

PROCEEDINGS OF THE COMMISSIONER SCHOOL EDUCATION & EX-OFFICIO
STATE PROJECT DIRECTOR, SAMAGRA SHIKSHA, TELANGANA,
HYDERABAD

Present: Sri. T. Vijaya Kumar, I.A.S.,

Proc.Rc.No. 2019/SS/T4/2019,

dt:06.11.2019.

Sub:-TSS- Hyderabad- Filling up vacancies MIS-Coordinators in MRC/ DEO in MRC/ System analyst, Assistant Programmer & Data Entry Operator in O/o DEOs & EO-District Project Officer, and IERPs at Mandal Level on Contract/Outsourcing basis in Samgara Shiksha - Eligibility criteria and Guidelines-Communicated-Reg.

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All the District Educational Officers & EO DPO,SS, in the State are informed that it is decided to invite online applications from eligible candidates for filling up vacancies of MIS-Coordinators in MRC/ Data Entry Operator in MRC/ System analyst, Assistant Programmer & Data Entry Operator in O/o DEOs & EO-District Project Officer, and IERPs at Mandal Level on Contract/Outsourcing basis in Samgara Shiksha project.

Further they are informed that the online examination will be conducted for the above posts. The eligibility criteria, qualifications and other information will be available in the website www.samagrashiksha.telangana.gov.in from 15.11.2019.

The guidelines, eligibility criteria, qualifications are communicated herewith for taking necessary action and to hoist in the designated website.

Encl:As above

Sd/-T.Vijaya Kumar
Commissioner School Education &
Ex-Officio State Project Director

To

All the District Educational Officers & EO DPO,SS, in the State.

// T.C. Attested //


Administrative Officer

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SAMAGRA SHIKSHA, TELANGANA, HYDERABAD

ELIGIBILITY CRITERIA AND GUIDELINES FOR THE POST OF MIS-CO-ORDINATORS, DATA ENTRY OPERATORS IN MRCs, SYSTEM ANALYST, ASSISTANT PROGRAMMER & DATA ENTRY OPERATORS IN O/o DEOs & EO-DPOs AND INCLUSIVE EDUCATION RESOURCE PERSONS IN MANDALSTO WORK ON CONTRACT/OUTSOURCING BASIS

1. Applications are invited through Online from qualified candidates for filling up vacancies of MIS-Coordinators in Mandal Resource Centers/Data Entry Operators in District Project Office and Mandal Resource Centers / System analyst at District Project Office /Assistant Programmer/Inclusive Education Resource Persons at Mandal Level purely temporarily on contract/outsourcing basis. Application format will be available in Samagra Shiksha Website www.samagrashiksha.telangana.gov.in

Availability of eligibility criteria and guidelines in www.samagrashiksha.telangana.gov.in website	15.11.2019
Submission of Applications online	18.11.2019 to 23.11.2019
Downloading of Hall Tickets	2 nd week of December, 2019
Written Examination(online)	

2. The **State Project Director** reserves the right to conduct the Examination either COMPUTER BASED RECRUITMENT TEST (CBRT) based Examination in objective type for filling up of vacancies of following category of the Posts
 - a. MIS-Coordinators
 - b. Data Entry Operators
 - c. System analyst
 - d. Assistant Programmer
 - e. Inclusive Education Resource Persons.
3. The candidates must read instructions thoroughly before filling Online applications.
4. The candidates who possess requisite qualification may apply online by satisfying themselves about the terms and conditions of the Test. The number of vacancies are subject to variation on intimation being received from the District Educational Officers concerned i.e., competent authority.
5. Educational Qualifications: Applicants must possess the qualifications as prescribed for the post from a recognized University/Institution as specified at item (16) Qualifications.
6. Selection of candidates shall be on the basis of marks secured in the Written Examination by following rule of reservation.
7. The Candidates who have obtained Degrees through Open Universities / Distance Education mode are required to have recognition by the University Grants Commission / AICTE / Distance Education Council as the case may be. Unless such Degrees are recognized by the relevant Statutory Authority, they will not be accepted for purpose of Educational Qualification. The onus of Proof of

recognition by the relevant Statutory Authority that their Degrees / Universities have been recognized rests with the Candidate.

8. Age:

Age limit is below 34 Years as on 01.07.2019.(5) Years relaxation is given in case of SCs/STs/BCs and (10) years in case of Physically Challenged Persons(PH vacancies shall be converted to open).

9. Centres For The Online Examination:

- a. The Examination will be held at the Centres located at STATE Head Quarters (Hyderabad).
- b. The Commissioner School Education & Ex Officio State Project Director reserve the right to allot candidates to any Centre other than the Centre chosen by the applicant or to abolish / create a new Centre at District Headquarters for administrative reasons. Request for change of the Centre will not be entertained.

10. How To Apply:

- a. The Candidate has to visit the Samagra Shiksha Website www.samagrashiksha.telangana.gov.in and fill the application duly following the guidelines at the time of registration. While filling the application form, the candidates have to ensure that there are no mistakes in it.
- b. Applicants are solely responsible, for any discrepancy in Bio-data particulars while submitting the application form through Online. The applicants are therefore advised to strictly follow the instructions before submitting the application.
- c. The particulars furnished by the applicant in the Application Form shall be taken as final and the applications are processed, based on these particulars only. Candidates should, therefore, be very careful in Uploading / Submitting the Online Application Form.
- d. Applicants should be careful while uploading / submission of Application Form, duly satisfying their eligibility for the examination. Ensure that no relevant columns in the application should be left blank, if so their application form will not be accepted.
- e. The candidates who are applying for more than one post, have to submit separate application and payment of fee separately for the post they are applying. Further the candidates have to take into consideration of examination sessions before applying for any post.

Exam Session	Post
I	MIS Coordinator
II	IERP, Data Entry Operator
III	Assistant Programmer, System Analyst

11. General Provisions:

- a. Applicants shall compulsorily fill-up all relevant columns of application and submit application through website only. The particulars made available in the website shall be processed and the eligibility will be decided in terms of notification.
- b. The applications submitted through online in the prescribed proforma available in the website within the stipulated time will only be considered.
- c. Applicants must upload his/her scanned photograph (Passport Size) and signature through J.P.G format. (3.5x4.5 mb).
- d. The applicants should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
- e. All the essential certificates issued by the competent authority of Telangana State shall compulsorily be kept with the applicants to produce as and when required to do so. Failure to produce the required certificates on the day of verification will lead to disqualification.
- f. Mere submission of application or appearing for the exam do not confer any right to the candidate for considering his/her engage in to the Project. The candidature is therefore, provisional at all stages and Commissioner, School Education & EO-State Project Director, Samagra Shiksha, Telangana, Hyderabad reserves the right to reject the candidature at any stage of the process.
- g. The claim of the candidates with regard to the date of birth, educational / technical qualifications, experience and community are accepted only provisionally on the information furnished by them in their application form and is subject to verification and satisfaction of the Competent Authority. Mere admission to any test or inclusion of the name of a candidate in a Merit List will not confer on the candidate any right to engage on contract basis. The candidature is therefore, provisional at all stages and the **State Project Officer/District Educational Officers** reserve the right to reject the candidature at any stage of the process.

- h. The information if any furnished by the candidate subsequently in any form will not be entertained under any circumstances. If any lapse is detected during the scrutiny, the candidature will be rejected at any time.
- i. Unit of Recruitment : New District
- j. Application Fee (nonrefundable) : Rs.600/-
- k. The following certificates must be kept ready by the candidates for the purpose of verification and also at the time of making online application.
- i) Aadhar card.
 - ii) Proof of Educational Qualifications.
 - iii) Date of Birth Certificate / S.S.C
 - iv) School Study Certificate
 - v) Local Scheduled Area Certificate (Candidates hailing from Agency Area) wherever applicable. The following Certificates should be obtained from Govt. of Telangana State in prescribed proforma for the purpose of verification.
 - vi) Community Certificate issued by the competent authority.
 - vii) Certificate of Residence / Nativity (where the Candidates have not studied in School / Private Study).
 - viii) The following Certificates (whichever is applicable) should be obtained from Competent Medical authority for the purpose of verification.
 - a) Medical Certificate for the Blind
 - b) Certificate of Hearing Disability and Hearing Assessment
 - c) Medical Certificate in respect of Orthopedically Handicapped Candidates

12. Important Legal Provisions Governing The Test Process:

- a. Vacancies: The test process is not made on the vacancies available but the services of the candidates would be drawn from merit list as per the need/requirement in the concerned district to engage them on contract basis duly following rule of reservation.
- b. The District Educational Officers are also empowered to invoke the penal provisions in force.
- c. Caste & Community: Community Certificate issued by the competent authority (obtained from Government of Telangana State) in terms of G.O.Ms No. 58, SW (J) Dept., dt: 12/5/97 read with G.O. Ms. No. 5 Scheduled Castes Development (POA.A2) Dept., Dt. 08/08/2014, G.O. Ms. No. 11 Scheduled Castes Development (POA.A2) Dept., Dt. 17/09/2014 and G.O. Ms. No. 2 Scheduled Castes Development (POA.A2) Dept., Dt. 22/01/2015 should be submitted at appropriate time in respect of SC & ST Candidates. In respect of candidates belonging to Backward Classes are required to produce Community Certificate (BC-A, BC-B, BC-C, BC-D& BC-E) from Competent Authority i.e., from

Tahsildars in the State of Telangana not below the rank of Deputy Tahsildar through E-seva/ Mee-seva (G.O. Ms. No. 16 BCW(OP) Dept., Dt. 11/03/2015) and orders and instructions issued by the Government from time to time. No person who professes a religion different from Hinduism shall be deemed a member of Schedule Caste. BC's, SC's and ST's belonging to other states are not entitled for any kind of reservation.

13. Reservation:

- a. Rule of Reservation will be applicable.
- b. Only local tribes are eligible for the posts in the agency area.
- c. Reservation to the Local candidates will be applicable. The candidates claiming reservation as Local candidates shall obtain the required Study Certificates (from Class IV to Class X or SSC) (OR) Residence Certificate in the Proforma only for those candidates who have not studied in any Educational Institutions as the case may be. The relevant certificates may be got ready with authorized signature and kept with the candidates to produce as and when required.
- d. The Local Candidature will be based on new districts only.

14. Criteria for consideration: The consideration for engaging the services will be based on the marks and merit in the Exam. Those candidates who qualify as per minimum qualifying marks and order of merit for consideration will be called for verification of Certificates, Community and Category wise as per the need/requirement.

15. The minimum qualifying marks for consideration are OCs 40%, BCs 35% SCs, STs and PHCs.

16. Qualifications:

Sl. No.	Name of the Post	Qualifications
1	MIS Coordinator	B.Sc., (Computer Science) and PGDCA (OR) BSc (MPC) and PGDCA (OR) BCA with MS Office.
2	Data Entry Operator	Any Degree and DCA with MS Office.
3	System Analyst	B.com/M.com with tally accounting package
4	Assistant Programmer	MCA/B.Tech (Computer Science), MSc (Computers) having with oracle knowledge
5	Inclusive Education Resource Persons (IERPs)	Intermediate with Diploma in Special Education or Degree with B.Ed (Special Education)

17. (i) **Selection Procedure for All Posts Except IERPs:**

(A) Scheme of Exam consists of Part-I and Part-II

Part-I-	(50) Marks Objective - (Questions with multiple choice each question carrying one mark)
Part-II	(50) marks(Part-II) (50 Questions Objective each Question carrying one mark)

(B) Syllabus :

Part – I (Objective) for all posts

1. General Awareness (10 Marks).
2. General English (20 Marks).
3. Knowledge on SamagraShiksha, Sailable features of Scheme of Govt. of India with special reference to Right to Education and the functioning of Kasturba Gandhi Balika Vidyalaya (KGBV), National Programme for Girls at Elementary level or such similar schemes of Govt. of India/State Govt. focusing on Gender issues. (20)

Part – II

Objective (50 Marks)(Post specific to each post) as per Annexure-I.

(C) Medium of Question Paper: English

(D) The duration of the examination will be 2 Hours 30 Minutes.

(E) Centre of examination, date and time will be intimated in the Hall Ticket.

17 (ii) **Selection Procedure for the post of Inclusive Education Resource Person:**

(A) Scheme of Exam and Syllabus is shown in Annexure-II

(B) Medium of Question Paper: English

(C) The duration of the examination will be 2 Hours 30 Minutes.

(D) Centre of examination, date and time will be intimated in the Hall Ticket.

Sd/-T.Vijaya Kumar
Commissioner School Education
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Samagra Shiksha, Hyderabad

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ANNEXURE-I

Sl. No	Name of the Post	Syllabus
1.	MIS Coordinator	<ol style="list-style-type: none"> 1. MS Word <ol style="list-style-type: none"> a. Difference between MS – WORD versions b. The Microsoft Word Title Bar c. The Microsoft Word Menu Bar d. Microsoft Word Toolbars e. The Ruler f. Document View g. Text Area h. Exiting Microsoft Word i. Bullets & Numbering j. Tables k. Mail Merge l. Charts m. Header & Footers n. Page Borders o. Macros 2. MS Excel <ol style="list-style-type: none"> a. The Excel Ribbon b. Move around an Excel Worksheet c. Issue Excel Commands d. Select Cells e. Enter Data f. Edit a Cell g. Save an Excel Workbook h. Close an Excel Workbook and/or Exit Excel i. Formulas j. Functions k. Formatting Data <ol style="list-style-type: none"> l. Conditional Formulas m. Sort & Filter Data n. Data Grouping & Ungrouping o. Tables p. Pivot Tables q. Graphs 3. MS Access <ol style="list-style-type: none"> a. Objects b. Tables c. Data Types d. Explicitly Assign Data Types and Formats e. Design View f. Lookup Column g. Working with Microsoft Access Tables h. Sorting, Filtering, and Creating

		<ul style="list-style-type: none"> Relationships <ul style="list-style-type: none"> i. Creating Microsoft Access Queries j. Creating Forms k. Creating Reports 4. Power Point <ul style="list-style-type: none"> a. Creating Presentations b. Implement Animations 5. Web <ul style="list-style-type: none"> a. What is Internet b. E-Mail c. FTP & Telnet d. What is HTML e. HTTP & HTTPs f. URL & URI g. Web Browser & Web Server h. Hyperlink 6. GIS
<p>2.</p>	<p>Data Entry Operator</p>	<ul style="list-style-type: none"> 1. MS Word <ul style="list-style-type: none"> a. Difference between MS – WORD versions b. The Microsoft Word Title Bar c. The Microsoft Word Menu Bar d. Microsoft Word Toolbars e. The Ruler f. Document View g. Text Area h. Exiting Microsoft Word i. Bullets & Numbering j. Tables k. Mail Merge l. Charts m. Header & Footers n. Page Borders o. Macros 2. MS Excel <ul style="list-style-type: none"> a. The Excel Ribbon b. Move around an Excel Worksheet c. Issue Excel Commands d. Select Cells e. Enter Data f. Edit a Cell g. Save an Excel Workbook h. Close an Excel Workbook and/or Exit Excel i. Formulas j. Functions k. Formatting Data l. Conditional Formulas m. Sort & Filter Data n. Data Grouping & Ungrouping o. Tables p. Pivot Tables q. Graphs

		<ul style="list-style-type: none"> 3. Power Point <ul style="list-style-type: none"> a. Creating Presentations b. Implement Animations 4. Web <ul style="list-style-type: none"> a. What is Internet b. E-Mail c. FTP & Telnet d. What is HTML e. HTTP & HTTPs f. URL & URI g. Web Browser & Web Server h. Hyperlink 5. GIS
3.	System Analyst	<ul style="list-style-type: none"> 1. MS Word 2. MS Excel 3. MS Access 4. Power Point 5. Tally, ERP 9 6. Maintenance of Accounts 7. Auditing 8. Topics covered under M.com
4.	Assistant Programmer	<ul style="list-style-type: none"> 1. Oracle & Excel- Sql Statements & extraction of data from source database. 2. Web Browser & Online Google & Excel Sheets development 3. Website Development – Static websites 4. MS-Word- letter preparation, proceedings, GOs, judgments 5. MS- Excel- Salary bill preparation, student Data base preparations, function, Pivot Table 6. MS-Power point- Preparation of PPT with animation & pictures 7. Networking LAN connection establishment internet connections establishment 8. Software installation – Oracle 11G, MS office, Windows 10/7, Mother Drivers 9. Unplugging & plugging of Desktop 10. Usage of Social Media & Download / uploading of Big Datas 11. Notes preparation of Review meeting (Designing of Cover pages, Border Alignments) 12. Preparation of Education Development Index – GER , NER, Dropout rates. 13. Teaching Skills for ICT & CAL and software issues explaining to subordinates/ higher authorities 14. Data Bugs identification, Validation fixing Errors Following Office Manual.

4.	Inclusive Education Resource Persons (IERPs)	As per Annexure-II
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Commissioner School Education
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ANNEXURE- II

Scheme of Examination and Syllabus for the post of Inclusive Education Resource Person:

Sl.no.	Subject	Syllabus	No. of Questions	No. of Marks
1.	General Knowledge & current Affairs	-	20	10
2.	Perspectives in Education	As per Annexure-III	20	10
3.	Language –I (Indian Languages)	The syllabus for Language I & II shall be based on proficiency in the language, elements of language, communication & comprehension abilities- standard upto Secondary Level (X class)	18	9
4.	Language –II (English)		18	9
Content				
5.	Mathematics	Telangana State syllabus from classes I to VIII with difficulty standard as well as linkages upto class X level	18	9
6.	Science *		18	9
7.	Social Studies **		18	9
8.	Teaching Methodology (Strategy papers)	D.Ed. to T.S. Syllabus	30	15
Total			160	80

Note: * Science includes Science content of Environmental Studies (EVS) (Class I – V), General Science Classes VI & VII) and Physical Science & Bio Science (Class VIII)

** Social Studies included Social Studies Content of Environment Studies (EVS), (Classes I- V) And Social Studies (Class VI-VIII)

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ANNEXURE- III

PERSPECTIVES IN EDUCATION

1. Education: Meaning, Aims of Education, Functions of Education, Types of Education; Constitutional Provisions, important articles and their Educational implications for General and disabled population; Universalization of Elementary Education - Schemes and Programmes to achieve UEE like OBB, APPEP, DPEP, SSA, Open schools, Mid-day-Meals; Recommendations of various committees and commissions during preindependent and post-independent period.
2. Teacher Empowerment: Meaning, interventions for empowerment, Professional code of conduct for teachers, Teacher motivation, Professional development of Teachers and Teacher organizations, National / State Level Organizations for Teacher Education, Maintenance of Records and Registers in Schools.
3. Educational Concerns in Contemporary India : Inclusive Education: Conceptual Clarification and Definition, Prevalence, Myths & Facts, Characteristics, Classification & Types, Importance of Early Identification and Assessment, Planning Inclusive Education, Programming and Classroom Management in Inclusive Education, Evaluation, Documentation and Record Maintenance, Psycho-Social management, Awareness & Sensitization Strategies; Environmental Education: Concept, Objectives of Environmental Education, Environment and Natural Resources; Environmental Pollution – causes and effects and measures for the protection of environment, Development of Environmental Values through Environmental Education. Literacy: Saakshar Bharat Mission, National Programme for Education of Girls at Elementary Level (NPEGEL) School Health Programme, Disaster Management, Population Education, Adolescence Education and Life Skills, Liberalization, Privatization and Globalization, Value Education
4. Acts / Rights : Right of Children to Free and Compulsory Education Act, 2009 and Andhra Pradesh Right of Children to Free and Compulsory Education Rules 2010, Child Rights, Human Rights
5. National Curriculum Framework, 2005 : Perspective, Learning and Knowledge, Curricular Areas, School Stages and Assessment, School and Classroom Environment, Systemic Reforms.

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