GOVERNMENT OF ASSAM
EDUCATION (SECONDARY) DEPARTMENT

TEACHERS' ELIGIBILITY TEST, 2013-14
POST GRADUATE TEACHER FOR HIGHER SECONDARY SCHOOLS

INSTRUCTION MANUAL TO FILL-UP THE ONLINE
APPLICATION FORM AND INSTRUCTION TO FILL-UP THE
OMR ANSWER SHEET

DETAIL INSTRUCTION MANUAL FOR CANDIDATES APPLYING FOR POST GRADUATE TEACHERS' ELIGIBILITY TEST, 2013 UNDER EDUCATION (SECONDARY) DEPARTMENT, GOVT. OF ASSAM

I. With a view to offer quality education in Provincialised Higher Secondary Schools in Assam, the Govt. of Assam has amended certain provisions of the Assam Secondary Education (Provincialised) Service Rules, 2003 in July, 2012 and framed the Assam Secondary Education (Provincialised) Service (Amendment) Rules, 2012. Few modifications have been made for direct recruitment for the post of Post Graduate Teachers in Provincialised Higher Secondary Schools. Further, Rule-10 of the Assam Secondary Education (Provincialised) Service Rules, 2003 as amended 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. Provided further that the conduct of Teacher Eligibility Test shall be an eligibility test and does not create any right for appointment. Therefore, for recruitment of quality teachers, the Government of Assam has decided to hold Teachers' Eligibility Test (TET) for Post Graduate Teachers in Higher Secondary Education in Assam which will be conducted tentatively in the last week of January 2014.

GENERAL INFORMATION

II. **ELIGIBILITY CRITERIA for Post Graduate Teachers in Secondary/Senior Secondary Schools:** The Assam Secondary Education (Provincialised) Service (Amendment) Rules, has prescribed the following qualification for direct recruitment to the post of Post graduate teachers:

- The candidates must have Masters degree ((MA/M.Sc./M.Com) with minimum 50% marks in relevant subject with B.T./B.Ed degree from any recognized University.

- However all intending candidates may note that B.T / B. Ed. Degree as a mandatory prerequisite eligibility qualification for Higher Secondary teachers stands relaxed up to 01/01/2015 in accordance with the Government Office Memorandum No ASE.324/2009/138 Dated 13th September 2012 issued by the Government of Assam in Secondary Education Department and accordingly candidates who do not possess B.T / B. Ed. Degree may also appear in the TET for Higher Secondary Education and participate in the interview if they come successfully in the Teachers' Eligibility Test

III. **WHO CAN APPLY:**
   A. The Candidate must be a Citizen of India.
   B. Age of the candidate should not be above 38 years as on 01.01.2013. Upper age limit is relaxable by 5 years for SC/ST candidates. Age relaxation is applicable as per govt. Office Memorandum as applicable.
   C. Candidate must have minimum 50% marks in Masters Degree in Arts/Science/ Commerce from a recognized University with BT/B.Ed. **Please note that 50% marks**

means 50% marks and no rounding off will be considered. No Degree other than M.A/M.Sc /M.Com will be considered.

IV. **Minimum qualifying marks for passing TET:** To qualify in TET Examination the candidate must score at least 60% marks in both the papers(Paper I- common to all, Paper-II-with option A,B&C) in case of general category candidates and minimum 55% marks (in both the papers) in case of SC/ST/OBC/MOBC/PH Category Candidates.

Notwithstanding the minimum prescribed marks secured in TET, the number of candidates declared as "TET QUALIFIED" would be a maximum of double the number of vacancies of Teachers and such candidates will be determined as per merit position. Please note that a candidate has to score Qualifying marks in each of the two papers(Paper I & Paper II) to become TET qualified.

V. **Persons with Disability (PWD)/ Physically Handicapped(PH) :** Only following category of PWD/PH persons can apply for appearing at the TET for Higher Secondary Education: those who are orthopaedically impaired or have locomotor disablity. In this regard the candidate shall obtain a certificate from competent government authority like from Social welfare Deptt/ Orthopaedic surgeon for submission to the Mission Director,RMSA,Assam. The candidate whose degree of physical disability is more than 40% is only eligible to apply, under this category.

VI. **Validity** :All candidates who pass the TET will be awarded a certificate. The validity of the certificate shall be for a maximum period of 2(two) years from the date of issue of the certificate by the Empowered Committee, Government of Assam subject to the condition that the candidate otherwise fulfills the eligibility criteria prescribed for recruitment to the services in Government of Assam. Further it must be noted that, those candidates who qualify TET as per this advertisement and were not above 38 years of age as on 1/1/2013 but might cross the upper age limit in the interim period of validity of maximum 2(two) years shall be allowed to appear at any post graduate teacher recruitment interview that may be conducted by the Government of Assam within the period of 2(two) years validity.

VII. **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	Time alloted
Paper I (Common to all candidates)	Pedagogy, English, Basic numerical and Assam and its people.	100 Multiple choice questions	100	Two hours
Paper II (will have three options namely option A,B &C)	A candidate can choose only one option and the choice has to be mentioned in the application form.	100 Multiple choice questions in each series	100	Two hours

Note :

- **In Paper I the basic numerals will be of Secondary standard.**

- **The Paper II, will have three options with weight age of question relevant to commerce (Option A), relevant to Science (Option B) and relevant to general studies and current affairs (Option C),standard of syllabus is of Higher Secondary standard.**

VIII. **Issue and Submission of Application Form and examination schedule:**
   - Applications to be submitted online.
   - The cost of the Application form will be Rs. 400 only.
   - Date of Examination -09/02/2014.

   IMPORTANT POINTS:

IX. **Teachers' Eligibility Test shall be an eligibility test only, merely passing this test shall not entitle any person to claim appointment as a Teacher. TET eligible candidate have to apply for the post of Post Graduate Teacher in their concerned subjects in Provincialised Higher Secondary Schools within the period of validity, subject to the conditions that they are eligible as per prevailing Service Rules as and when advertisement is issued for the post by the concerned School Management Committee.**

X. **For more information on TET you may please contact all Inspector of Schools offices in the Districts or Mission Director, RMSA, Assam, Kahilipara, Guwahati or Office of the Director of Secondary Education, Assam, Kahilipara, Guwahati during office hours on all working days.**

XI. Syllabus for the TET examination is available in the following websites-
   i. www.rmsaassam.in
   ii. www.online.assam.gov.in
   iii. www.madhyamik.in

Time Schedule for Higher Secondary TET, 2013-14, Assam:

1	Date of Commencement of Online Application Submission	Wednesday, 1/1/2014 from 12.00 noon
2	Date of Closure of Online Application Submission	Tuesday, 14/01/2014
3	Last date of submission of fee at SBI	Saturday,18/01/2014

Before applying online, candidates are advised to:

    (a) Carefully go through the Advertisement & Instruction Manual for Higher Secondary TET -2013 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 is 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 Higher Secondary TET** 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 mobile or email id then click the check box (☑) where mobile 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. Please select the Choice of District for Examination.
   - XIII. 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

XIV.   Please select option for Second paper(Any One)

    ○ OptionA   ○ Option B   ○ Option C

XV.   **Education Qualification**:

Please Select the stream for HSSLC or Equivalent .Please write the year of passing in the next text boxes of the row, please write total marks obtained and Total marks of the examination in the next two boxes. For Graduation and Post Graduation also repeat the same procedure.

Professional Qualification: Please select the B.Ed or BT. If there is no any Professional Qualification then select "None".

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.   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]

XXIII. **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.

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

XXV. Enter Image Text as shown in the Image

XXVI. 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. No change in information filled in by the candidates would be allowed once submitted by clicking the submit button, 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 Higher Secondary TET**" 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.

INSTRUCTIONS HOW TO FILL-UP THE OMR ANSWER SHEET

A computerized machine will do the assessment of answer sheets. Hence you should carefully read instructions regarding handling of the answer sheet and the method of giving answers. You are advised to study this instruction manual carefully as it will help you in better preparing for the examination.

I.GENERAL INSTRUCTIONS

1. Your admit card will be generated through a computerized system which can be downloaded. Your admit card will have your communication address, along with photograph and signature that has been given by you in the application form. Please note carefully that the Roll Number, date, time and Center of the examination are to be given in the admit card.
2. You will not be permitted to appear in the examination if you do not bring the admit card.
3. You are advised to be present in the examination hall 25 minutes before the scheduled start of the examination as given in the Admit Card. If you arrive at the Examination Hall 10 minutes after the start of the examination you will not be permitted to enter the Examination Hall.
4. You are required to sign in the space provided for candidate's signature on roll sheet in the presence of the invigilator in the examination hall.

Compliance with the Instructions: You should scrupulously follow the instructions given by test administrators and the invigilators at all the stages of the examination for which you have been called. If you violate the instructions you will be disqualified and may also be asked to leave the examination hall.

Malpractices like use of books, notes and copying or receiving/giving assistance of any kind is not allowed. Calculator, papers, cell-phones, books, or written notes will not be allowed inside the examination hall. Any candidate who is found resorting to malpractices like copying or receiving or giving assistance, etc. shall be disqualified.

Handling answer sheet and question paper: Please handle your answer sheet with extreme care and keep it dust free. The computerized scanner may not evaluate mutilated, torn, folded, wrinkled or rolled answer sheets.

Answer sheet and Test booklet will be supplied to you only for use in examination hall. After the test is over, you should handover the answer sheet, and objective Test booklet to the invigilator. Taking out/attempting to take the answer sheet and the Test booklet outside the examination hall by any candidate is strictly banned and shall lead to disqualification and the government may take further action against him/her as per rules.

Rough work to be done on the booklet: You should do all the necessary rough work in the space provided at the end of the Test booklet only. **You SHOULD NOT do your rough work on the answer sheet** or any other paper. If any rough work is done on the answer sheet, your answer sheet will not be assessed.

One Single Answer sheet: There will be one answer sheet for all questions in each paper(Paper I and Paper II).

Usage of BlackBall Point Pen-Important instructions:

1. **Use black ballpoint pen only to fill up the Name of Candidate, TET Roll number, Test Booklet Number, Test Booklet Series Code, and any other prescribed information on the answer sheet. Further you shall use only black ball point pen to darken the CIRCLES on the answer sheet while marking answers to the Multiple Choice Questions.**
2. **You should be cautious while marking the answers using the black ball point pen only as answer once rendered for a particular question by darkening the respective CIRCLE on the answer sheet cannot be erased. In case you try to change your answer by using an eraser/whitener/any other instrument and in the process darken another circle, the computerized scanner may not evaluate that particular answer or treat the answer as in-correct.**
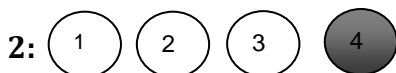3. **You are advised to carry with you good quality Black ball point Pen for the examination.**

Method of Showing Answers: All your answers must be marked on the answer sheet only. The method of indicating answers as described and illustrated below must be followed. If this is not done the computerized machine shall not assess the answer sheet.

Information on the Answer sheet: You shall fill-in all the required information as prescribed in the appropriate spaces on the answer sheet. If you do not write your Name, Roll Number, Test Booklet Number and Test Booklet series code and the other required information as may be prescribed and do not darken the respective circles wherever required, your answer sheet shall not be assessed.

Travelling Allowance not admissible: No travelling allowance or other expenses in connection with the examination will be paid.

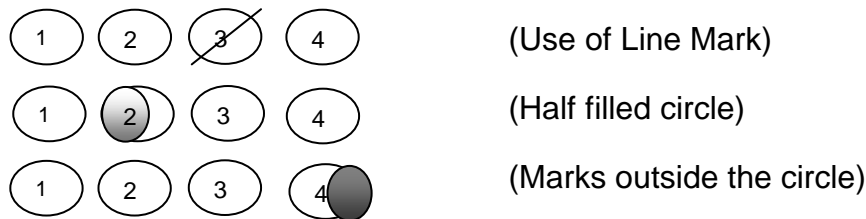**II. METHOD OF SHOWING ANSWERS**

How to show your answers: In the Test booklet, each question is followed by four alternative choices, which are numbered 1, 2, 3 and 4. Select the most appropriate answer and on the answer sheet by using a black ballpoint pen, darken the circle bearing the correct answer number against the serial number of the question. For example, if the answer to a Question Number 2 is choice number 4, it is darkened as shown below:

2: ① ② ③ ●

IMPORTANT: - USE ONLY BLACKBALL POINT PEN TO DARKEN YOUR CHOICE ANSWER.

SOME WRONG METHODS OF MARKING ANSWERS:

Please DO NOT mark your answers or fill up information by using different methods of marking as illustrated below:

① ② ~~③~~ ④   (Use of Line Mark)

① ② ③ ④   (Half filled circle)

① ② ③ ④   (Marks outside the circle)

In all the above cases, though you may have shown your answer, it may not be read by the machine because of wrong method of showing the answer.

III. VERY IMPORTANT

Answers shown only by darkening a circle with black ball point pen will be accepted by machine. Please note that the circle should be dark enough and should be filled in as completely as possible. You need not make special efforts to darken any circle artistically.

IV. IMPORTANT POINTS TO REMEMBER

1. The Scanner first reads the Test Booklet Number in the corresponding box of the answer sheet and then evaluates your answers as per the correct answers of question in that Booklet; therefore, you **MUST INDICATE YOUR TEST BOOKLET NUMBER CORRECTLY BY FILLING THE CORRECT CIRLCLES USING BLACK BALL POINT PEN.**

2. IMPORTANT: Your answer sheet **MAY NOT** be assessed if you –

   i. Do not darken the corresponding circles to your Roll Number in appropriate box.
   ii. Do not darken the corresponding circles to the Test Booklet Number provided in the appropriate box.
   iii. If you do the rough work on the answer sheet
   iv. If you do not write your Roll Number on the Test Booklet
   v. If you do not handle your answer sheet carefully.
   vi. If you do not write all prescribed information on the answer sheet.

3. You are advised to bring with you the following:-

   1. E-Challan copy.
   2. Admit Card
   3. Good quality black ball point pen

4. **The examination will be of 100 Multiple Choice Questions in each paper (PAPER-I and PAPER-II)**. With the **START** signal, you will open the Test Booklet without wasting any time in reading the questions. Since these questions are of objective type, read a particular question and immediately mark your answer on the answer sheet. In case you find a particular question difficult, skip the question and go to the next question. The question so skipped may be solved at the end, if time is available.

5. In the examination hall when the invigilator asks you to tear open the wrapper on the Test Booklet, open the 'wrapper seal' only along right hand edge. DO NOT remove the staples of the Test booklet. Immediately, after opening the wrapper seal along right hand edge, verify that the entire questions are properly printed in your booklet and then begin answering the test. In case the Test booklet is defective, get it replaced by another Test booklet bearing the same Test booklet series. Till the invigilator replaces your Test booklet continue answering other questions which are not defectively printed so that you do not lose time while the replacement of the defective booklet is being done.

6. If the question is skipped care should be taken while marking the answer of the next question. It should be marked against the appropriate question serial number leaving blank the answer spaces for the skipped question.

REMEMBER- AS MENTIONED EARLIER, YOU CANNOT CHANGE YOUR ANSWER ONCE RENDERED BY A BLACK BALL POINT PEN

7. **No extra time will be given** after the completion of prescribed 2 hours (120 minutes) time for the examination even for PH candidates of Orthopedic/locomotor disability.

Sd/-

Member Secretary TET Empowered
Committee for Higher Secondary Education

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