Instructions for candidates

Kindly use Mozilla Firefox or Google Chrome or Microsoft Edge browser to fill the Application Form.

Fields marked with * are mandatory.

The details in the form should be entered as it appears in the Matriculate Certificate (Class 10th Certificate) OR Equivalent certificate awarded to you. Ensure to carry a valid government ID Proof during the time of interview.

Read the below instructions carefully, before filling the form:

1. Please read the advertisement and eligibility instructions carefully before filling-up.
2. The application for this post is 2 step processes
    a. Step-1: Registration must be done by filling up your full name (in the appropriate fields), Date of birth, email id and password.
    b. Step-2: Login with credentials received in the registered email ID, completion of Application form.
3. In case of any difficulties, you may contact helpdesk at helpline number 01206565065 from 10 AM to 6 PM on working days and helpline email id helpsecondment@edcil.co.in.
4. No modifications are allowed after candidate submits the online application form. If any discrepancies are found between the data filled by the candidate online and the original testimonials, his candidature is liable to be rejected.
5. No request for change in particulars of any candidate shall be entertained.
6. Photograph:
    a. A recent Passport Size Colour Photograph as per Image Upload Guidelines. (Not more than 1 month old in jpg/jpeg format).
    b. The photograph should be of passport size and coloured with white background.
    c. Size of the image should be minimum 20 kb and maximum 50 kb.

d. Image should be .jpg or .jpeg format.

e. Scanner dpi should be 200 dpi.

f. Dimension should be 3.5cm * 4.5cm.

g. The photo should be without sunglasses/goggles/face-mask or any other face cover.

7. Signature:

    a. Please upload your recent Signature with file size minimum 50 kb maximum 100 kb (Only JPEG and JPG formats).
    b. The signature should be in running handwriting with black ink pen in white background and match the government ID.

8. Please upload your Certification/documents in the following size: min – 100 kb, max – 500 kb (in JPEG or JPG or PDF format).

9. Passport must be valid for the entire duration of the tenure / deputation.

10. Original documents shall be verified during the interview process.

11. Candidates must make sure to upload work experience certificate corresponding to each work experience filled in the form.

12. In case work experience certificate is not available, candidate can submit joining letter along with latest 3-month salary slip; Work experience certificate / salary slip / joining letter should be in the letter head of the employer, handwritten certificates shall not be considered as proof.

13. Resume must cover your qualifications, skills and proficiencies (English and ICT tools) and any awards related to teaching that you have received. The information provided in the resume shall be used by the committee for shortlisting the candidates for interview.

14. English proficiency is defined as follows:

    a. Beginner – Basic knowledge of the language with frequent errors. You can speak in full sentences and phrases on simple topics.

    b. Intermediate – Occasional errors with new or complex words. you can take part in conversations on a variety of concrete and abstract topics. You may not know a lot of technical vocabulary, but you can still convey complex thoughts, explanations, experiences, or concepts with moderate accuracy.

    c. Advanced – Very infrequent errors. At this level, you can understand the vast majority of English, spoken or written, that you encounter.

15. All communication related to the recruitment process shall be sent to the registered email ID. Additionally, latest updates can also be viewed from the home page of the application portal.