

General Instructions for Candidates

STAGE	EVALUATION PROCESS	PROCESSES WITHIN THE STAGE	OUTCOME/RESULT
Stage 1	Online Application by Candidate/ Applicant	<p>1) Click on the Job Application Portal and Apply button on the website homepage.</p> <p>a. If you have application ID, please type your application ID and Primary mobile number at the specified box. Click at [If you have Prior Application ID]</p> <p>b. If you are a fresh candidate, then click at [For New Applicant]</p> <p>2) Application for the School Coordinator post can only be done through Job Application Portal. NO OTHER MEANS OF SENDING CV/BIO-DATA WILL BE ACCEPTED.</p> <p>3) In the Job Application Form, a candidate needs to provide the following information in the given format –</p> <p>a. Name, Date of Birth, Father's Name, Mother's maiden name, Guardian's/spouse name, Gender, Present Address, E-Mail ID, Mobile Number (both the Primary & Alternative number and WhatsApp Number), Marital Status, Aadhar Card/Voter card Number etc.</p> <p>b. The Candidate needs to upload the following all documents max. file size of 1024 kb for all the documents (as a whole) in jpg/ pdf format at the time of applying:</p> <ol style="list-style-type: none"> Recent Passport size Colour Photograph (<i>by 20KB</i>) Admit Card (Secondary) or 10th Class Certificate as Date of Birth Proof Graduation Completion Certificate Certificate for minimum 1 Year Diploma in Computers Minimum 1 Year Work Experience Proof of Aadhaar/Voter Signature (<i>by 20KB</i>) <p>c. The candidate can select maximum 3 blocks preference wise irrespective of districts (Final allocation of the blocks to the selected candidates is subject to availability)</p> <p>d. Once candidate upload the data and complete the Job Application Form (JAF), candidate will receive a confirmation mail with Registration ID. Please keep this Registration ID for future reference.</p> <p>For any Assistance during the registration process, candidates may contact: 033-40883700 between 9:00 AM–6:00 PM or E-Mail: info@recruitmentwbict.in</p>	Candidate Registration ID
Stage 2	Document Verification and Validation	<p>The document verification and validation process involve the checking of the authenticity of documents. Candidates are requested to upload appropriate documents that will cover their stated information and they must carry the original documents with them at the time of appearing online examination.</p> <p>*In case the number of received applications exceeds 300% for current vacancy then Merit List will be prepared district wise.</p>	List of Qualifying Candidates

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Stage 3	Issuance of Admit Card	The candidate who will qualify will be issued an Admit Card for Online Examination and Viva that will be held at District wise Examination Center. The Admit Card will be shared to the E-Mail address of the candidates as provided by them in the JAF.	Admit Card issue for Online Examination to the Qualifying Candidates
Stage 4	Competency based Online Examination	The Technical & Educational Competency based online examination will be held for 25 marks and the questions will be based on MCQ format (Multiple Choice Questionnaire) covering General Aptitude, English, Current affairs' and IT. The online examination duration is 25 minutes. Candidates are requested to carry their Own Smart Phone/ Tab/ Laptop with data connectivity for the Exam.	List of Passed Candidates who are qualified to appear for the Final Interview
Stage 5	Final Interview	Interviews will be conducted by an expert panel and the candidate's evaluation will be based on his/her technical knowledge level. Candidates will be asked for attending Final Interview where the candidates will be evaluated for the Behavioral Traits such as - Attitude, Communication Skills, Confidence etc. The Final Interview will be played as a key factor regarding the Selection or Rejection of a candidate Total marks including Educational & Technical Qualification, Online Examination and Interview is 100. A Candidate is required to score minimum 50% marks to pass the interview. Then he/she will be qualified for the 15 days Computer Teachers Training.	List of Final candidates selected for Computer Teachers Training Program
Stage 6	School Coordinator (SC) Training Program	The candidates who will be selected after final interview have to undergo an exhaustive training program at a centralized location in their District. <i>The training program will cover the following aspects as given below:</i> <ol style="list-style-type: none"> Introduction to Organization and the Project Roles and Responsibilities including maintenance of the ICT Lab, keeping up the Reports and Records Project Hardware related Training including practical application Planning and Imparting Computer Education to the students in collaboration with the School Authorities Soft Skills including Attitude, Classroom Management, Behavior, Formal Dressing Attire etc. Mock Sessions and Role Play Using Multimedia Content for Computer aided Learning The Candidate who will successfully complete the training program will be selected as a candidate for the School Coordinator post	Selected School Coordinator
Stage 7	Offer Letter and Joining Formalities	Finally, the Selected Candidates for the School Coordinator post will be provided offer letter and the joining formalities will be completed along with the Statutory Documentation i.e. PF, ESIC.	Deployment of School Coordinator in School
READ ALL THE INSTRUCTIONS CAREFULLY BEFORE APPLYING TO AVOID ANY INCONVENIENCE IN FUTURE. GOOD LUCK.			