

Department of School Education, TS

User Manual for

“Employees Database (HRMS)”

By

The logo for TSONline, featuring the letters "TS" in blue and "Online" in black, with a green circular icon containing a white map of Texas between the "S" and "O".

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1. INTRODUCTION

Department of school education portal <http://schooledu.telangana.gov.in/ISMS/> was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

2. OBJECTIVE

Teacher service details is captured

3. SCOPE

This document explains the process of capturing the Service profile of teachers

4. ABBREVIATIONS

HRMS	Human Resource Management System

Table 1 : Abbreviations

5. PROCESS – Capturing of details by User (Teacher)

- Browse <https://schooledu.telangana.gov.in/ISMS/>, below screen displayed select Employees Database (HRMS) Under Online services as depicted in the below figure.

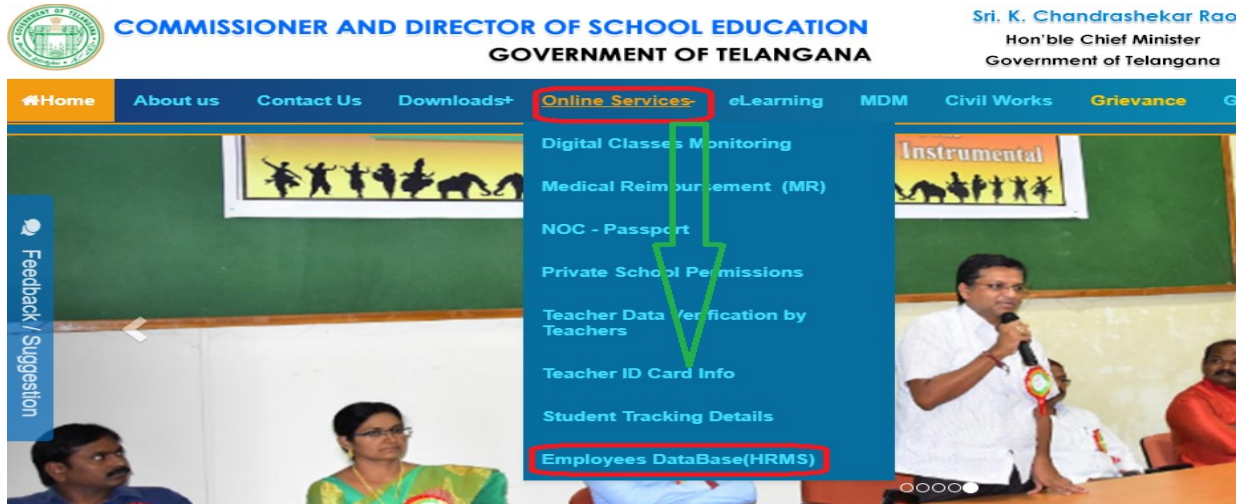


Figure 1 : Service details

- Enter Registered mobile number and Treasury Id and click on GET OTP button as depicted in the below figure.

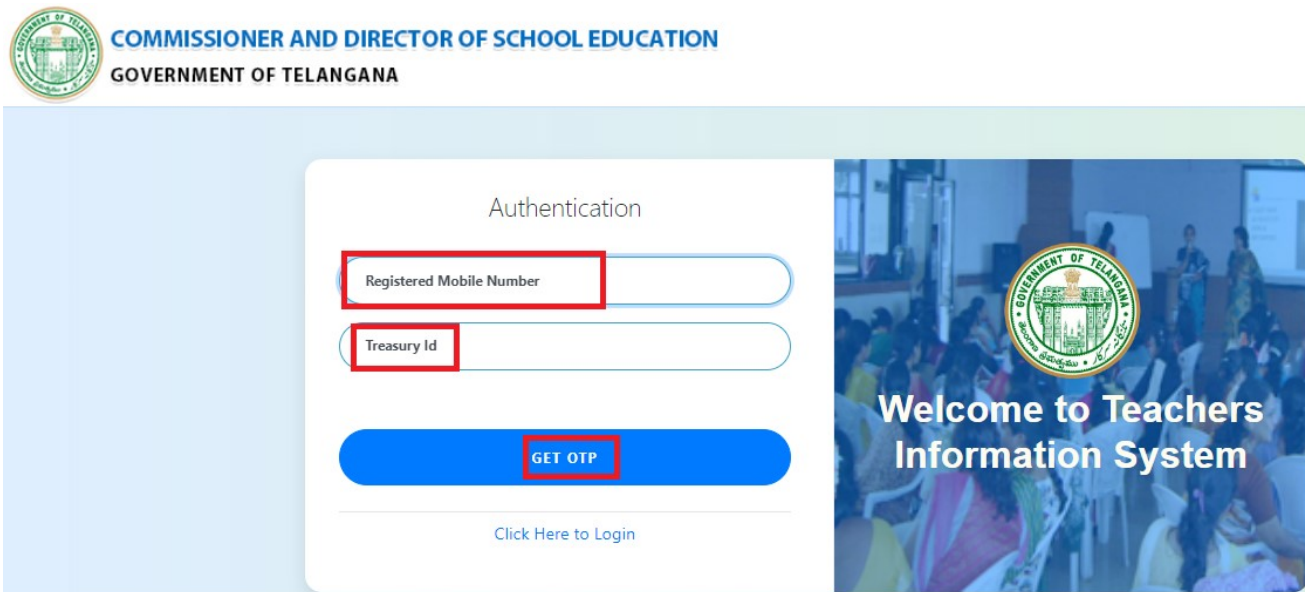


Figure 2 : Login details

- Enter OTP which is received on registered mobile and click on VERIFY button as depicted in the figure below.

Figure 3 : Service details

- Below screen displayed with different Sections, click on Professional details section as depicted in the below figure.

Figure 4 :- Home page

- Clicks on Professional section below Employ details displayed from TIS database, enter Father Name as depicted in the below figure.

Employee Personal Details Edit Form

Employee Details

Treasury Id

2021564

Name

D PAPARAO

Father's Name *

Rvaulu

Date of Birth

04/08/1969

Gender

Male

Community

1 - OC

Mobile Number

8499992692

E-mail

dasaripaparao3333@gmail.com

Aadhar Number

394846847813

Note: Non Editable fields can be updated in the "Teacher Cadre Strength" Module only

Figure 5 :- Employ details

- Enter Address details as depicted in the below figure.

Address Details

Present Residential Address

Address *

2-10 plot number 12

District *

ADILABAD

Mandal *

ADILABAD (RURAL)

Revenue Village *

Ankapoor

Pin Code *

500032

Figure 6 : Address details

- Here Employ Disability details populated from TIS database as depicted in the below figure.

Additional Details

Whether the Employee has Disability: No

Type of Disability: 1 - Not applicable

Spouse/Preferential Category

Figure 7 : Disability

- Under Spouse details Select Marital status yes/ No as depicted in the below figure.

Spouse/Preferential Category

Marital Status *: Married

Whether spouse is Employee of State Govt/Central Govt/Public sector Undertaking/Local body/Aided institution *: YES

Spouse Employment Type *: Telangana Government School Teacher

Spouse Treasury Id *

Get Details

Figure 8 :- Marital status details

- If Marital status is yes select Whether spouse is employee of State/central/public sector under taking/ local body/ aided institution yes / No as depicted in the below figure.

Spouse/Preferential Category

Marital Status *: Married

Whether spouse is Employee of State Govt/Central Govt/Public sector Undertaking/Local body/Aided institution *: YES

Spouse Employment Type *: --Select--

Figure 9 :- Spouse employment details

- If Whether spouse is employee of State/central/public sector under taking/ local body/ aided institution yes Select spouse employment type as depicted in the below figure.

Figure 10 :- spouse employment type

- Based on Spouse employment type enter employment details and click on Update button as depicted in the below figure.

Figure 11 :- Spouse employment details

- Click on Educational Qualification section and enter Details of SSC or equivalent and Intermediate as depicted in the below figure.

Personal Details **Educational Qualifications** **Service Details** **Application Final Submit**

Educational Qualification Details Insert Form

Academic Qualifications

Details of SSC or Equivalent Examination Passed

Medium * Bengali First Language * Bengali Passed Month - Year * January - 2018

Details of Intermediate or Equivalent Examination Passed

Passed Month - Year * January - 2018 Stream * MPC

Figure 12 :- SSC and Inter detail

- To enter Degree and PG (if required) click on Add Degree button and enter the details as depicted in the below figure.

Details of Degree or Equivalent Examinations Passed

No. of Degree's/Equivalent Passed * 1 **Add Degree** Remove Degree

S.No	Name of the Degree	Name of the University	Optional (1)	Optional (2)	Optional (3)	Passed Month / Year	Percentage of Marks
1	B.Sc.	Osmania University	Accounts Test for Subor	Special Language Test/...	Accounts Test for Subordinate Officers P...	03/1999	80

Details of Post Graduate Degree or Equivalent Examinations Passed

No. of P.G. Degree's/Equivalent Passed * 1 **Add Degree** Remove Degree

#	Name of the Degree *	Name of the University *	Subject *	Passed Month / Year *	Percentage of Marks
1	M.Sc.	Osmania University	Special Language Test(Lower Standard) (...)	03/2022	69

Figure 13 :- Degree and PG details

- To enter M.ED, M Phil and B.ED/DED (if required) click on Add Degree button and enter the details as depicted in the below figure.

Professional Qualifications

Details of M.Ed/M.PED or Similar Examination Passed

No. of M.Ed or M.PED Degree's/Equivalent Passed *

1

Add Degree
Remove Degree

#	Professional Qualification *	Name of the University *	Passed Month / Year *
1	--Select--	--Select--	MM-YYYY

Details of M.Phil/Ph.D or Similar Examination Passed

No. of M.Phil or Ph.D Degree's/Equivalent Passed *

1

Add Degree
Remove Degree

#	Professional Qualification *	Name of the University *	Passed Month / Year *
1	--Select--	--Select--	MM-YYYY

BED/BPED/DED and equivalent examination passed

No. of Certificates *

1

Add Degree
Remove Degree

#	Professional Graduation *	Name of the University *	Methodology Subject 1 *	Methodology Subject 2 *	Passed Month / Year *
1	--Select--	--Select--	--Select--	--Select--	MM-YYYY

Figure 14 :- M.ED, M Phil and B.ED/DED details

- Select Have you passed any Departmental Test (YES/NO) as depicted in the below figure.

Departmental Test Details

Have You Passed Any Departmental Test (YES/NO)*

NO

---Select---

YES

NO

Figure 15 :- Departmental test details

- If Have you passed any Departmental Test is YES enter Name of the Examination passed and passed year and click on Update button as depicted in the below figure.

Departmental Test Details

Have You Passed Any Departmental Test (YES/NO)*

YES

No. of Test(s) *

1

Add Test Remove Test

#	Name of the Examination Passed*	Passed Year*
1	Accounts Test for Subordinate Officers Part-I (8)	January-2021

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Update

Figure 16 :- Departmental passed test details

- Click on Service details Section, Following details populated from TIS databases as depicted in the below figure.

Personal Details	Educational Qualifications	Service Details	Application Final Submit
Employee Service Details Insert Form			
Service Details			
Present Working School 36051603903-MPPS OOTPALLY TM		School District NIZAMABAD	
School Mandal BODHAN	School Village Ootpalle	Designation Secondary Grade Teacher	
Medium of Teaching Telugu	Date of Joining in Present Cadre 17/10/2002		

Figure 17 :- Service details

- Enter additional details, red marked ones populated from database only as depicted in the below figure.

Additional Details		
Date of First appointed in service 17/10/2002	Initial Management of the Individual Government	Whether Absorbed into ZP/Govt. From Aided Schools No
Whether Appointed as Spl.Teacher/Spl.VV? No	Inter District Details: Whether Belongs to Other District No	Year of DSC 1999
DSC Rank 2000	DSC Marks 99	Whether the individual availed the benefit under Preferential category during the last 5/8 Years as on 01st Aug 2022 No
Date from which the Individual is working in the Present School in all Categories of Posts 02-09-2019	HRA Category of the School III-13%	Is there is any change in HRA Category of the school in previous Years No
Whether any charges are pending against the employee No	Whether any Punishment is inforce? No	

Figure 18 :- Additional details

- Select whether the individual to claim under preferential Category YES / NO as depicted in the below figure.

Whether the individual wants to claim under Preferential Category *

Yes

--Select--

Yes

No

--Select--

Emergency Contact Name *

Emergency Contact Mobile Number *

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Figure 19 :- Preferential category claim details

- If whether the individual to claim under preferential Category is YES select preferential category and enter Emergency contact name and mobile number and click on Save button as depicted in the below figure.

Whether the individual wants to claim under Preferential Category *

Yes

Select Preferential Category

D(1), Individual or her/his spouse suffering with Cancer disease

Emergency Contact Name *

Emergency Contact Mobile Number *

9890878978

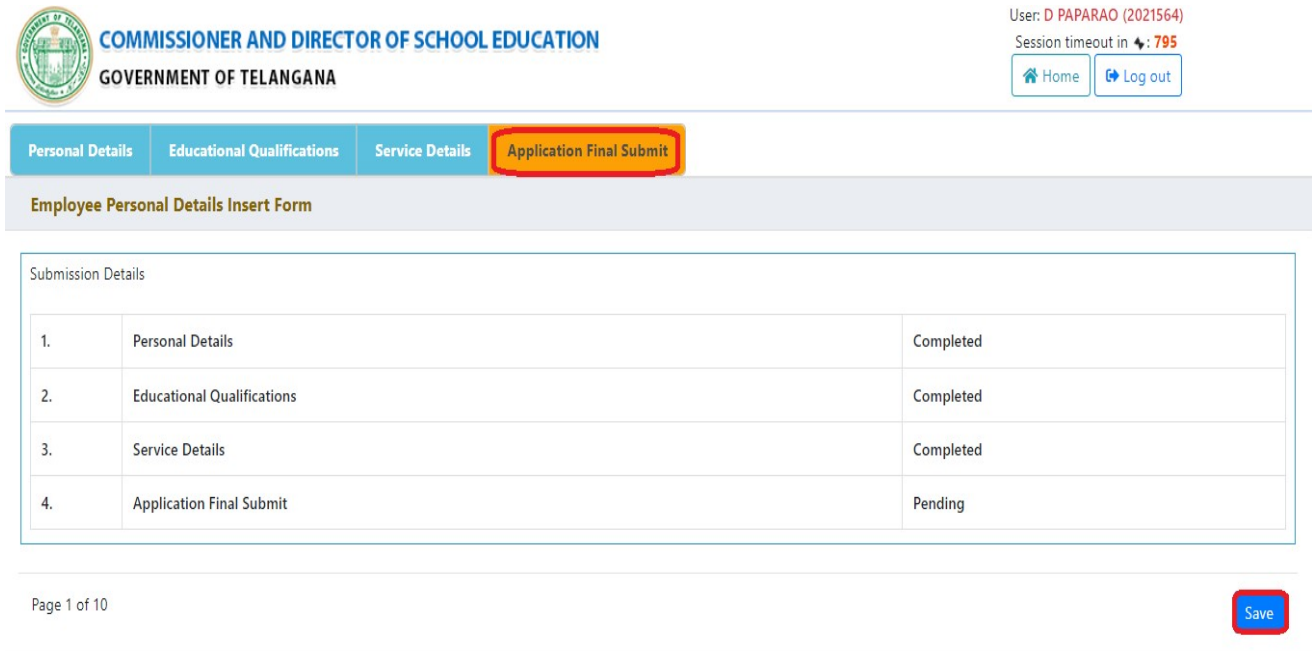
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Figure 20 :- Preferential category and emergency contact details

- After submission of all sections click on Save button under final submission section to submit the details as depicted in the below figure.

Note: - After Final submission there is no edit option.



COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

User: D PAPARAO (2021564)
Session timeout in ⚡: 795

Home Log out

Personal Details Educational Qualifications Service Details **Application Final Submit**

Employee Personal Details Insert Form

Submission Details

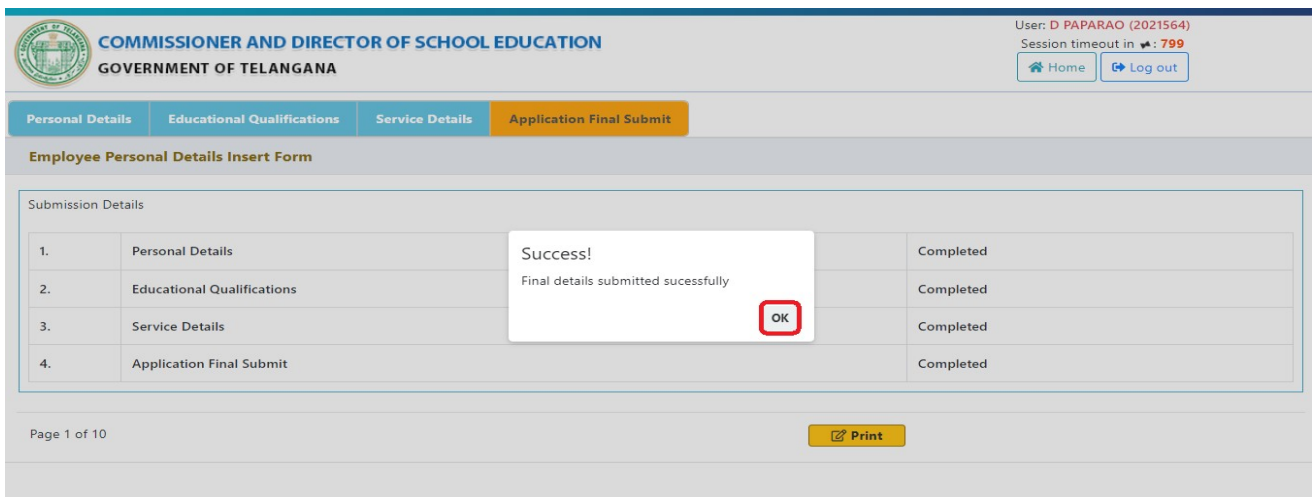
1.	Personal Details	Completed
2.	Educational Qualifications	Completed
3.	Service Details	Completed
4.	Application Final Submit	Pending

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Save

Figure 21 :- Final submission

- Below alert message displayed click on OK as depicted in the below figure.



COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

User: D PAPARAO (2021564)
Session timeout in ⚡: 799

Home Log out

Personal Details Educational Qualifications Service Details **Application Final Submit**

Employee Personal Details Insert Form

Submission Details


1.	Personal Details	Completed
2.	Educational Qualifications	Completed
3.	Service Details	Completed
4.	Application Final Submit	Completed

Page 1 of 10

Print

Figure 22 :- Alert message

- To print the submitted application click on print button Under Final submission tab as depicted in the below figure.



COMMISSIONER AND DIRECTOR OF SCHOOL EDUCATION
GOVERNMENT OF TELANGANA

User: D PAPARAO (2021564)
Session timeout in 792

Home
Log out

Personal Details
Educational Qualifications
Service Details
Application Final Submit

Employee Personal Details Insert Form

Submission Details

1.	Personal Details	Completed
2.	Educational Qualifications	Completed
3.	Service Details	Completed
4.	Application Final Submit	Completed

Page 1 of 10

Print

Figure 23 :- Print details

- After click on print button all sections comes under one page , scroll down the page and click on print as depicted in the below figure.



Personal Details Educational Qualifications Service Details Application Final Submit

Form-I: Personal Details

Employee Details

Treasury Id	2021564	Teacher Name	D PAPARAO	Father's Name	uytruytyt
Date of Birth	04/08/1969	Gender	Male	Community	OC
E-mail	dasaripapara03333@gmail.com	Mobile Number	8499992692	Aadhar Number	394846847813

Present Residential Address

Present Address	uyujghg	District Name	ADILABAD
Mandal Name	ADILABAD (RURAL)	Village Name	Ankapoor
		Pin code	500032

Additional Information

Type of Disability	Visual(Blindness)	Percentage of Disability	
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Initial Management of the Individual	Government	Is Absorption Aided Services	No				
Date of Absorption Aided Services		Length of Aided Service: From Date		Length of Aided Service: To Date		Appointed as Spl.Teacher/Spl.VV	No
Date of Regular Scale of Spl.Teacher/ Spl. VV		Date of acquiring minimum Qualification		Whether Belongs to Other District	No		
Type of Inter District Transfer		Date of Joining from Other District		Year of DSC	1999	DSC Rank	2000
DSC Marks	99	Individual is Male Headmaster Grade-II/Teacher Aged below 50 years		Date from which the Individual is serving in the Present School	2019-09-02	HRA Category of the School	III
Is there is any change in HRA Category of the school in previous Years	No	Category of School	II	From Date			
To Date		Category of School	III	From Date		To Date	
Category of School	IV	From Date		To Date			
any charges are pending against the employee	No	Details of the Charges		any Punishment is inforce	No	Details of Punishment	
Date of punishment							

Whether the individual wants to claim under Preferential Category	Yes
Preferential Category	D
Whether the individual availed the benefit under Preferential category during the last 5/8 Years as on 01st Aug 2022	
Emergency Contact Name	dgrtyr
Emergency Contact Mobile Number	9890878978



Figure 24 :- Print Form