

## **General Instructions for Candidates:**

Linkwide Technology Pvt. Ltd., a company registered under Company act 2013, an ISO 9001:2015 Certified Company, in association with NIELIT, an autonomous body of Ministry of Electronics & Information Technology, Government of India inviting applicant of Computer Trainer under the payroll of Linkwide Technology Pvt. Ltd.(LTPL) for conducting Digital Literacy Course (DLC) for various School/Institute/College approved by the NIELIT as Facilitation center.

- ❖ We achieve “BENGAL EXCELLENCE AWARD” from Press Club of Asansol Megacity (PCAM) for outstanding performance in the field of Digital Literacy Programme signed by Minister in-charge Department of PWD, law & Judicial Govt. of West Bengal and Parmshree National Award Winner Founder /Secretary General, Press Club of Asansol megacity.
- ❖ On 15<sup>th</sup> July 2022 we received best Wishes for our school Project from the “Chairperson Public Committee Parliament House New Delhi “.

A **Computer Trainer** has been deployed in each of the approved schools/Institute/College to manage the Computer lab, to impart Computer Education to Students and train Teachers in IT skills.

In view of the above, LTPL has put in place an exhaustive recruitment process which will include online registration, online examination, interviews and training for each candidate applying for this role shall be required to go through.

## **Candidates are advised to carefully read the below given guidelines and instructions:**

1. The Computer Instructor engaged by LTPL is specific to this project and The Computer Trainer shall at no time stake any claim or right to claim employment, damage, loss or compensation of any sort against LTPL.
2. The position of Computer Trainer being offered by LTPL is **not a Government Job**
3. Candidate applications shall only be accepted online through this online portal
4. Each Candidate can submit his/her application only once during the selection process
5. Applications once submitted will not be allowed to be withdrawn
6. LTPL reserves the right to reject or cancel any application of a candidate without giving any reason thereof
7. In case of any dispute/ambiguity that may occur in the process of selection, the decision of LTPL shall be final
8. LTPL reserves the right to verify the past employment or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected at any stage that the documents submitted by the candidates are false or the candidate has suppressed relevant information, then his/her services shall be terminated with immediate effect
9. In case of any unintended mistake in the process of selection, which may be detected at any stage even after the issue of appointment letter, LTPL has the right to modify/ withdraw/ cancel any communication made to the candidates

10. All expenses incurred by candidates for any travel and lodging during the selection process and training are to be borne by the candidates themselves and LTPL shall not be liable to reimburse any such expenses incurred by the candidates
11. LTPL shall not be responsible for any delay/loss caused due to technical reasons
12. The following eligibility shall be applicable for the post of the Computer Trainer. The Candidate should be
  - i. Graduate in any discipline
  - ii. 1 year diploma in computer applications /DOEACC \_A\_ Level/O Level /BCA or higher from reputed institutions
  - iii. Well versed in basic computer operations
  - iv. Minimum 6 month Experience as Computer Instructor/Teacher/Trainer

Preference shall be given to those candidates who are:

- i. Graduate/Postgraduate in Computers
- ii. B. Ed degree holders with computer knowledge

**13. The Computer Trainer shall be responsible for the following in their allocated school/Institute:**

- A. Work out the schedule of classes in consultation with the Head of School for slots in time table for providing computer theory and practical training classes to students, teachers and non-teaching staff of allocated school.
- B. To ensure smooth running of the entire Project at the allocated school in coordination with School Staff, District Coordinator and other competent authorities.
- C. Taking admission fees/monthly fees from the student or helping to making fess payment to the company as per fees structure of the company for your allotted school/institute.
- D. Empower/motivate to students/teachers/guardian for training as per company guideline.
- E. Opening and closing of Computer Lab as per school hours/as per instruction of competent authorities.
  - a) Ensure cleanliness of the Computer Lab.
  - b) Ensure Security of Computer Lab and in case of any problem immediately report the same to the Help Desk and the District Coordinator.
  - c) To meet Head of School and designated Lab-In-Charge on daily basis.
  - d) To report about all work to your District Coordinator and Zonal Managers.
- F. Do routine check-up of the hardware installed and ensure 100% uptime of all Hardware and Software.
- G. To intimate your supervisor about functioning of the computer system and other matters connecting with the running of Computer Lab on daily basis.
- H. To maintain the following registers in school:
  - a) Stock Register
  - b) Consumables Register
  - c) Downtime and Movement Register
  - d) Computer Lab opening and closing log
  - e) Any other register as required by the department
- I. To compulsory attend workshops, review meetings, training programs organized by the Company. Failure to attend the same without prior approval of Supervisor will lead to disciplinary action against you.
- J. To maintain a daily diary as teacher's diary and student's Attendances register separately.
- K. Timely submission of MIS report on daily basis to District Coordinator and Zonal Manager.
- L. To inform your immediate supervisor in case of any problem.

A Table below gives a step-by-step selection process for the post of Computer Trainer:

### SELECTION PROCESS

Stage	Stage during the Evaluation Process	Processes within the Stage	Outcome/Result
Stage 1	Online Application by Candidate	<p><b>Click on the Candidate Registration form</b> button given on the website homepage</p> <p>A Candidate Application Form will open and the candidate has to fill in the necessary details such as:</p> <p style="margin-left: 20px;">i. Name, Date of Birth, Fathers Name, Gender, Present Address, Permanent Address, E-Mail ID, Mobile Number, Marital Status, Pan Card No and Aadhar Card Number</p> <p>The Candidates shall be required to upload the CV with max. file size of 10 mb in jpg/pdf format while applying:</p> <p>The candidate shall also be required to indicate preference for a maximum of 3 blocks in a given district (Final allocation of the blocks to selected candidates is subject to availability)</p> <p>Once the candidates upload the data and complete the registration form, candidate will receive an email confirming the registration process.</p> <p><b>For any Assistance during the registration process, candidates may please contact: 9643015065 between 11AM – 6PM or</b></p> <p><b>E-Mail: <a href="mailto:recruitment@dlccomputertrainer.org">recruitment@dlccomputertrainer.org</a></b></p>	Candidate Application ID
Stage 2	Document Verification and Validation	<p>The document verification and validation shall involve authenticity of documents, check that appropriate documents have been uploaded</p> <p>* In case the number of applications received exceeds 300% for a given vacancy then a Merit List shall be prepared district wise.</p>	List of Qualifying Candidates

Stage 3	<b>Issuance of User credential for online examination</b>	The candidates who will qualify from Stage 2 shall be emailed the exam link and user id and password for online examination	<b>User credential for online examination</b>
Stage 4	<b>Technical Competency based Online Examination</b>	The Technical Competency based Online examination shall carry a total of 100 marks The questions will be a mix of Objective type in IT, General Aptitude Candidates shall be required to <b>score a minimum of 80% marks</b> to pass the written examination and qualify for the technical interview. The online examination duration shall be for 90 minutes	<b>List of Passed Candidates who are qualified to appear for Technical Interview</b>
Stage 5	<b>Technical Interview</b>	The Technical Interviews shall be conducted by an expert panel and the candidates shall be evaluated on their technical knowledge levels and practical applications using computers	<b>List of Shortlisted Candidates for Final Interview</b>
Stage 6	<b>Final Interview</b>	Shortlisted Candidates shall be required to appear for the Final Interview wherein the candidate shall be evaluated for the Behavioral Traits such as - Attitude, Communication Skills, and Confidence etc. The Final Interview shall be the deciding factor in Selection or Rejection of a candidate	<b>List of Final Candidates selected for Coordinator Training Program</b>
Stage 7	<b>Computer Trainer Training Program</b>	All the candidates selected from the final interview shall undergo an exhaustive training program at a centralized location in the state. The training program shall focus on the following aspects as given below: i. Introduction to Organization and the Project ii. Roles and Responsibilities including maintenance of the Computer Lab, Monitoring Reports and Records iii. Project Hardware related Training including practical application iv. Planning and Imparting Computer Education in collaboration with the School Authorities v. Soft Skills including Attitude, Classroom Management, Behaviour, Formal Dressing Attire, etc vi. Mock Sessions and Role Play vii. Multimedia Content for Computer aided Learning viii. Candidates who successfully complete the training program shall then be handed over their offer letter	<b>Selected Computer Trainer</b>

<b>Stage 8</b>	<b>Offer Letter and Joining Formalities</b>	The Selected Candidates from the training program shall be offered final employment letter and the joining formalities including Zero Balance Salary Account opening and others formalities shall be completed for these candidates	<b>Deployment of Computer Trainer in School</b>
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