West Bengal State Council of Technical and Vocational Education and Skill Development

Department of Technical Education, Training and Skill Development, Govt. of West Bengal

User Manual: Assessor /Expert Registration

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1. Primary (Part-A) Assessor/Expert Registration Process.

Step-1: Open any browser and type in the URL https://www.pbssd.gov.in/council/assessor/assessor_reg.

Step-2: Assessor/Expert registration page will be open.

Step-3: Fill-up the basic information details and contact information details, enter captcha then click on "Submit" button.

Step-4: Basic and Contact information has been successfully registered message will be show.

Note: One email verification link has been send to register mail id, and one Verification code for registration as assessor/expert has been send to register mobile no.

Step-5: Open the register mail inbox then click "Confirm Account" tab for verification.
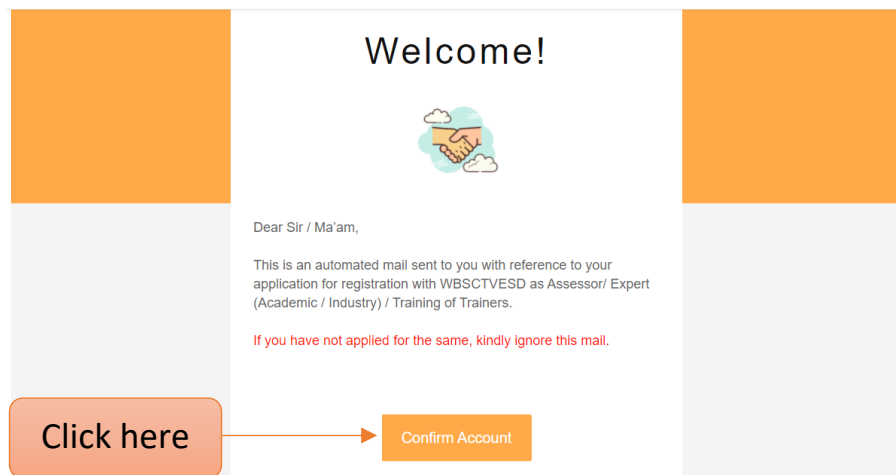
Step-8: Enter the OTP and captcha code, click on "Submit" button.

Step-9: OTP verification done successfully message will be show.

Note: After successfully Part-1 Assessor/Expert registration login credential has been send to register mail id and mobile no for Part-2 registration.
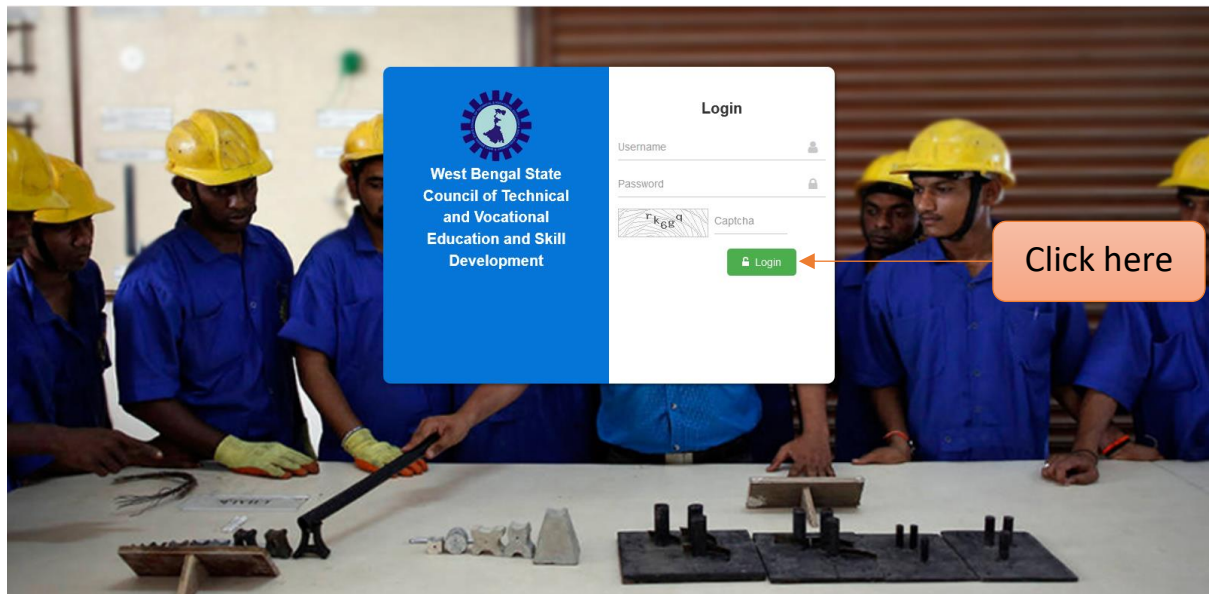

2. **Final (Part-B) Assessor/Expert Registration Process.**
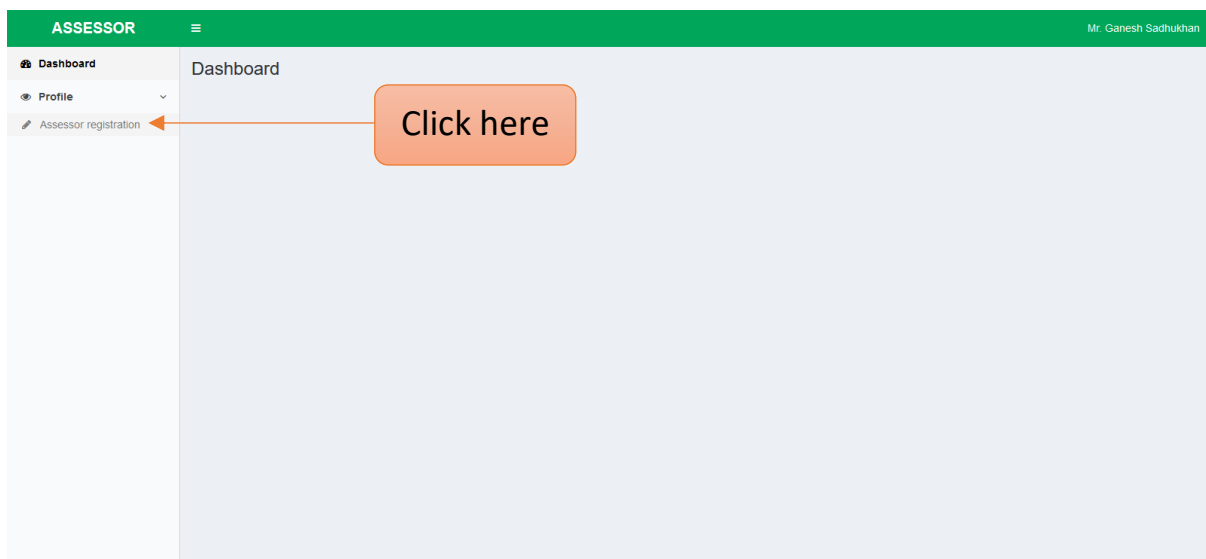
Step-1: Click on "Web Portal Login".

Step-2: Enter Username, Password and enter captcha for login.

Step-3: After successful login Assessor dash board will be open.
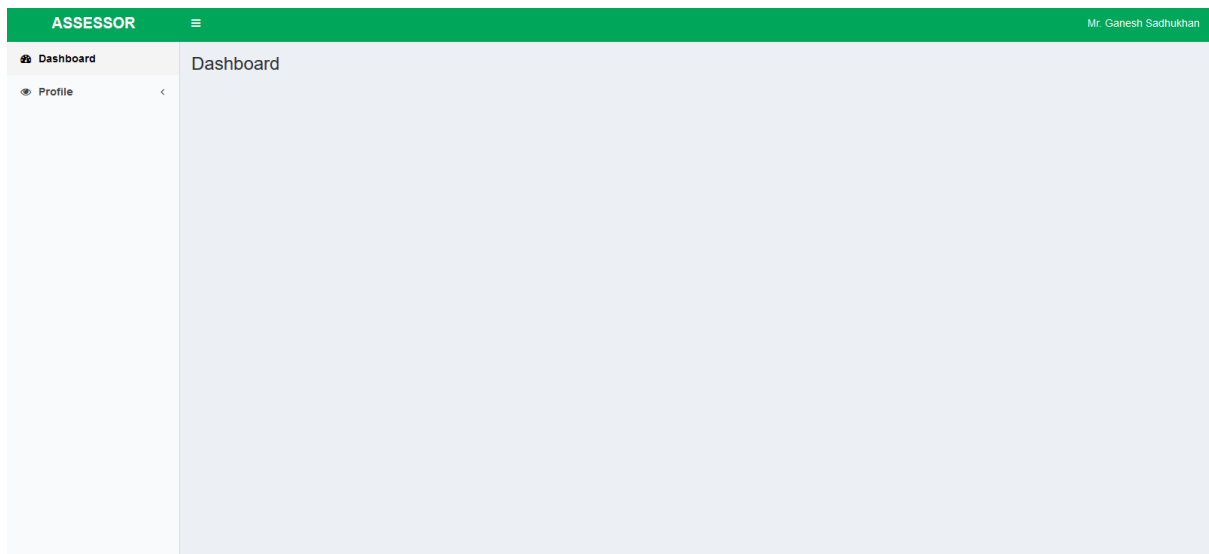
Step-4: Click on sub-menu "Assessor Registration" under "Profile" menu.

Step-5: Basic Details of assessor registration page will be open.

Step-6: Basic details data will pre-filled as Part-1 registration has been completed.

Step-7: Click on "Next".

Step-8: Course details tab will be open.

Step-9: Choose the details from dropdown menu then click "Save" button.

Step-10: After click on Save button success message will be show.

Step-11: Click on "Next".

Step-12: Educational Qualification and Industry/Professional Experience detail tab will be open.

Step-13: Enter the Highest qualification, Discipline, other qualification, and Current employment details then click on "Save" button.

Step-14: After click on Save button success message will be show.

Step-15: Click on "Next".

Step-16: Contact details page will be open.

Step-17: Fill-up the contact details then click on "Save" button.

Step-18: After click on Save button success message will be show.

Step-19: Click on "Next".

Step-19: Work Experience detail page will be open.

Step-20: Enter the detail then click on "Add & Save" button.

Step-21: Assessor can add the experience more than one.

Step-22: Click on "Next".

Step-23: Assessor or Expert Experience detail page will be open.

Step-24: Enter the detail then click on "Add & Save" button.

Step-25: Assessor can add the experience more than one.

Step-26: After click on Add button success message will be show.

Step-27: Click on "Next" button.

Step-28: Present Engagement detail page will be open.

Step-29: Enter the details then click on "Add & Save" button.

Step-30: After click on "Add" button success message will be show.

Step-31: Click on "Next" button.

Step-32: Upload the Resume and Photo then click on "Save" button.

Step-33: After click the "Save" button success message will be show.

Step-34: Click on "Next" button.

Step-34: Assessor can Preview the Application, if ok then click on "Final Submit".

Step-35: Click on "Application preview" button.

Step-35: Preview details page will be open.

Step-36: Assessor can download and print the assessor details.
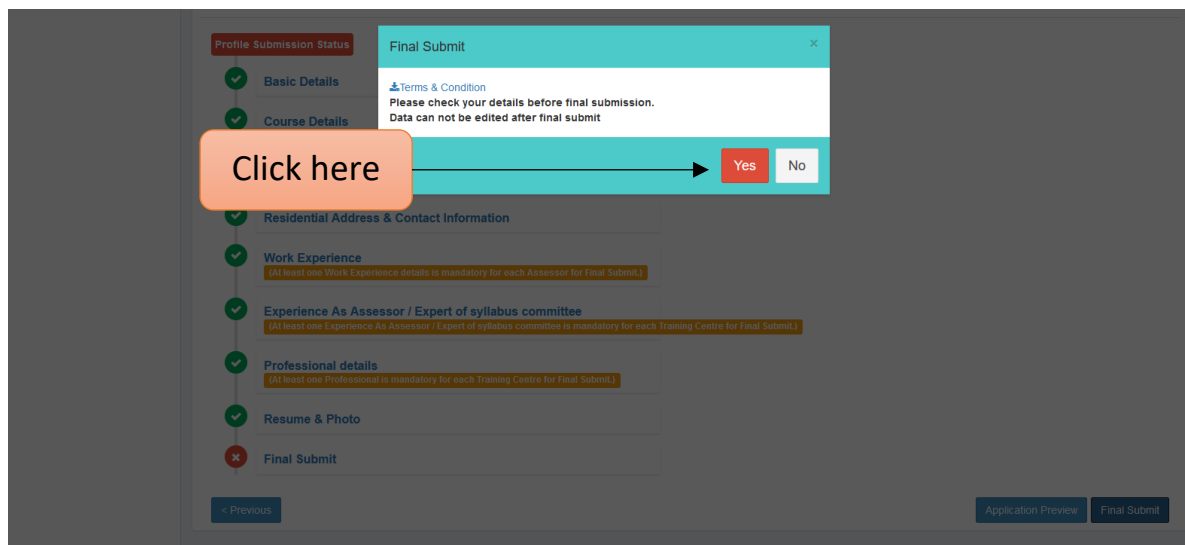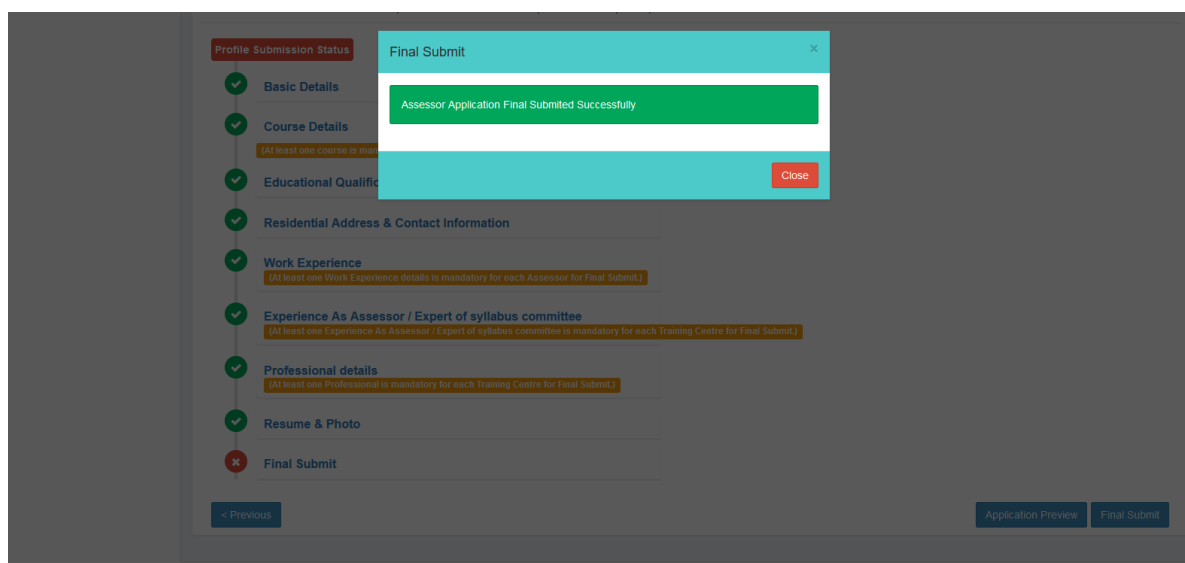
Step- 37: After click on "Final Submit" tab Terms and condition download pop-up will be open.

Step-38: Click on "Yes" button.

Step-39: Success message will be show.

Thank You