

GENERAL GUIDELINES for Assessment of PBSSD – Short Term Training:

1. Maximum No. of trainee to be assessed by an Assessor in a batch is 30.
2. Assessor should ensure that the biometric attendance of students is captured on the day of their assessment.
3. The Assessors need to carry:
 - i. Any Photo-ID card, issued by Government.
 - ii. Email confirmation sent from Council's portal for carrying out Assessment
4. Assessment is to be started from 10:00 AM onward and Assessors are expected to report to training center, 1 hour prior to the scheduled time.
5. Considering the present COVID-19 Pandemic situation, Assessors should adhere to all existing precautionary norms to ensure safety of self and trainees in the Training Center.
6. Assessor is to refer the relevant content of Qualification Pack (QP) file for which he/she has been assigned for Assessment.
7. All pre-exam materials such as Students Attendance Sheet, Marks Foil are to be downloaded from Assessor's Dashboard and Print out all documents is to be taken before the Assessment date.
8. The link of Theory Question paper will be made available in Assessor's Dashboard 24 hours prior to date of Examination. Assessor has to download the questions paper and take print out according to the No. of Trainee.
9. The expenditure incurred towards taking print out of items mentioned in SI No. 7 and 8 will paid as actual on submission of Bill.
10. On the Assessment day, Assessor has to collect the Question Booklet from trainee once the theory Examination is Over. Subsequently, Practical Assessment of Trainee is to be conducted.
11. On successful completion of Assessment, Assessor has to fill up the marks foil of each trainee according to the Full marks of QP mentioned in the Marks Foil and enter the NOS wise marks of each trainee to the portal within 48 hours after completion of Assessment. The scanned copy of Marks Foils are also to be uploaded to the portal.
12. Assessors are requested to keep in his/her safe custody the Answered Booklets, Trainee Attendance Sheet and Filled in Marks foil for future reference.

13. The remuneration of Assessor toward carrying out Assessment and related activities will be paid as per rate approved by the Council for this purpose.

14. For any query please contact Sri Abhishek Khanra, Phone No. 8420674370, Sri Gourab Bose, Phone No. :7980802280