General Instructions for Applicant:

Department of School Education & Literacy, Government of Jharkhand has initiated the 'Adarsh Vidyalaya Yojana' covering 4496 schools to be developed as best-in-class schools over the next five years in phased manner.

As part of that the Jharkhand Education Project Council. (A Govt. of Jharkhand Undertaking) is implementing the ICT Lab and Smart Class project in the state of Jharkhand.

Name of Projects in Jharkhand

1. **439 Adarsh Vidyalaya Projects. (Across 24 District)**
2. **131 AMC Project (Dhanbad, Giridih, Hazaribagh, Ramgarh, Chatra & Koderma)**
3. **627 ICT Project (Dumka, Deoghar, Jamtara & Giridih)**
4. **127 ICT Project (Dumka, Deoghar, Godda, Jamtra, Giridih, Dhanbad, Ranchi, Ramgarh)**
5. **254 ICT Project (Pakur, Godda, Dhanbad, Bokaro, Latehar)**

An **ICT Instructor** will be deployed in each school.

Schoolnet India Ltd (SIL) is inviting applications from eligible professionals to work as ICT Instructor in these schools across Jharkhand. They will be appointed as per the timeline of the Project requirement.

In consideration of the above mentioned requirement, SIL has initiated an intensive recruitment process for the interested candidate. They must complete online registration, written examination, interviews and training for the **ICT Instructor** post.

Candidates are advised to carefully read the points stated below before applying for the ICT Instructor post:

1. The ICT Instructor's engaged by SIL will be for this project only and the ICT Instructor at no time can stake any claim or have right to claim employment, damage, loss or compensation of any sort against SIL.

2. The ICT Instructor post as being offered by SIL is **not a Government Job**

3. **Interested Candidates can apply one time for this post through this online portal during the selection process only**

4. Once applied the application cannot be withdrawn

5. SIL reserves the right to reject or cancel any application of a candidate without giving any reason thereof

6. In case of any dispute/ambiguity that may occur in the selection process, SIL will be the authority of taking final decision

7. SIL reserves the right to verify the past employment or documents submitted by a candidate at the time of appointment or during the tenure of service. In case, it is detected at any stage of the employment that the documents submitted by the candidate are false or the candidate has suppressed relevant information, then the candidate's service will be terminated with immediate effect

8. In case of any inadvertent mistake in the process of selection, which may be detected at any stage of the selection process or even after the issue of appointment letter, SIL has the right to modify/ withdraw/ cancel any communication made to the candidates

9. All expenses incurred by the candidates for traveling, lodging and for meal during the selection and training process are to be borne by the candidates themselves and SIL shall not be liable to reimburse any such expenses incurred by the candidates

10. SIL shall not be taken responsible for any delay/loss caused due to technical reasons

11. Eligibility for the post of the ICT Instructor mentioned here. The Candidate should be

    i. Graduate in any discipline with minimum one year PGDCA.(**Only university PGDCA certificate will be consider**)

    OR

ii.   Graduate in any discipline with at least one year duration of PG Diploma in Advance computing/PG Diploma in AI/PG Diploma in IT Infrastructure, System and Security/PG Diploma in Computer Science and Engineering/PG Diploma in System Software Development/PG Diploma in Internet of things/PG Diploma in Embedded system design. (combination of above PG diploma may also be considered for calculating one year duration)/Any other PG Degree/Diploma course related to Computers/IT.

OR

iii.   Polytechnic Diploma in Computer Science & Engineering/Information Technology

OR

iv.   **Passed 'O' Level/A Level/B Level** or higher level course of National Institute of Electronics & Information Technology (DOEACC Society)

OR

v.   Graduation/Post Graduation with one of the compulsory subject of Computer Application/ Science/Information technology

OR

vi.   MCA / BCA / BSc. IT/ B.E./ B.Tech/ M.tech

==Note : All degrees/Diplomas/Certificates must be from the recognized university/Central or State Govt. institutions/U.G.C. Affiliated Institution/AICTE approved institution/State Board of Technical Education affiliated Institutes/NSDC Affiliated Institute/NSDC Training Partners./C- DAC/National Institute of Electronics & Information Technology centers.==

vii.   **Candidates having the above-mentioned qualification along with the below mentioned knowledge will have added advantage in the selection process**

- Well versed in basic computer operations
- Experience in teaching/software development/technical consultancy (software/hardware)
- Well aware about ICT in School education and in using Various ICT Tools (e.g.- GeoGebra (For Maths), Stellarium, PhET Simulation, Kalzium (For Science), Open Street Map and Marble (For Geography), Free Mind (Concept mapping tools), Content Management System/Solution (CMS)/ Learning Management System (LMS) etc.

12.   Gist of the of the ICT Instructor's responsibility at the project school is given below:

i.   The ICT Instructor will be responsible for computer education of students, maintaining the hardware, software and accessories at the schools as well as aiding the teachers in the use of the IT/ICT infrastructure.

ii.   To train students on IT skills as per the school syllabus and timetable

iii.   To train Teachers of the School regarding the use of ICT in education and support teachers in using Various ICT Tools (e.g.-GeoGebra (For Maths), Stellarium, PhET Simulation, Kalzium (For Science), Open Street Map and Marble (For Geography), Free Mind (Concept mapping tools), Content Management System/Solution (CMS)/ Learning Management System (LMS) etc

iv.   On the spot training and hand holding of the teachers to enable the teachers to use the computers for computer teaching & also using educational e-content for Computer Aided Learning

v.   To keep all the hardware, software, internet services, wi-fi, etc. in operational condition

vi.   MIS of ICT Scheme

vii.   Give training to all teachers of schools and students on how to use e-content (as provided by

department) for classroom teaching.

viii. Ensure 100% uptime of the installed hardware and software in the ICT lab

ix. Timely coordination and follow up with the Project Helpdesk for any hardware or software related problem to ensure the resolution within the stipulated time

x. Preparation and updating of all records and reports related to the lab on daily basis

xi. Maintaining registers as provided by SIL for the smooth running of the project

13. Important Note:

The tenure of employment will be for a period of 1 Year and shall be renewable on annual basis with consideration of satisfactory performance until the **completion or 5 years** of the project period.

All ICT Instructor will be paid the below monthly CTC (Cost to company) as per following table-

Year of Implementation/ execution	Minimum Monthly Gross Salary under 439 AV Project		
	For Schools Covered under 80 SoEs	For Schools Covered under 325 Block Level Adarsh Vidyalaya	For Schools Covered under 34 English Medium Model Schools
1st Year	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-
2nd Year	Rs. 10,000/-	Rs. 10,000/-	Rs. 10,000/-
3rd Year	Rs. 11,000/-	Rs. 11,000/-	Rs. 11,000/-
4th Year	Rs. 11,000/-	Rs. 11,000/-	Rs. 11,000/-
5th Year	Rs. 12,000/-	Rs. 12,000/-	Rs. 12,000/-

*** PF will be deducted from CTC and ESIC as and where applicable.

Year of Implementation/ execution	Minimum Monthly Gross Salary under 627+127 ICT Project	Minimum Monthly Gross Salary under 130 ICT Project	Minimum Monthly Gross Salary under 254 ICT Project
1st Year	Rs. 10,500/-	Rs. 10,500/-	Rs. 11,500/-
2nd Year	Rs. 11,000/-	Rs. 11,000/-	Rs. 12,000/-
3rd Year	Rs. 11,500/-	Rs. 11,500/-	Rs. 12,500/-
4th Year	Rs. 12,000/-	Rs. 12,000/-	Rs. 12,500/-
5th Year	Rs. 12,500/-	Rs. 12,500/-	Rs. 13,000/-

*** PF will be deducted from CTC and ESIC as and where applicable

Step-by-step selection process for the post of ICT Instructor is given below:

Stage	Stage during the Evaluation Process	Processes within the Stage	Outcome/Result
Stage 1	**Online Application by Candidate**	**Click on the Candidate Registration form** button given on the website homepage A Candidate Application Form will open, and the candidate has to fill in necessary details such as: Name, Date of Birth, Father's Name, Gender, Present Address, Permanent Address, E-Mail ID, Mobile Number, Marital Status, Pan Card No and Aadhar Card Number The Candidates have to upload the following documents with max. file size of 10 mb in jpg/pdf format while applying: Recent Passport size Colour Photograph Voter card/Aadhar card/Driving license/10th Class Certificate as Date of Birth Proof Graduation Completion Certificate PGDCS certificate related to IT/Computer for minimum 1 Year duration (Only university) Work Experience certificate (minimum 1 year) if available The candidate needs to select maximum 3 blocks in his/her district in accordance in his/her preference (Final allocation of the blocks to the selected candidates is subject to availability) Once the candidate fill up the form and upload the data, candidate will receive an email confirming the completion of the registration process. **For any Assistance during the registration process, candidates may contact at :** **06513521300 between 9AM – 6PM or** **E-Mail: SNET.JharkhandHelpDesk@schoolnetindia.com**	**Candidate Application ID**
Stage 2	**Document Verification and Validation**	The document verification and validation is involved with checking the authenticity of the documents uploaded by the candidate * In case the number of applications received exceeds 300% for a given vacancy then a Merit List shall be prepared district wise.	**List of Qualifying Candidates**

Stage 3	Issuance of Admit Card	In this stage Admit Card will be issued to qualified candidates for Written Examination Admit Cards will be sent to the E-Mail address of the candidates that have been shared by them at the time of form fill up. Please provide a **valid E-Mail ID** in the application form	**Admit Card for Written Examination for Qualifying Candidates**
Stage 4	Technical Competency based Written Examination	The Technical Competency based written examination will be held for 25 marks (50 questions) The questions will be a mix of Objective type and Descriptive type in IT and General Aptitude Written examination duration is 25 minutes	**List of qualified Candidates for Technical Competency based Written Examination**
Stage 5	Technical Interview	The Technical Interviews shall be conducted by an expert panel and the candidates will be evaluated on the basis of their technical knowledge levels and practical applications using computers	**List of qualified Candidates for Technical Interview**
Stage 6	Interview and Document verification by JEPC	Selected candidates from the **Stage 5** will have to go through a training program covering the Introduction of Organization (SIL) and the Project activity familiarization. The training will also be included the preparation for the Interview and document verification that will be arranged by the Jharkhand Education Project Council	**List of candidates for the Interview and document verification by JEPC**
Stage 7	Documents for candidate after joining	Final Selected Candidates from Interview will be issued Work order for 3 months only.	**Work order for selected candidates**

Stage 8	Training Program for the ICT Instructors	Candidates will have to undergo an extensive training program at a centralizedlocation in the state or district.
		After joining 90 days & above, the agency will provide online and offline induction training to the selected candidates.
		
		1. The training program shall focus on the following aspects as given below:
		   a) Roles and Responsibilities including maintenance of the ICT Lab, generating reports and recordsProject Hardware related Training including practical application
		   b) Planning and Imparting Computer Education in collaboration with the School Authorities Soft Skills including Attitude, Classroom Management, Behavior, Formal Dressing Attire, etc
		   c) Mock Sessions and Role Play , Multimedia Content for Computer aided Learning
			Training for the list of candidates selected SNET final Interview

Stage 9	Candidate's Job responsibilities on at the time of Job Training (OJT)	1. To Impart Computer teaching to the students of using the ICT infrastructure setup under this project. 2. To maintain his/her daily diary as teacher's diary and students' attendance register separately. 3. To be responsible for protecting the property/asset of the Company as entrusted in discharging the duties and shall be indemnified by the Company for the loss/damage of any kind to the property/asset.	Job responsibilities of the candidates
Stage 10	Candidates Confirmation by JEPS	After 90 days and above the candidates are required to appear for the Final Interview wherein the candidate will be evaluated for the Behavioral Traits such as - Attitude, Communication Skills, Confidence etc. The Final Evaluation done by JEPC shall be the deciding factor in Selection or Rejection of a candidate	List of Final CandidatesConfirmed by JEPC
Stage 11	Disqualified Candidates	1. Disqualified candidate - fails to qualify the Skill Test Verification & Document verification 2. Absent at the time of verification will immediately be discontinued from the School by Agency 3. Disqualified candidates will not be eligible to join school as ICT Instructor through schoolnet/Other agency within 6 months of discontinuation. 4. Agency have write to discontinue any candidate as per agency policy/ appraisal process	List of Final Disqualified Candidates Confirmed by JEPC
Stage 12	Offer Letter and Joining Formalities	After the final confirmation by the JEPC of the selected candidate after 90 days or above engaged in the school and undergone induction training program, the finalized Candidates as confirmed by JEPC will be offered final employment letter and the joiningformalities will be completed along with PF, ESIC documentation	Deployment of School Coordinator in School