

# TELECOMMUNICATIONS CONSULTANTS INDIA LTD.

(A Govt. Of India Enterprise)

## Detail Advertisement for Empanelment of ICT Instructor

Telecommunications Consultants India Ltd. (TCIL) is an ISO 9001:2015 certified fast growing multinational Public Sector Organization under the Ministry of Communications, Govt. of India. TCIL is operating globally to provide world-class technology and Indian expertise in all fields of Telecom, Civil and IT.

TCIL has been awarded the work of maintenance Services of computer and related equipments at ICT Labs of selected Schools and Providing Computer Education Services (manpower, internet, consumables etc.) under Zone-1 for a period of 3 years by JPEC under the MoU dated 18.01.2023 and for the partial fulfilment of its obligations and as mandated under the said MoU, it intends to empanel qualified and experienced candidates to be deployed as **ICT Instructor**. TCIL shall be sharing a list of shortlisted candidates with JPEC for their approval and after such approval the panel will remain valid for a period of three year from date of approval. The services of such candidates on the panel may be availed purely on contractual basis, as and when vacancy arises in the school for the requisite period up to a maximum period of three years. This panel shall also be used to provide services on temporary basis in case there arises any requirement due to leave or any other reason. However, the actual deployment, continuation of such deployment of the empaneled candidates shall be at the approval and sole discretion of JPEC.

The details of empanelment are given below.

No. of Post	: 88 ICT Instructors in Jharkhand.
Details of vacancy	: To prepare a panel for the post of <b>ICT Instructor</b> for the selected schools located in Villages and Gram Panchayats in the <b>District of Bokaro, Sahibganj, Godda, Pakaur, Dumka, Jamtara and Deoghar</b>
Consolidated Emoluments including employee and employer share for PF, ESI, bonus, insurance, security etc. and all other applicable components:	1st Year Rs. 10,000/- P/M (Consolidated amount including employee and employer share for PF, ESI, bonus, insurance, security etc. and all other applicable components)  2nd year Rs. 10,500/- P/M (Consolidated amount including employee and employer share for PF ESI, bonus, insurance, security etc. and all other applicable components)  3rd Year Rs. 11,000/- P/M(Consolidated amount including employee and employer share for PF, ESI, bonus, insurance, security etc. and all other applicable components)
Minimum Qualification	: <ul style="list-style-type: none"><li>• Graduate in any discipline with minimum one year PGDCA OR</li><li>• Graduate in any discipline with at least one year duration of Certificate/Diploma/Advance Diploma in Computer Application/Computer Science/PG Diploma in Advance computing/PG Diploma in AI/PG Diploma in IT Infrastructure, System and Security/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 diploma may also be considered for calculating one year duration) OR</li></ul>

	<ul style="list-style-type: none"> <li>• Polytechnic Diploma in Computer Science &amp; Engineering/Information Technology</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Passed ‘O’ Level/A Level/B Level or higher level course of National Institute of Electronics &amp; Information Technology (DOEACC Society)</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• Graduation/Post Graduation with one of the compulsory subject of Computer Application/Science/Information technology</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• MCA / BCA / BSc. IT/ B.E./ B.Tech/ M.tech</li> </ul> <p>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 &amp; Information Technology centers.</p>
Desirable Qualification / Preferential Qualification	<ul style="list-style-type: none"> <li>• B.Ed/Me.Ed will be preferred.</li> <li>• Well versed in basic computer operations.</li> <li>• 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.</li> <li>• Candidate having Experience in teaching/software development/technical consultancy (software/hardware) will get preference.</li> </ul>
Age	18 to 55 years
Contract Period	The initial duration of the Contract period for this programme will be One year. On satisfactory performance the duration will be extended for further one year till two years.
Language preference	Good knowledge of English
Local candidate preference	Local candidate shall be preferred

### **Prime Roles & Responsibilities of ICT Instructor**

1. The ICT Instructor will be responsible for computer education of students, maintain the hardware, software and accessories at the schools as well as provide assistance to the teachers in the use of the IT/ICT infrastructure.
2. Training students on IT skills as per the school syllabus and time table.
3. Training of Teachers of the School about 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.

4. 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.
5. To keep all the hardware, software, internet services, wi-fi, etc. in operational condition,
6. MIS of ICT Scheme
7. Give training to all teachers of schools and students on how to use e-content (as provided by department) for classroom teaching.

**Format of Empanelment: -**

Weightage : 40% Online Computer based Test and 60% Personal Interview.

Total Marks : 100. (40 Marks for CBT/skill test and 60 Marks for Interview)

Qualifying Criteria: 50% for Online Computer based Test. (20 Marks)

50% for Personal Interview (30 Marks)

Duration of CBT test : One Hour.

Duration of Interviews : 10 – 15 minutes.

**Examination Schedule and Syllabus:**

The date for Online Computer based Test shall be announced after scrutiny of application forms after commencement of the online registration. Tentative dates shall be last week of March 2023. All corresponding details shall be posted on [www.career-tcil.com](http://www.career-tcil.com). Candidates shall also be intimated through mail at the time of online registration.

Sl. No	Section	Syllabus	No. of Questions	Total Marks
1	General English	Graduation Level	5	40
2	Current Affairs	Graduation Level	5	
3	Logic & Reasoning	Graduation Level	5	
4	Computer Education	Basic Computer Knowledge / Microsoft Office tools and other related software	10	
5	ICT & Education Tools	ICT in School education and 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.	15	
6	Interview	Basic Communication Skills / ICT related	60	60

Candidates shall be shortlisted on the basis of marks secured in CBT/Skill test district wise. Total 264 candidates (3 times of no. of posts) shall be called for Interview and document verification. Dates, location, and process for Personal Interviews shall be announced after CBT / Skill test.

A list for Empanelment for the post of ICT Instructor will be prepared on the basis of total marks secured in CBT/Skill test and Interview. After filling up of the 88 Nos. of posts of ICT Instructor, remaining vacancy, if any arise during the project period due to selected candidate not joining/left/resign, shall be filled up on the basis of list of Empanelment as and when required.

### **Submission of Online Application: -**

The candidates are required to submit their application online through [www.career-tcil.com](http://www.career-tcil.com). No other means/mode of application shall be accepted. Only one application shall be accepted from one candidate. A link for online submission shall be opened at [www.career-tcil.com](http://www.career-tcil.com) from 10.03.2023 to 18.03.2023. Thus, the closing date for online submission of application shall be 18.03.2023.

### **Selection Procedure:-**

- Online Computer based Test (CBT)/skill Test.
- Personal Interview.
- Shortlisting of candidates for further process of joining will be in coordination with JEPC based on merit scored in Online Computer based Test/skill Test and Interview.

### **Preference Order:**

*Ensuing Desirable Qualification / Preferential Qualification as mentioned above in the details of Empanelment, the following order shall be followed for preferences in the Empanelment:*

- i. Candidates who have experience of working in the project will be given first priority if he applies for the work for his deployment to schools satisfying conditions as defend in the JEPC RFP No. JEPC/ICT/52/24/2022/1472 dated 22.06.2022.
- ii. Age as on 01.01.2023. Older candidates in merit shall be given priority after experience.

### **Call Letter/ Admit Card**

Call letter/Intimation for Online Computer based Test/skill test and Interview will be shared with all shortlisted candidates through registered email ID - [noreply@career-tcil.in](mailto:noreply@career-tcil.in). Admit cards can also be downloaded from [www.career-tcil.com](http://www.career-tcil.com) after logging in with respective registration number and password received on registered mail id of candidates. It is responsibility of candidate to download/print the call letter/admit card. TCIL shall not be responsible for any loss of email sent, due to invalid wrong email id provided by candidate or due to any other reason. Candidates are advised to visit [www.career-tcil.com](http://www.career-tcil.com) for regular updates related to result/notifications and other important information/publications.

### **Amendment/ Modification/Corrigendum**

Any amendment / modification / corrigendum in respect of empanelment through this Advertisement shall only be posted on [www.career-tcil.com](http://www.career-tcil.com). Hence, candidates are advised to keep themselves updated by visiting the website from time-to-time for updates, etc.

## General

1. Candidates are advised to submit the Online Applications well in advance without waiting for the closing date.
2. Before filling the online application, candidates are advised to carefully read the instructions contained in “**Instruction Manual**”. Candidates may click on the button ‘Watch Video’ to view step by step instruction for online application submission.
3. Candidate’s Passport - size color photograph (size 30 KB - 50 KB) and signature in blue/black-ink (size 30 KB - 50 KB) in jpg format to be uploaded. Please scan / resize your passport size photo & signature in JPG format of size 30-50 KB only.
4. Please ensure that all other documents are scanned / resized in JPG format of size 100-300 KB only. Candidates are advised to convert and resize images of all documents to the mentioned format before filing application forms using any software / tools or using online links.
5. Experience Certificate (in JPG format) & EPF statement of at least 12 months (in PDF format) may be uploaded in order to avail preference in selection.
6. Only EPF statement for each experience added is allowed to be uploaded in PDF format (multiple page document). All other documents must be uploaded in single image JPG formats.
7. Online link for DEMO exam shall be provided at [www.career-tcil.com](http://www.career-tcil.com). Candidate can click at the link “Click here for Demo Exam” and participate for a dummy examination in order to practice and get familiarised with Online Computer based Test before appearing for the actual examination. Demo link shall be active till the date of issuance of admit cards.
8. After submitting the online Application, candidates should print the Computer-Generated Online Application form and keep a copy for their reference and record.
9. The candidates should note that the details provided by them in their application are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.
10. No Travelling allowance shall be paid for appearing in the Online Computer based Test / skill Test and Interview.
11. Filed forms can be edited / updated before final submission. Once submitted, application forms cannot be modified further. In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to Qualification / Caste / etc., the applicant shall be required to submit an affidavit from SDM or equivalent to this effect along with the respective documents at the time of interview failing which the candidature shall be liable to be disqualified.
12. Candidates employed in Government / Semi-Government / Public Sector Undertaking are also required to submit their applications only through Online mode. They may, however, submit a copy of their Online Application to their present employer for forwarding the same through Proper Channel or alternatively, produce a **No Objection Certificate** from their present employer at the time of Interview failing which they shall not be interviewed.
13. TCIL shall be free to reject any application at any stage of the empanelment process if the candidate is found ineligible for the post for which applied.
14. The Company reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for

- empanelment whether through Interview or Written/skill Test or both and the venue / schedule thereof.
15. In all subsequent communications, if any, the candidate should mention their Registration No.
  16. Selected candidate shall be liable to serve in any school within the preferred district.
  17. Age relaxation in respect of SC/ST/OBC/SEBC/PH candidates as per Govt. of India guidelines.
  18. The empanelment process may be cancelled at any stage with without assigning any reason thereof.
  19. The empanelment advertised are meant for posting in different schools located in villages and Gram Panchayats in the District of Bokaro, Sahibganj, Godda, Pakaur, Dumka, Jamtara and Deoghar. Candidate is required to give their preference for the block he/she wishes to work. Attempt shall be made to post the selected candidate in his/her preferred block. However, the selected candidate should be prepared to work in any of the school of the districts preferred.
  20. The acceptance of application or empanelment shall not entitle the applicant to be considered for empanelment and/or deployment.
  21. This deployment of persons in JEPC project out of this empanelment is purely on temporary basis and is contractual at consolidated emoluments for the concerned project only. The candidates will not be considered for any other deployment/projects by TCIL.

#### **Disclaimer**

Please Note that all Applicants are required to go through formal empanelment process details of which are available on our website. TCIL never ask for any money or payment from Applicants at any point in the empanelment process. Any person dealing with any such parties for seeking job opportunities with TCIL in lieu of money is doing so at his / her own risk. In case you come across any such person or organisation demanding money in lieu of an offer for a job opportunity in TCIL as ICT Instructor, you are encouraged to bring such matter to our attention by writing us at [support@career-tcil.com](mailto:support@career-tcil.com)

### **Important Points before filling up the on-line application**

1. General
  - a. The fields marked with (\*) are mandatory.
  - b. For any technical query, call at Help desk Number at +91-9876814887.
  - c. Documents to be uploaded (Keep it ready before on-line form fill-up)
    - i. Scanned colour passport size photograph [ 3.5 X 4.5 cm ], Size less than 50 KB in jpg format only.
    - ii. Scanned signature, size less than 50 KB (with blue/black ink only and signature portion not full page) in jpg format only.

- iii. All other required documents scanned in jpg format with size limit of 100-300 KB.
2. Click on New Registration on the home page of [www.career-tcil.com](http://www.career-tcil.com) to register for new candidates and submit all details as requested. Accept terms & conditions and proceed for registration.
3. Select the District from Drop Down List (The Drop-Down List will show you the list of districts Available for the post).
4. Select preferred block from Drop Down List (The Drop-Down List will show you the list of Blocks available for the post). Three options shall be available for preferences.
5. Enter all other personal details as requested, enter choice of password, and click on register. Password must contain: Minimum 6 and Maximum 10 characters at least 1 Upper Case Alphabet, 1 Lower Case Alphabet, 1 Number and 1 Special Character.
6. Age as on 01-01-2023 is a non-editable calculated field where Age is displayed.
7. Click on “REGISTER” to proceed. Click on Edit to update details if required and then submit. Candidate shall be redirected to home page after successful completion of registration.
8. After completion of registration, check your registered email id for REGISTRATION NUMBER & PASSWORD to be used for logging and further process of application.
9. All correspondences with the candidate shall be done through registered email Id [noreply@career-tcil.in](mailto:noreply@career-tcil.in) only. This is a no reply mail ID hence no mails / queries can be replied on the same. Please check your Junk / Spam folders in case mails are not shown in primary Inbox of your mail ID.
10. Click on “LOGIN” at the home page of [www.career-tcil.com](http://www.career-tcil.com) and enter Registration number and Password received at your registered Email ID to proceed for the application process. Press Login.
11. Enter Father’s Name, Mother’s name and select Nationality. Click save & Continue.
12. Enter Correspondence / Mailing Address details along with Permanent address details. Select same as above if both are same. Save and continue.
13. Enter qualification details (10<sup>th</sup>, 12<sup>th</sup> & Essential Qualification as displayed), submit other qualification if any. Save and continue.
14. Enter Experience details if any. Under Experience, start fill up details with current employment in 1st row. In each row details required organization name, specify Position Held, Define the period for which position held, Specify Scale of Pay (IDA/CDA) in case employed in Govt. Organisation, for Private and Other category CTC /year (in lakhs) is mandatory.
15. More than one experience can be added with the tab “ADD MORE”. Save and Continue

16. Upload jpg image of Passport size photo[ 3.5 X 4.5 cm ], Size (30KB - 50 KB) in jpg format only.
17. Upload jpg image of Signature of size (30KB - 50 KB) with blue/black ink in jpg format only.
18. Upload all other documents as requested in jpg format with size limit of 100-300 KB. Save & continue.
19. Experience Certificate (in JPG format) & EPF statement of at least 12 months (in PDF format) may be uploaded in order to avail preference in selection.
20. Only EPF statement for each experience added is allowed to be uploaded in PDF format (multiple page document). All other documents must be uploaded in single image JPG formats.
21. In all phases of filling up the application click on SAVE FORM to avoid any loss of data. In such case, filled form status will be shown as Draft in Candidate's Dashboard.
22. Once the application form is filled thoroughly and as per instructions press on Submit Button. Please note once the online application has been submitted it cannot be edited further. Hence, it is in your own interest to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button.

### 23. After Submission of Application

- i. You will get a system generated copy of filled application form with a unique Registration number which may be saved and printed.
- ii. You may also download and print copy of your online application submitted.
- iii. Keep a copy of filled application form for your records and reference. You will be required to bring copy of the same if called for interview along with other testimonials.

### 24. Editing of Online Application After Submission

Please note the once the online application has been submitted it cannot be edited further. Hence, it is in your own interest to ensure that all entries are correctly filled & satisfy yourself before clicking the SUBMIT Button.

For any technical query related to online registration of application forms, please call at Help desk Number at +91-9876814887 available on working days between 10.00 a.m. to 05.00 p.m.\*

Note\* No HR related query like experience, qualification, eligibility etc will be answered from the Help Desk/Email.