

Guidelines / Instructions

General Instructions for Candidates:

The Webel Informatics Ltd. (A Govt. of West Bengal Undertaking) is implementing the ICT @ Schools project across 3586 schools in the state of West Bengal.

IL&FS Education & Technology Services Ltd (IL&FS ETS) has been awarded the mandate to implement the project in 2442 Schools under which IL&FS ETS has set up one ICT lab in each school across 10 districts of West Bengal.

A **School Coordinator** has been deployed in each of the schools to manage the ICT lab, to impart Computer Education to Students and train Teachers in IT skills.

IL&FS ETS invites applications from eligible professionals to work as School Coordinator in schools across West Bengal - **as and when the need arises.**

In view of the above, IL&FS ETS has put in place an exhaustive recruitment process which will include online registration, written examination, interviews and training for each candidate applying for this role shall be required to go through.

Candidates are advised to carefully read the below given guidelines and instructions:

1. The Computer Instructor engaged by IL&FS ETS is specific to this project and The School Coordinator shall at no time stake any claim or right to claim employment, damage, loss or compensation of any sort against IL&FS ETS
2. The position of School Coordinator being offered by IL&FS ETS is **not a Government Job**
3. Candidate applications shall only be accepted online through this website
4. Each Candidate can submit his/her application only once during the selection process
5. Applications once submitted will not be allowed to be withdrawn
6. IL&FS ETS reserves the right to reject or cancel any application of a candidate without giving any reason thereof
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of IL&FS ETS shall be final

8. IL&FS ETS reserves the right to verify the past employment or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any stage that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated with immediate effect
9. In case of any unintended mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, IL&FS ETS has the right to modify/withdraw/cancel any communication made to the candidates
10. All expenses incurred by candidates for any travel and lodging during the selection process and training are to be borne by the candidates themselves and IL&FS ETS shall not be liable to reimburse any such expenses incurred by the candidates
11. IL&FS ETS shall not be responsible for any delay/loss caused due to technical reasons
12. The following eligibility shall be applicable for the post of the School Coordinator. The Candidate should be
 - i. Graduate in any discipline
 - ii. 1 year diploma in computer applications / DOEACC _A_ Level / BCA or higher from reputed institutions
 - iii. Well versed in basic computer operations
 - iv. Minimum 1 years experience for Secondary schools and 2 years experience for Higher Secondary Schools

Preference shall be given to those candidates who are:

- i. Graduate/Post Graduate in Computers
 - ii. B. Ed degree holders with computer knowledge
13. The tenure of employment will be for a period of 1 Year and shall be renewable on annual basis satisfactory performance until the completion of the project period.
 14. The School Coordinator shall be responsible for the following in their allocated school:
 - i. Impart Computer Education as per the school's IT syllabus and integrate the same with the school Time Table.
 - ii. Build capacity with teachers on IT skills and usage of E-learning software that will enable them to integrate it in the Classroom Teaching
 - iii. Ensure 100% uptime of the installed hardware and software in the ICT lab
 - iv. Preparation and updation of all records and reports related to the lab on daily basis
 - v. Timely coordination and follow up with the Project Helpdesk for any hardware or software related problem to ensure the resolution within the stipulated time

15. A Table below gives a step by step selection process for the post of School Coordinator:

SELECTION PROCESS

Stage	Stage during the Evaluation Process	Processes within the Stage	Outcome/Result
<p>Stage 1</p>	<p>Online Application by Candidate</p>	<p>Click on the Candidate Registration form button given on the website homepage</p> <p>A Candidate Application Form will open and the candidate has to fill in the necessary details such as:</p> <ul style="list-style-type: none"> i. Name, Date of Birth, Fathers Name, Gender, Present Address, Permanent Address, E-Mail ID, Mobile Number, Marital Status, Pan Card No and Aadhar Card No <p>The Candidates shall be required to upload the following documents with max. file size of 300 kb in jpg/pdf format while applying :</p> <ol style="list-style-type: none"> 1. Recent Passport size Colour Photograph 2. 10th Class Certificate as Date of Birth Proof 3. Graduation Completion Certificate 4. Certificate for minimum 1 Year Diploma in Computers 5. Minimum 1 yrs Work Experience <p>The candidate shall also be required to indicate preference for a maximum of 3 blocks in a given district (Final allocation of the blocks to selected candidates is subject to availability)</p> <p>Once the candidates upload the data and complete the registration form, candidate will receive an email confirming the registration process.</p> <p>For any Assistance during the registration process, candidates may please contact: 033-22905500 between 9AM – 6PM or E-Mail: IETS.WestBengalHelpDesk@ilfsindia.com</p>	<p>Candidate Application ID</p>

Stage 2	Document Verification and Validation	<p>The document verification and validation shall involve authenticity of documents, check that appropriate documents have been uploaded</p> <p>* In case the number of applications received exceeds 300% for a given vacancy then a Merit List shall be prepared district wise.</p>	List of Qualifying Candidates
Stage 3	Issuance of Admit Card	<p>The candidates who will qualify from Stage 2 shall be issued an Admit Card for the next evaluation stage of Written Examination</p> <p>The Admit Cards shall also be sent to these candidates on their E-Mail address provided in the form</p> <p>Please provide a valid E-Mail ID in the application form</p>	Admit Card for Written Examination for Qualifying Candidates
Stage 4	Technical Competency based Written Examination	<p>The Technical Competency based written examination shall carry a total of 25 marks</p> <p>The questions will be a mix of Objective type and Descriptive type in IT, General Aptitude</p> <p>Candidates shall be required to score a minimum of 50% marks to pass the written examination and qualify for the technical interview. The written examination duration shall be for 30 minutes</p>	List of Passed Candidates who are qualified to appear for Technical Interview
Stage 5	Technical Interview	<p>The Technical Interviews shall be conducted by a expert panel and the candidates shall be evaluated on their technical knowledge levels and practical applications using computers</p>	List of Shortlisted Candidates for Final Interview
Stage 6	Final Interview	<p>Shortlisted Candidates shall be required to appear for the Final Interview wherein the candidate shall be evaluated for the Behavioural Traits such as - Attitude, Communication Skills, Confidence, etc</p> <p>The Final Interview shall be the deciding factor in Selection or Rejection of a candidate</p>	List of Final Candidates selected for Coordinator Training Program
Stage 7	School Coordinator Training Program	<p>All the candidates selected from the final interview shall undergo an exhaustive training program at a centralized location in the state.</p> <p>The training program shall focus on the following aspects as given below:</p> <ol style="list-style-type: none"> i. Introduction to Organization and the Project 	Selected School Coordinator

		<ul style="list-style-type: none"> ii. Roles and Responsibilities including maintenance of the ICT Lab, Monitoring Reports and Records iii. Project Hardware related Training including practical application iv. Planning and Imparting Computer Education in collaboration with the School Authorities v. Soft Skills including Attitude, Classroom Management, Behaviour, Formal Dressing Attire, etc vi. Mock Sessions and Role Play vii. Multimedia Content for Computer aided Learning <p>Candidates who successfully complete the training program shall then be handed over their offer letter</p>	
Stage 8	Offer Letter and Joining Formalities	The Selected Candidates from the training program shall be offered final employment letter and the joining formalities including Zero Balance Salary Account opening, CUG Mobile Connection, PF, ESIC shall be completed for these candidates	Deployment of School Coordinator in School