GOVERNMENT OF ASSAM
EDUCATION (SECONDARY) DEPARTMENT

**<u>Teachers Eligibility Test (TET) Examination for Secondary Education, Assam for
BTC/KAAC/NCHAC Area of Assam</u>**

**INSTRUCTION MANUAL TO FILL-UP THE ONLINE
APPLICATION FORM**

DETAIL INSTRUCTION MANUAL FOR CANDIDATES APPLYING FOR TEACHERS ELIGIBILITY TEST (TET) EXAMINATION FOR SECONDARY EDUCATION, ASSAM FOR BTC/KAAC/NCHAC AREA OF ASSAM

With a view to offer quality education in the secondary schools of Assam, the Govt. of Assam has amended the Assam Secondary Education (Provincialised) Service Rules, 2003 fixing minimum standard of qualification for teacher's eligibility in secondary schools in accordance with NCTE Regulation.

The Government in the Secondary Education Department vide the Assam Secondary Education (Provincialised) Service (Amendment) Rules, 2012 has prescribed the amended qualifications for direct recruitment to the post of graduate teachers. Accordingly First Teachers Eligibility Test (TET) for Secondary Education in Assam was conducted in year, 2013 by the Government of Assam, in Secondary Education Department.

ELIGIBILITY CRITERIA for Graduate Teachers in Secondary Schools: The Assam Secondary Education (Provincialised) Service (Amendment) Rules, 2012 has prescribed the amended qualification for direct recruitment to the post of graduate teachers.
As per the substituted Schedule –II, the qualification for

1) Graduate Teacher has been prescribed as BA/B.Sc/ B.Com with 50% marks with B.T./ B.Ed. degree from any recognized university.

2) Hindi Teacher: Pravin/ Ratna in Hindi with 50% marks having degree qualification from any recognized university or B.A with Hindi as one of the subject with 50% marks and B.T / B. Ed. degree from any recognized University.

   The Secondary Education Department, Govt. of Assam vide Office Memorandum No. ASE.465/2011/95, dated: 20.09.12 has declared that 'Hindi Sikshan Parangat' and 'Hindi Sikshan Nishnat' conducted by Kendriya Hindi Sikshan Mandal, Agra as equivalent to B.Ed and M.Ed respectively for the purpose of teaching Hindi in High/Higher Secondary Schools. The same cannot be considered as B.Ed and M.Ed for other categories of teaching positions.

3) Classical Teacher (Sanskrit):- Shastri with 50% marks having degree qualification from any recognized University or B.A with Sanskrit as one of the subjects with 50% marks and B.T/ B.Ed degree from any recognized University.
4) Classical Teacher such as Arabic, Urdu, Persian etc:- MM with 50% marks with degree qualification from any recognized University or B.A with Arabic as one of the subjects with 50% marks and B.T./B.Ed. from any recognized University.
5) *Classical Teacher (Assamese Language, Manipuri Language):- B.A with Honours/ Major in concerned subject with 50% marks and B.T. /B.Ed. degree from any recognized University.*

However all intending candidates may note that,

- ➢ *B.T / B. Ed. Degree from recognized university is a mandatory prerequisite eligibility qualification for applying for the TET examination.*
- ➢ *Only candidates having Bodo , Bengali, Hindi and Assamese as MIL in HSLC examination are allowed to apply in TET examination.*
- ➢ *Degree qualification means a Bachelor Degree, no equivalence will be drawn.*

➢ *Degrees served from off Campus Centers shall not be accepted.*
➢ **The Candidate must be a Citizen of India and must be a resident of Assam.**

Further, **Rule-10** of the aforesaid Service Rules provides that, in addition to such academic and professional qualification mentioned in Schedule-II for direct recruitment to the post, all

candidates shall have to appear and pass in the Teachers Eligibility Test (TET) conducted by the Government scoring minimum 60% marks in case of General category candidates and minimum of 55% marks in case of SC/ST/OBC/MOBC/Physically handicapped candidates.

It shall be noted that mere qualification with prescribed marks in the TET examination for Secondary Education shall not confer on any candidate the right to employment as a teacher. However qualification in TET examination is a mandatory prerequisite to appear at the interview for teacher recruitment and the marks obtained in the TET examination by a candidate who has qualified in the TET examination shall be counted in the interview for the teacher recruitment which will be advertised subsequently.

The teacher recruitment after TET of graduate teachers in the provincialised High School, Higher Secondary School and High Madrassa shall be governed by **Rule- 8** of the aforesaid rules. / The advertisement for the posts of graduate teachers shall be issued by the concerned School Selection Committee. The School Selection Committee shall hold interview and prepare a panel of school wise select list and subject to approval of the District Approval Committee, the appointment to the post of teacher shall be made from the selection list as per merit and subject to following government prescribed Reservations. However, no oral marks shall be there in interview stage.

Who Can Apply

A. The Candidate must be a Citizen of India and must be a resident of Assam. He/she must be a Graduate having 50% marks from a recognized University with B.T/B. Ed. from a recognized University.
B. *Age of the candidate should not be above 43 years as on 01.01.2016. Upper age limit is relaxable by 5 years for SC/ST candidates.*
C. *The Upper age limit may also be relaxed in case of candidates who are working under the scheme of "Strengthening and Improvement of the Quality Education in the State" on contractual terms for a maximum period up to 5 years.*

Minimum qualifying marks for passing TET: To qualify in TET Examination the candidate must score at least 60% marks. However, 5% relaxation in marks will be given for candidates belonging to SC/ST/OBC/MOBC/PWD. **Only following category of PWD/PH persons can apply for appearing at the TET:**
  ▪ Those who are orthopedically impaired or have locomotor disability. **In this regard the candidate shall obtain a certificate from competent government authority like from Social welfare Deptt/ Orthopedic surgeon for submission to the Mission Director, RMSA, Assam. The candidate whose degree of physical disability is more than 40% are only eligible to apply, under this category.**

Notwithstanding the minimum prescribed marks secured in TET Examination, the number of candidates declared as TET Examination qualified would be a maximum of double the number of vacancies of Teachers and such candidates will be determined as per merit position.

Validity: All candidates who pass the TET will be awarded a certificate. The validity of the certificate shall be for a maximum period of 5(five) years from the date of issue of the certificate by the Empowered Committee, Government of Assam subject to the condition that the candidate otherwise fulfils the eligibility criteria prescribed for recruitment to the services in Government of Assam.

Time Schedule for TET, 2016, Assam:

1	Opening of Online Application Form	16th August,2016
2	Last date of Submission of online Application form	31st August,2016
3	Last date of fees Payment at Bank	3rd September,2016
4.	Date of examination	Will be notified later

Candidates are advised to apply early in order to avoid last minute rush.

Structure & Content of Test:- The examination shall be for 200 marks of 200 Multiple Choice Questions (MCQs), each one of them carrying equal marks. The subject areas broadly are as follows.

Sl. No	Subject	Number of Questions	Marks
1	General Studies & Current Affairs	100 MCQs	100
2	Pedagogy & General English	100 MCQs	100
		Total Marks	200

Candidates have to qualify both the parts separately to qualify the exam.

IMPORTANT POINTS:

- The cost of the application form is Rs.400/- (Rupees Four Hundred only)
- Detailed instruction on filling up of online application form will be uploaded in the website www.rmsaassam.in .
- For more information on TET candidates may please contact all Inspector of Schools offices in Districts and their RMSA cells; State Mission Director RMSA Office, Kahilipara, Guwahati; Office of the Director of Secondary Education, Assam, Kahilipara, Guwahati during office hours on all working days.
- Syllabus for the TET examination will be available on website- www.rmsaassam.in
- Degrees served from off Campus Centers shall not be accepted.
- Degrees means a Bachelor degree, no equivalence will be allowed.
- BT/B.Ed from recognized university is mandatory.
- The Candidate must be a Citizen of India and must be a resident of Assam.

Before applying online, candidates are advised to:

(a) Carefully go through the Advertisement & Instruction Manual for Teachers Eligibility Test (TET) Examination for Secondary Education, Assam for BTC/KAAC/NCHAC Area of Assam   on www.rmsaassam.in

(b) Keep all academic/experience/personal details ready before fill up the application form.

(C) Have a scanned passport size coloured photograph and signature in JPEG(jpeg) or JPG (jpg) format not exceeding 35 KB and 30 KB respectively in size .The online application will not be registered unless the candidate's photo and signature are uploaded.

Application Procedure:

Stage 1: FILLING UP AND SUBMITTING THE ONLINE APPLICATION FORM

1. Candidates are required to visit the RMSA, Assam's official website www.rmsaassam.in and click the link for **Online Application for** Teachers Eligibility Test for Secondary Education for BTC/KAAC/NCHAC Area of Assam, which will redirect to a page where link for "**Application Form**" will be available .
2. Once the candidate clicks the "**Application Form**" link it will offer an Instruction Page. The candidates are requested to go through the page and press the **NEXT** button.
3. The duration of a session of online application is 30 minutes. Candidates are requested to fill up the form and upload the photograph and signature within the stipulated time. Once time limit is over, the session will be expired and the candidates need to apply afresh.
4. **Important instruction to fill up the form**
   I. **Applicant's Full name** (in CAPITALS only): Please type your name in CAPITAL letter
   II. **Father's Name** (in CAPITALS only): Please type your father's name in CAPITAL letter only.
   III. **Mother's Name** (in CAPITALS only): Please type your Mother's Name in CAPITAL letter only.
   IV. **Guardian's Name** (in CAPITALS only): Please type your Guardian's Name in CAPITAL letter only. If either father or mother is the guardian of the applicant then type the same in the text box of "GUARDIANS NAME"
   V. Please type your full communication address including Post Office. Select district and type the Police station and the pin code for further correspondence .
   VI. If Communication and Permanent address is same then click the check box (☑). Otherwise follow the step no V.
   VII. Please type the 10 digit mobile no.
   VIII. Please provide a valid email id for any future correspondence.
   IX. If anybody do not have any phone no or email id then click the check box (☑) where Phone no or email id is not available is written.
   X. Please select the Gender
   XI. Please select a valid Date of Birth from the Date picker.
   XII. Medium Of Test Booklet: Please select medium of Test Booklet from the list

SLNO	Languages
1	Assamese
2	Bengali
3	English
4	Bodo
5	Hindi

XIII.   Please select option for Post (Any One)

    ○ Graduate Teacher

    ○ Hindi Teacher

    ○ Sanskrit Teacher

    ○ Classical Teacher such as Arabic, Urdu, Persian etc

    ○ Classical Teacher (Assamese Language, Manipuri Language)

XIV. Please select Region for Applying (Any One)

    ○ BTC

    ○ KAAC

    ○ NCHAC

XV.   **Education Qualification**:

Please Enter the Education Qualification Details as per the Certificate.

XVI.   **Are You Orthopaedically / Locomotor Impaired?**

Please select ○ Yes ○ No. If "yes" then enter the % of disability. Physical disability when more than 40% are only eligible to apply under this category. In this case upload the Disability Certificate in jpg format and size should not be more than 50 kb.

XVII.   **Please select Social Category :** Please select any one ○ GENERAL ○ SC ○ ST-P ○ ST-H ○ OBC / MOBC

XVIII.   Please select the Nationality (Only Indian citizen is allowed)

XIX.   **Religion** : Please Select any one ○ Hinduism ○ Islam ○ Christian ○ Sikhism ○ Buddhism ○ Other Religion

XX.   **If candidate selects Other Religion then one text box will appear where candidates need to specify their religion**

XXI.   **Have you ever been convicted for any offence involving moral turpitude : Please Select**

    ○ Yes ○ No

XXII. Are you a Contractual Teacher under Scheme "Strengthening and Improvement of the Quality Education in the State"(Please Select)

○ Yes ○ No

XXIII. Upload scanned photograph and signature of the candidate as following Size the photograph and signature should be either in '.jpeg' or '.jpg' format and also to be ensured that the uploaded photograph/signature are proper.

Sl No	Item	Size
1	Photograph	Not greater than 35 KB
2	Signature	Not greater than 30 KB

[Candidates can easily obtain photo and signature in .jpg or .jpeg format of desired size by using MS Paint or MS Office Picture Manager etc. Scanned photograph and signature (scan at 200 dpi) can be saved in .jpg or .jpeg format by using 'Save As' option in the File menu and size can be reduced to desired size by using crop and then resize option. Similar options are available in other photo editor also. Candidate can check the size of the image by right clicking in the image and then go to Properties option]

XXIV. **Password:** Please Provide a Password for further Login. Password must have minimum 8 characters. Please remember the password given by you. It is important for further login.

XXV. **Re Enter Password: Please** provide the same Password as you provide in Password field to confirm the Password.

XXVI. Enter Image Text as shown in the Image

XXVII. Click the declaration check box (☑).

5. The candidates are advised to check the filled in details and satisfy themselves that all information are correctly filled up.
6. On successfully uploading their photo and signature, the candidate should click the 'Submit' button to submit the form. After that no change in information will be allowed at any subsequent stage of the examination process
7. After submission of the form, "one Application No." will be generated by the system.
8. After submission of the application form, the candidate should save and take printout of the system generated Bank e-challan.
9. The Application Number is a must for any correspondence in the future. Please, note that the candidate is not required to send any of these documents to the office.

➢ **DEPOSIT THE EXAMINATION FEE (Rs 400/-) AT ANY BRANCH OF STATE BANK OF INDIA AFTER SECOND WORKING DAY (48 Hours) FROM THE DAY OF THE APPLICATION SUBMIT.**

1. Payment of Examination Fee can be made at any branch of State Bank of India by cash only. System generated Bank e-Challan is a must for depositing the fee. Once the requisite fee is paid, the Bank will provide a Journal Number in the Bank e-Challan and will return candidate's copy of the same. The candidate should ensure that State Bank of India Branch Code, Journal Number along with Branch Seal is inserted properly on the Candidate's copy of the Bank e-Challan. The candidates are advised to preserve the aforesaid payment challan with them for future reference.

2. Once a candidate acquires the SBI fee payment Journal Number, the candidate is required to go to www.rmsaassam.in website after two working days (48 hours) from the day of the payment and click the "**Online Application for** Teachers' Eligibility Test for Secondary Education, for BTC/KAAC/NCHAC area of Assam" link which redirects the candidate to a page where link for **Login Form** will be available.

3. Once the candidate clicks the "**Login Form**" link it will offer a Login Page. The candidates are requested to enter the Application no and the password created during online form submission and click the login button.

4. After successful login candidates will be able to take print out of the Application submitted.

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