

Department of School Education, TS

User Manual for

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

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 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.

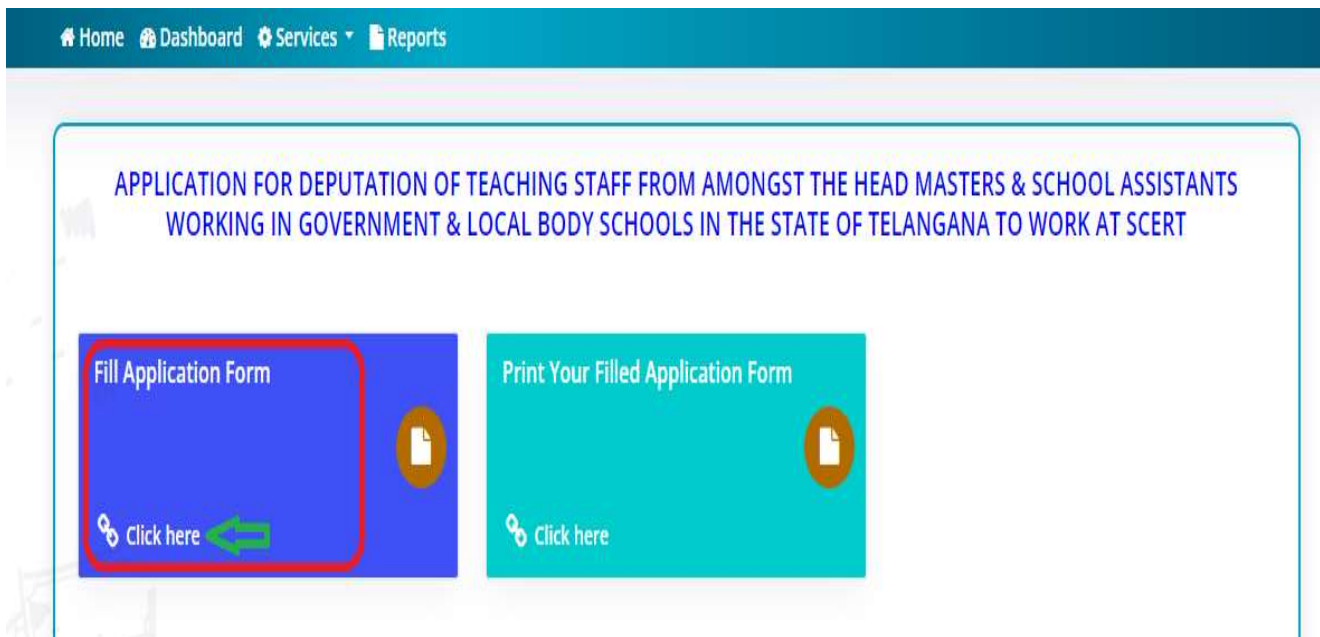


Figure 2 :Application details

- 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/TGREIS/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 *

Email Id*

PRESENT WORKING SCHOOL DETAILS:

District * Mandal* School *

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*

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

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

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.

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)

WEIGHTAGES:

Paper Publication / Presentation *

Authorship of Books *

Workshops Attended (State and National Level) *

District or State Level Teacher Training Sessions Handled *

National and Inter National Fellowships *

Text Book Writer *

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

Figure 3 : Module selection

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

APPLICANT DETAILS:

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

SHYAM 12/10/1975 School Assistant ~~XXXXXXXXXX~~

Email Id* ~~XXXXXXXXXX~~

PRESENT WORKING SCHOOL DETAILS:

District * Mandal* School * Date of Joining as School Assistant (on or Before 01.03.2014) *

JANGAON PALAKURTHI 36191101702-MPPS MANCHUPPUL 12/10/2006

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

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 Choose File Know Y...haar.pdf Mathematics(or its Allied Subjects) KU

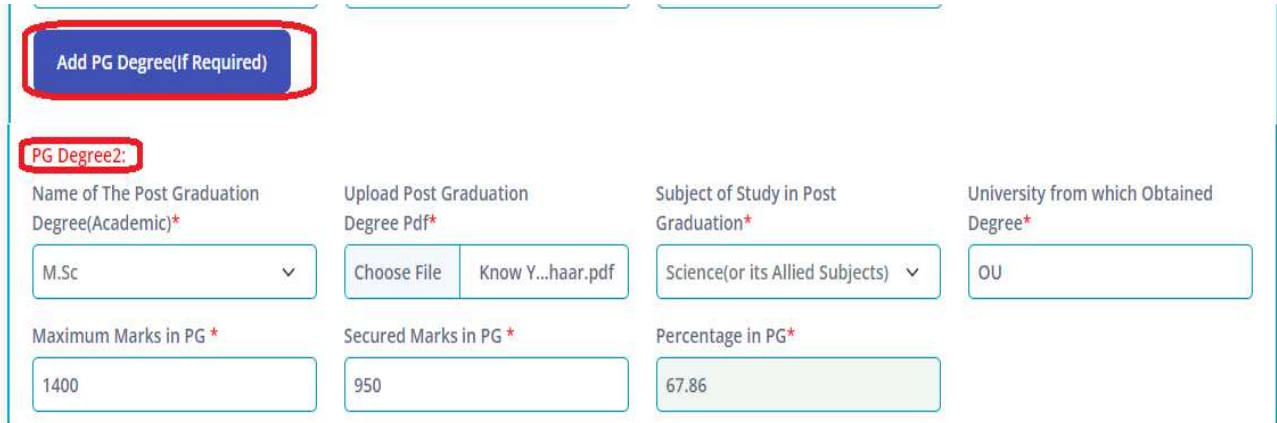
Maximum Marks in PG * Secured Marks in PG * Percentage in PG*

1400 900 64.29

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



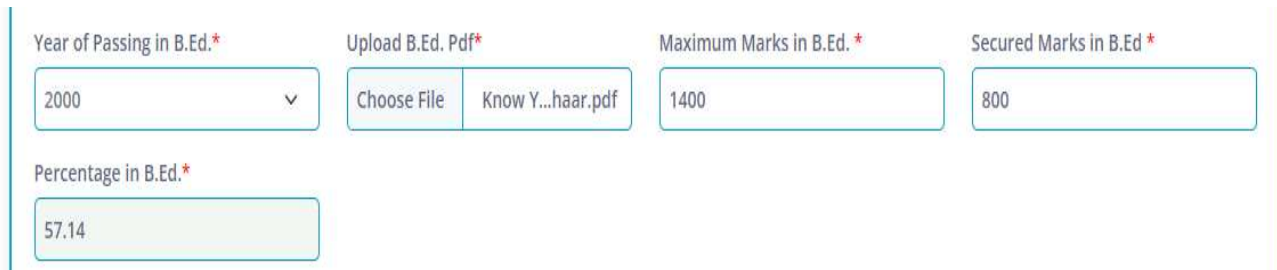
Add PG Degree(if Required)

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*
M.Sc	Choose File Know Y...haar.pdf	Science(or its Allied Subjects)	OU
Maximum Marks in PG *	Secured Marks in PG *	Percentage in PG*	
1400	950	67.86	

Figure 6 :More PG details

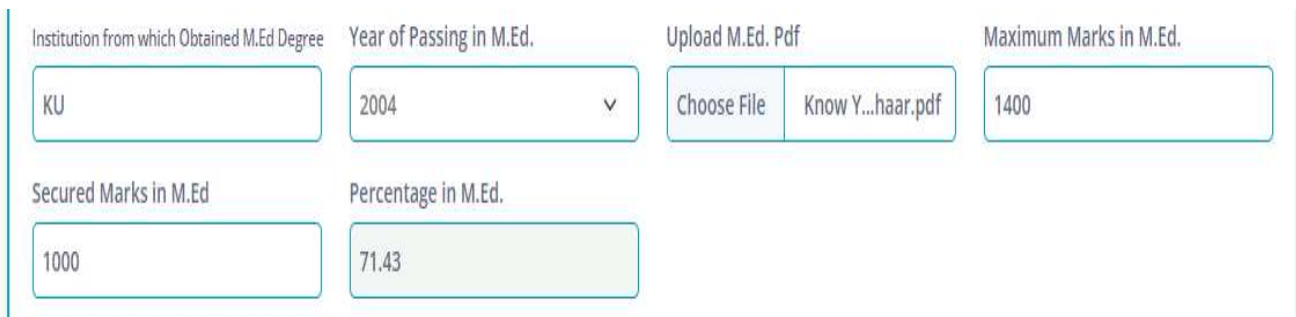
- Enter B.Ed. details as depicted in the below figure.



Year of Passing in B.Ed.*	Upload B.Ed. Pdf*	Maximum Marks in B.Ed.*	Secured Marks in B.Ed.*
2000	Choose File Know Y...haar.pdf	1400	800
Percentage in B.Ed.*			
57.14			

Figure 7:- B.Ed. details

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



Institution from which Obtained M.Ed Degree	Year of Passing in M.Ed.	Upload M.Ed. Pdf	Maximum Marks in M.Ed.
KU	2004	Choose File Know Y...haar.pdf	1400
Secured Marks in M.Ed	Percentage in M.Ed.		
1000	71.43		

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.

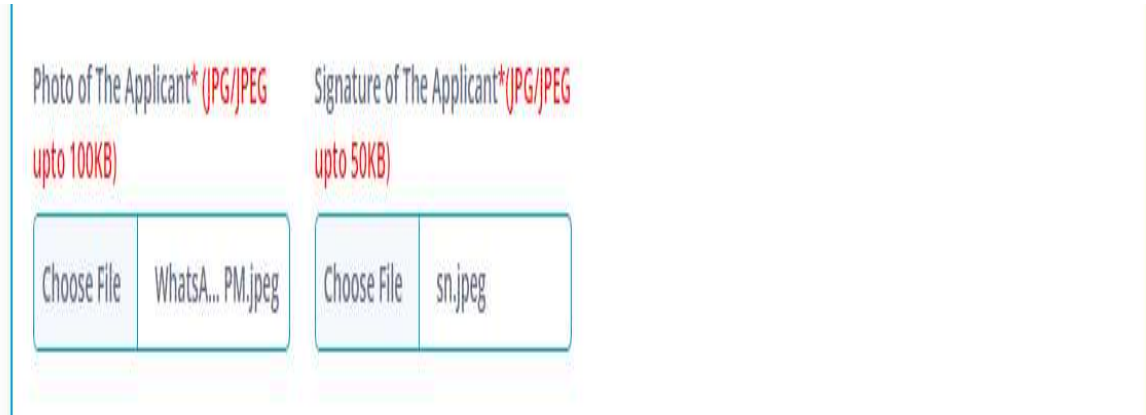


Figure 9:- Upload details

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

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 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.

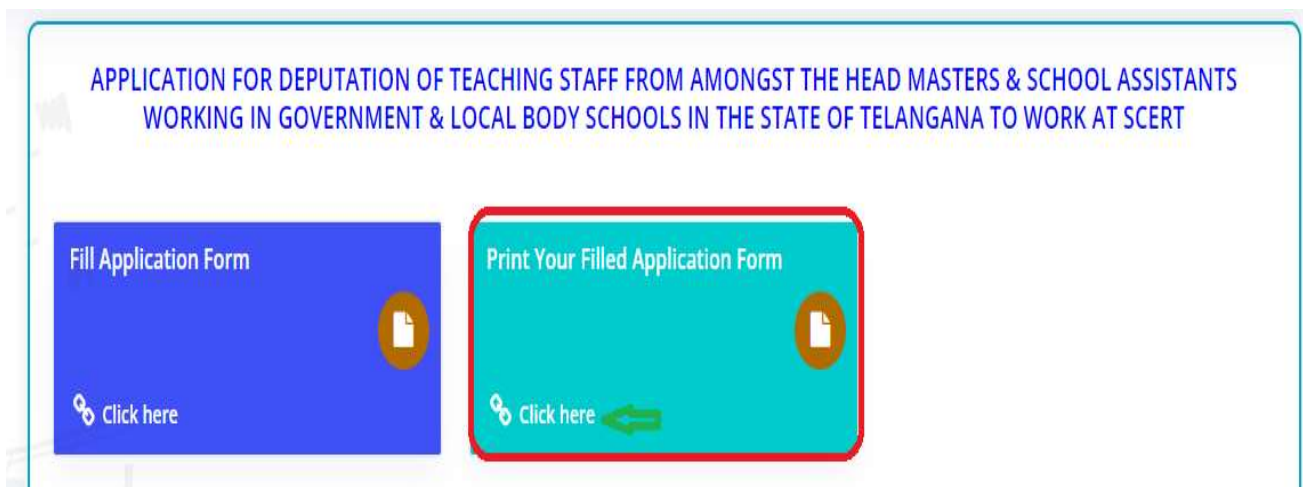
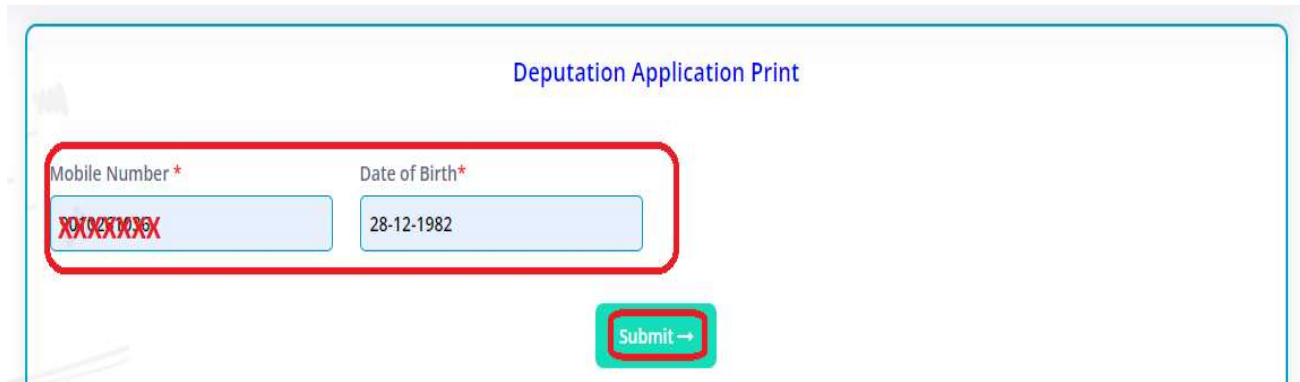


Figure 12:- Service Selection details

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



The screenshot shows a web form titled "Deputation Application Print". It contains two input fields: "Mobile Number*" and "Date of Birth*", both marked with a red asterisk. The Mobile Number field contains the text "XXXXXXXX" in red. The Date of Birth field contains "28-12-1982". Below these fields is a "Submit" button with a right-pointing arrow. A red rectangular box highlights the two input fields, and a green rectangular box highlights the Submit button.

Figure 13 :- Mobile and DOB details

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

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