

General Instructions for Candidates

The Andhra Pradesh State Skill Development Corporation (APSSDC), Government of Andhra Pradesh is implementing “ASPIRE” (Andhra Pradesh Schools Program for innovation, Research and Excellence) program to teach English and Life Skills in schools/ educational institutions for teaching English and Life Skills to the students of 5th to 12th classes in 188 Social Welfare and 237 Tribal Welfare Residential Educational Institutions in the State of Andhra Pradesh.

IL&FS Education and Technology Services Limited (IL&FS ETS) has been awarded the mandate to implement this project across 425 schools under which IL&FS ETS shall be imparting English language & Life skills training to the students. In order to execute the programme, one residential English & Life Skills Trainer shall be deployed in each school.

IL&FS ETS invites applications from eligible professionals to work as English & Life Skills Trainers in schools across 13 Districts of Andhra Pradesh, **as and when the need arises.**

In view of the above, IL&FS ETS has put in place an exhaustive recruitment process which will include online registration, application evaluation, written 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 English & Life Skills Trainers engaged by IL&FS ETS is specific to this project and the English & Life Skills Trainers shall at no time stake any claim or right to claim employment, damage, loss or compensation of any sort against IL&FS ETS
- 2 The position of English & Life Skills Trainers being offered by IL&FS ETS is **not a Government Job**
- 3 Candidate applications shall only be accepted online through this website
- 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- 5 Applications once submitted will not be allowed to be withdrawn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 IL&FS ETS 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 IL&FS ETS shall be final
- 8 IL&FS ETS 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, IL&FS ETS 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 IL&FS ETS shall not be liable to reimburse any such expenses incurred by the candidates
- 11 IL&FS ETS does not charge any fee or accept any deposit during the selection process from candidates and no agency/institution/person are authorized to charge any such fees. IETS disclaims liability arising out of any fraudulent representation made in this behalf and candidates are advised not to be misled by any such fraudulent misrepresentation.
- 12 IL&FS ETS shall not be responsible for any delay/loss caused due to technical reasons
- 13 The following eligibility shall be applicable for the post of the English & Life Skills Trainers. The Candidate should be:
 - a. Graduate/Post Graduate in any in English or allied subjects (English Literature, Functional English, English Studies, journalism and mass media etc)
OR
Bachelor Degree (Any) and Diploma/Post Graduate diploma in English or Allied subjects (English Literature, Functional English, English Studies, journalism and mass media etc)
 - b. Experience: 2 years in case of Graduation
OR 1 year or more, in case of Post Graduation
 - c. Well versed in Spoken / Written /Functional English
- 14 Preference shall be given to candidates who are:
 - a. Convent-educated/ English Medium School preferred
 - b. B. Ed degree holders
- 15 AnEnglish & Life Skills Trainer shall be responsible for the following in their allocated school:
 - a. Teach functional English to students of Class V to Class XII as per methodology and course materials provided by IETS
 - b. Report to school full - time during school hours on school days and holidays as decided
 - c. Coordinate with school authorities and teachers to plan the timetable for ASPIRE programme
 - d. Submit daily reports to IETS
 - e. Report to school every day on time as decided by IETS
 - f. Complete all documentation process as defined by IETS
 - g. Travel to designated centre to undergo training provided by IETS

16 Selection Process

Stage	Stage during Evaluation Process	Processes within the Stage	Outcome/Result
Stage 1	<p>Invitation of Candidate Profiles</p>	<p>The candidate profiles shall be invited through a newspaper advertisement in Newspaper</p> <p>The advertisement shall direct the candidates towards online registration and indicate the portal address.</p> <p>The Candidates who <u>meet the below given criteria should only apply:</u></p> <ol style="list-style-type: none"> a. Graduate/Post Graduate in any in English or allied subjects (English Literature, Functional English, English Studies, journalism and mass media etc) OR Bachelor Degree (Any) and Diploma/Post Graduate diploma in English or Allied subjects ((English Literature, Functional English, English Studies, journalism and mass media etc) b. Experience: 2 years in case of Graduation OR 1 year or more, in case of Post Graduation c. Well versed in Spoken / Written /Functional English <p>Preference shall be given to candidates who hold a B.Ed degree</p>	<p>Announcement of Online Portal</p>
Stage 2	<p>Online Application by Candidate</p>	<p>Candidates will be required to go to the following website – https://aspire.ilfseducation.com/default.aspx</p> <p>Click on the “Click Here to Apply” 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> <ol style="list-style-type: none"> i. Name, Date of Birth, Father/Guardian’s Name, Gender, Present Address, 	<p>Candidate Application ID</p>

		<p>Permanent Address, E-Mail ID, Mobile Number, Marital Status</p> <p>The Candidates shall also be required to upload the following documents while applying:</p> <ol style="list-style-type: none"> 1. Date of Birth Proof 2. Graduation Completion Certificate 3. Post Graduation Completion Certificate 4. Experience Certificate 5. Recent Passport size Colour Photograph <p>For any Assistance during the registration process, candidates may please contact: <u>9160732020</u> between 10AM – 6PM or E-Mail: helpdesk.aspire.ap@gmail.com</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>	
Stage 3	Document Verification and Validation	<p>The document verification and validation shall involve authenticity of documents, check that appropriate documents have been uploaded, qualification criteria</p> <p>* In case the number of applications received exceed 300% for a given vacancy then a Merit List shall be prepared district wise.</p> <p>Weightage shall be assigned to factors such as Graduation/Post Graduation Degree in English, Experience held, B.Ed and a merit list shall be prepared thereof.</p>	List of Qualifying Candidates
Stage 4	Issuance of Admit Card	<p>The candidates who will qualify from Stage 3 shall be issued an Admit Card for the next evaluation stage of Written Examination</p> <p>The Admit Cards shall also be sent to these candidates on their E-Mail address provided in the form</p> <p>Please provide a valid E-Mail ID in the application form</p>	Admit Card for Written Examination for Qualifying Candidates

<p>Stage 5</p>	<p>Written Examination</p>	<p>The written examination based Skills on Functional English shall carry a total of 50 marks.</p> <p>The questions will be a mix of Objective type and Descriptive type.</p> <p>Candidates shall be required to score a minimum of 50% marks to pass the written examination and qualify for the Final interview</p> <p>The written examination duration shall be for 30 minutes</p>	<p>List of Passed Candidates who are qualified to appear for Final Interview</p>
<p>Stage 7</p>	<p>Final Interview</p>	<p>Shortlisted Candidates shall be required to appear for the Final Interview wherein the candidate shall be evaluated for the Behavioural Traits such as - Attitude, Communication Skills, Confidence, teaching skill etc</p> <p>The Final Interview shall be the deciding factor in Selection or Rejection of a candidate</p>	<p>List of Shortlisted Candidates for IL&FS ETS English & Life Skills Trainers Training Program</p>
<p>Stage 8</p>	<p>IL&FS ETS English & Life Skills Trainers Training Program and Joining Formalities</p>	<p>All the shortlisted candidates shall undergo an exhaustive training program at a centralized location in the state.</p> <p>The training program shall focus on the following aspects as given below:</p> <ul style="list-style-type: none"> i. About the programme and roles and responsibility ii. Functional English Course iii. Facilitation Skills iv. Spoken and Written English v. Soft Skills including Attitude, Classroom Management, Behaviour, Formal Dressing Attire, etc vi. Mock Sessions and Role Play vii. Audio & Video content <p>After successful completion of training program, only Selected Candidates shall be offered final employment letter.</p>	<p>Deployment of English & Life Skills Trainers</p>