TSOnline

Department of School Education, TS

User Manual for

"Application for Deputation of Teaching Staff to Work at SCERT and Print Filled application"

By

TSOnline

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1. NTRODUCTION

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

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3. SCOPE

This Document explains the process of filling application by Teacher.

4.   PROCESS – by Teacher Users

This service is applicable for Principal/HMs/SGTs/TGTs.

- 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

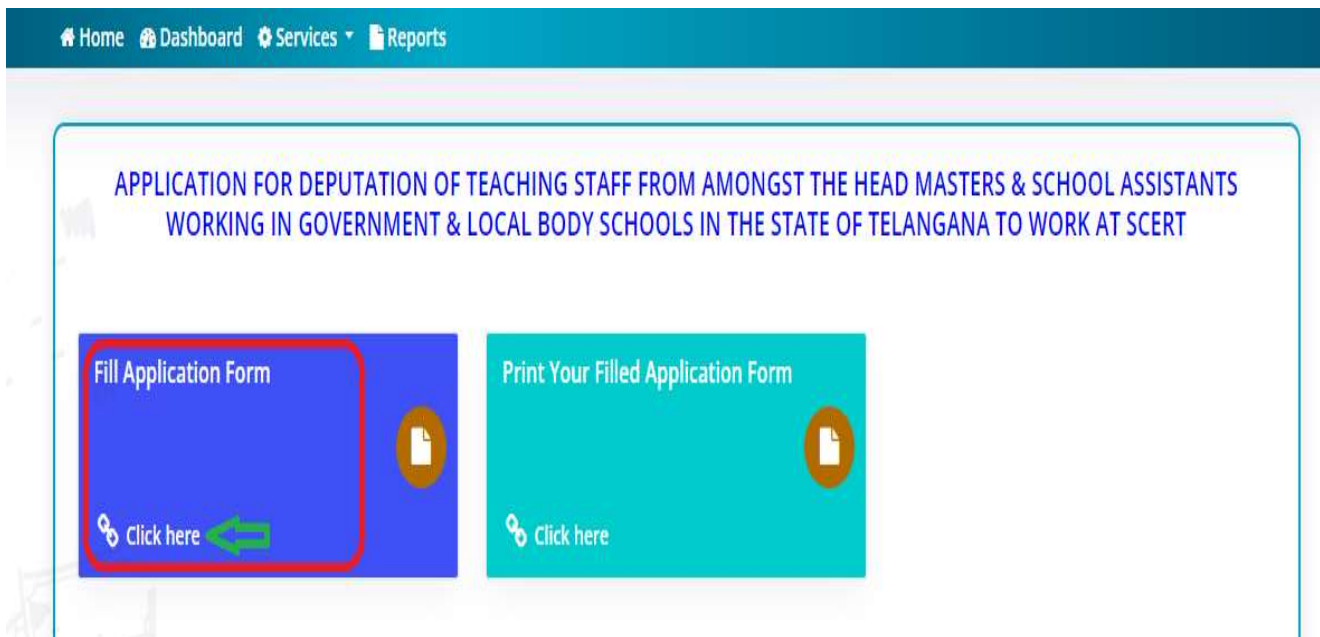- Below screen is displayed Click on Fill Application Form as depicted in the below figure.

Figure 2 :Application details

- Below screen is displayed as depicted in the below.

APPLICATION FOR DEPUTATION OF THE TEACHING STAFF FROM AMONG THE HEAD MASTERS/PRINCIPALS/SCHOOL ASSISTANTS/PGTS/ TGTS WORKING IN GOVERNMENT/LOCAL BODY/TSREIS/MODEL SCHOOLS AND ALL RESIDENTIAL INSTITUTIONS IN THE STATE OF TELANGANA (EXCEPT KGBVS)

APPLICANT DETAILS:

Name of The Applicant *	Date of Birth (on or After 01.03.1966)*	Designation *	Mobile Number *
		--Select--	

Email Id*

PRESENT WORKING SCHOOL DETAILS:

District *	Mandal*	School *
--Select--	--Select--	--Select--

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*
--Select--	Choose File No file chosen	--Select--	
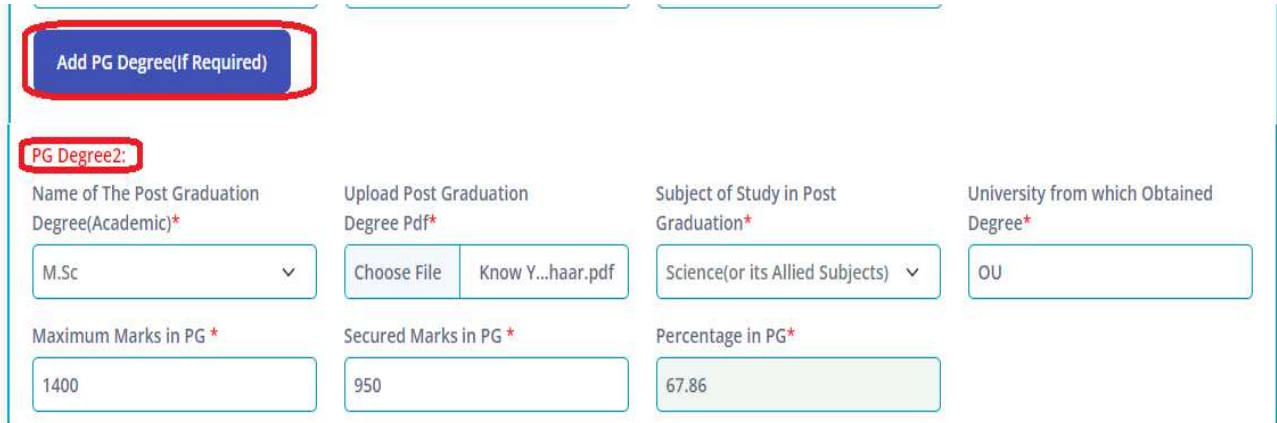
Maximum Marks in PG *	Secured Marks in PG *	Percentage in PG*

Add PG Degree(If Required)
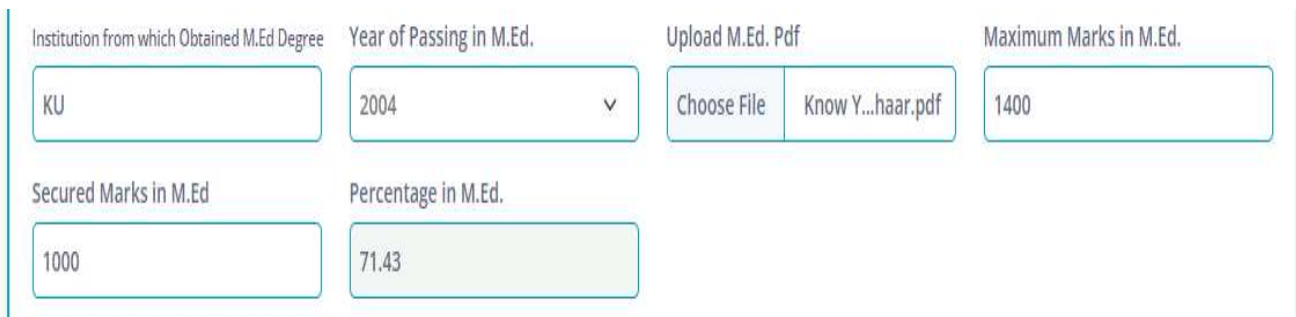
Year of Passing in B.Ed.*	Upload B.Ed. Pdf*	Maximum Marks in B.Ed. *	Secured Marks in B.Ed *
--Select--	Choose File No file chosen		

Percentage in B.Ed.*

Institution from which Obtained M.Ed Degree	Year of Passing in M.Ed.	Upload M.Ed. Pdf	Maximum Marks in M.Ed.
	--Select--	Choose File No file chosen	

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

Any Other Higher Qualification (Please Specify)	Photo of The Applicant* (JPG/JPEG upto 100KB)	Signature of The Applicant*(JPG/JPEG upto 50KB)
	Choose File No file chosen	Choose File No file chosen

WEIGHTAGES:

Paper Publication / Presentation *
--Select--

Authorship of Books *
--Select--

Workshops Attended (State and National Level) *
--Select--

District or State Level Teacher Training Sessions Handled *
--Select--

National and Inter National Fellowships *
--Select--

Text Book Writer *
--Select--

☐ I have checked and confirmed that the given details are entered by me.

Submit →

Figure 3 : Module selection

- Enter Applicant and Present Working School details as depicted in the below figure.

Figure 4 : Applicant and School details

Note: - Here If Designation is HM needs to enter Date of joining as HM details also.

- Enter Educational details as depicted in the below figure.

  Note: - Here Marks Secured (50%) and above are eligible

Figure 5 :Educational details

- If needs to enter more than one PG click on Add PG Degree and enter details as depicted in the below figure.

   Note: - Here System allows up to 3 PG Degrees to enter

Figure 6 :More PG details

- Enter B.Ed. details as depicted in the below figure.

Figure 7:- B.Ed. details

- Enter B.Ed. details as depicted in the below figure.

Figure 8 :- M.Ed. Details

Note: - For Subject ICT and Physical Education M.Ed. Not required and for other subjects its optional

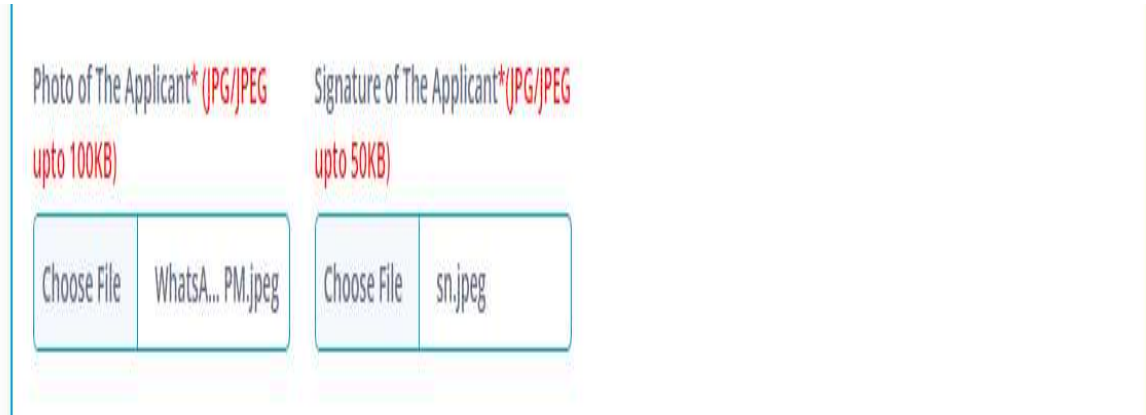- Upload photo and Sign as depicted in the below figure.

Figure 9:- Upload details

- Enter weightages details, check the check box and click on Submit button as depicted in the below figure.

Figure 10 :- Weightages , submit details

- On success full submission below alert message is displayed as depicted in the below figure.

Figure 11:- Alert message

5. Print filled Application – by Teacher Users

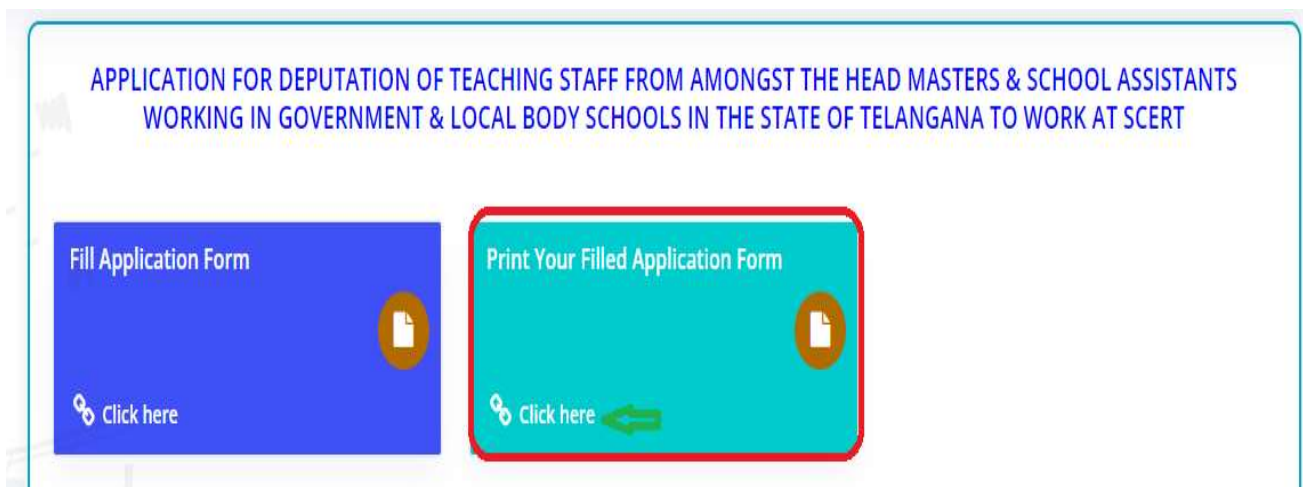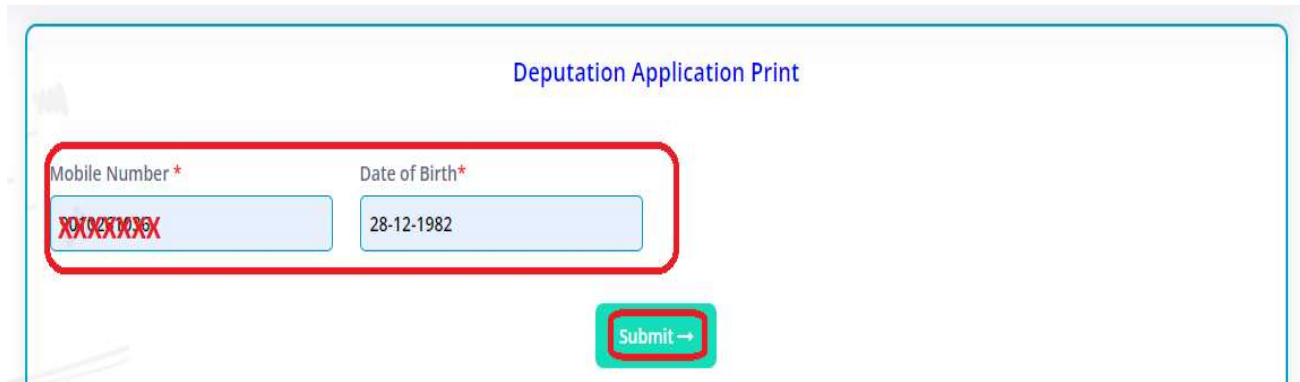- In Home Page Select Print your Filled Application Form as depicted in the below.

Figure 12:- Service Selection details

- Below Screen displayed enter Register mobile number, DOB and click on Submit as depicted in the below.

Deputation Application Print

Mobile Number *   Date of Birth*

XXXXXXXXX   28-12-1982

Submit →

Figure 13 :- Mobile and DOB details

Note: - On Successful Submission Filled application opens for Print /Download, take print for Hard copy.

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