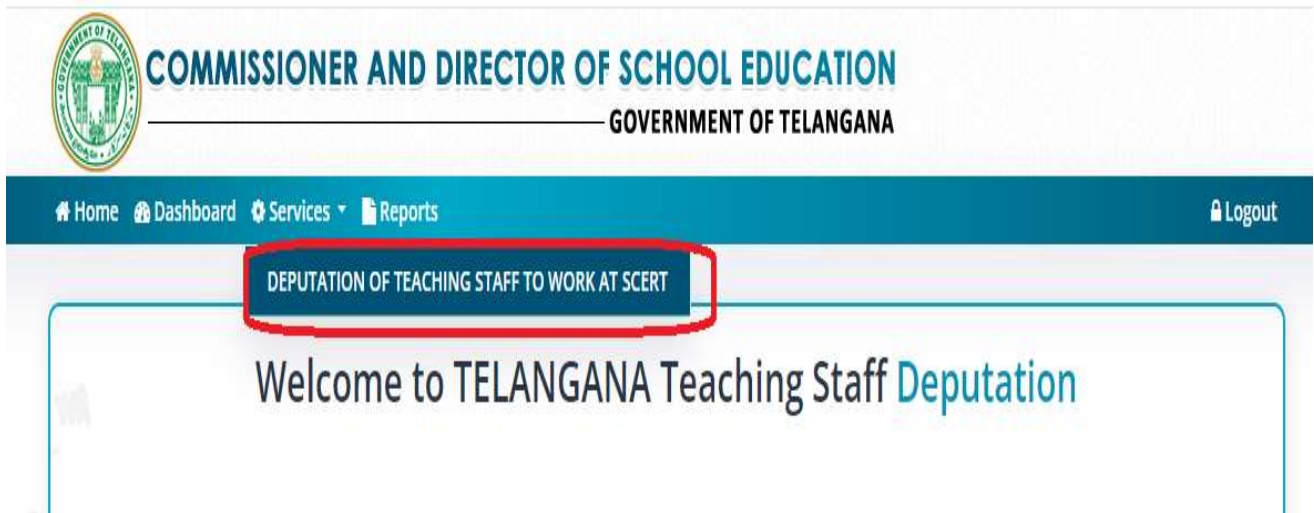
Password
.....

Captcha
11241

Sign In

Figure 12 : Login details

- Select Deputation of Teaching Staff to work at SCERT Under Services Menu as depicted in the below figure.



COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

Home Dashboard Services Reports Logout

DEPUTATION OF TEACHING STAFF TO WORK AT SCERT

Welcome to TELANGANA Teaching Staff Deputation

Figure 13 : Service details

- Select District, Designation, DEO Status and submit the same as depicted in the below figure.

SCERT Deputation Application At State

District * Designation * DEO Status *

ALL ALL ALL

Submit →

Figure 14 :District , Designation details

- Click on Pending under Shortlisted menu which application needs to process as depicted in the below figure.

SCERT Deputation Application At State

District * Designation * DEO Status *

ALL ALL ALL

Submit →

Show 13 entries Search:

S.No.	Application Number	Name of The Applicant	Date of Birth	Designation	Deo Status	Shortlisted(Y/N)
1	HM36011001	Pradeep kumar	01-03-1987	Head Master	Verfied and Found Correct	Yes
2	HM36011002	Vittal Reddy	01-03-1987	Head Master	Verfied and Found Incorrect	Pending
3	HM36011003	Hemanth Ram	03-03-1987	Head Master	Verfied and Found Correct	Pending

Showing 1 to 3 of 3 entries Previous 1 Next

Figure 15 : Application Selection

- Below application displayed which is entered by Teacher as depicted in the below figure.

Home Dashboard Services Reports
Logout

APPLICATION FOR DEPUTATION OF TEACHING STAFF

APPLICANT DETAILS:

Name of The Applicant *	Date of Birth*	Designation *	Mobile Number *
<input type="text" value="Vittal Reddy"/>	<input type="text" value="01-03-1987"/>	<input type="text" value="--Select--"/>	<input type="text" value="9160475875"/>
Email Id*			
<input type="text" value="sdfsdfs@gmail.com"/>			

PRESENT WORKING SCHOOL DETAILS:

District *	Mandal*	School *	Date of Joining as Head Master*
<input type="text" value="ADILABAD"/>	<input type="text" value="BHEEMPOOR"/>	<input type="text" value="36010100101-MPPS RAJULA WADI"/>	<input type="text" value="15-02-2024"/>
Date of Joining as School Assistant *			
<input type="text" value="01-03-2014"/>			

EDUCATIONAL QUALIFICATIONS:

Name of The Post Graduation Degree(Academic)*	Upload Post Graduation Degree Pdf*	Subject of Study in Post Graduation*	University from which Obtained Degree*
<input type="text" value="M.A"/>	<input type="button" value="Download"/>	<input type="text" value="PSYCHOLOGY"/>	<input type="text" value="university"/>
Maximum Marks in PG *	Secured Marks in PG *	Percentage in PG*	
<input type="text" value="1000"/>	<input type="text" value="789"/>	<input type="text" value="78.90"/>	

PG Degree2:

Name of The Post Graduation Degree(Academic)*	Upload Post Graduation Degree Pdf*	Subject of Study in Post Graduation*	University from which Obtained Degree*
<input type="text" value="M.Sc"/>	<input type="button" value="Download"/>	<input type="text" value="ENGLISH"/>	<input type="text" value="med university"/>
Maximum Marks in PG *	Secured Marks in PG *	Percentage in PG*	
<input type="text" value="1000"/>	<input type="text" value="987"/>	<input type="text" value="98.70"/>	
Year of Passing in B.Ed.*	B.Ed. Pdf*	Maximum Marks in B.Ed. *	Secured Marks in B.Ed *
<input type="text" value="2014"/>	<input type="button" value="Download"/>	<input type="text" value="1000"/>	<input type="text" value="654"/>
Percentage in B.Ed.*			
<input type="text" value="65.40"/>			
Institution from which Obtained M.Ed Degree *	Year of Passing in M.Ed.*	M.Ed. Pdf*	Maximum Marks in M.Ed. *
<input type="text" value="ajashjgsa"/>	<input type="text" value="2022"/>	<input type="button" value="Download"/>	<input type="text" value="1000"/>
Secured Marks in M.Ed *	Percentage in M.Ed.*		
<input type="text" value="624"/>	<input type="text" value="62.40"/>		
Any Other Higher Qualification	Photo of The Applicant	Signature of The Applicant	
<input type="text" value="sdadas"/>	<input type="button" value="Download"/>	<input type="button" value="Download"/>	

WEIGHTAGES:

Paper Publication / Presentation *	
<input type="text" value="No"/>	
Authorship of Books *	
<input type="text" value="No"/>	
Workshops Attended (State and National Level) *	
<input type="text" value="No"/>	
District or State Level Teacher Training Sessions Handled *	
<input type="text" value="No"/>	
National and Inter National Fellowships *	
<input type="text" value="No"/>	
Text Book Writer *	
<input type="text" value="No"/>	

Action*	DEO Remarks*	DEO Document
<input type="text" value="Verified and Found InCorrect"/>	<input type="text" value="tested by test team on 4.05pm 2/15/24"/>	<input type="button" value="Download"/>
Shortlisted *	State Remarks*	Upload Document
<input type="text" value="--Select--"/>	<input type="text"/>	<input type="button" value="Choose File"/> <input type="button" value="No file chosen"/>

Figure 16:- Application details

Note: - State Admin needs to verify all details for further process

- Click On Download button to download documents which are uploaded by Teacher, as well as DEO (if DEO uploads and document) for verifying the same as depicted in the below figure.

Assistant

EDUCATIONAL QUALIFICATIONS:

Name of The Post Graduation Degree(Academic)* <input type="text" value="M.Sc"/>	Upload Post Graduation Degree Pdf <input type="button" value="Download"/>	Subject of Study in Post Graduation* <input type="text" value="MATHEMATICS (OR ITS ALLIED SUB"/>	University from which Obtained Degree* <input type="text" value="OU"/>
Maximum Marks in PG * <input type="text" value="1200"/>	Secured Marks in PG * <input type="text" value="900"/>	Percentage in PG* <input type="text" value="75.00"/>	
Year of Passing in B.Ed.* <input type="text" value="1999"/>	B.Ed. Pdf* <input type="button" value="Download"/>	Maximum Marks in B.Ed. * <input type="text" value="1000"/>	Secured Marks in B.Ed * <input type="text" value="800"/>
Percentage in B.Ed.* <input type="text" value="80.00"/>			
Institution from which Obtained M.Ed Degree * <input type="text" value="KU"/>	Year of Passing in M.Ed.* <input type="text" value="2002"/>	M.Ed. Pdf* <input type="button" value="Download"/>	Maximum Marks in M.Ed. * <input type="text" value="1400"/>
Secured Marks in M.Ed * <input type="text" value="799"/>	Percentage in M.Ed.* <input type="text" value="57.07"/>		
Any Other Higher Qualification <input type="text" value="-"/>	Photo of The Applicant <input type="button" value="Download"/>	Signature of The Applicant <input type="button" value="Download"/>	

Figure 17 :- Documents. Details

- Select Shortlisted Yes or No Based on Verification, enter remarks if needs to upload any document upload the same and Submit as depicted in the below figure.

Shortlisted *
--Select--
--Select--
Yes
No

State Remarks*
Verified and shortlisted

Upload Document
Choose File No file chosen

Submit ->

Figure 18:- Action and remarks details

Note: - On successful submission Success message displays

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