



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](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.

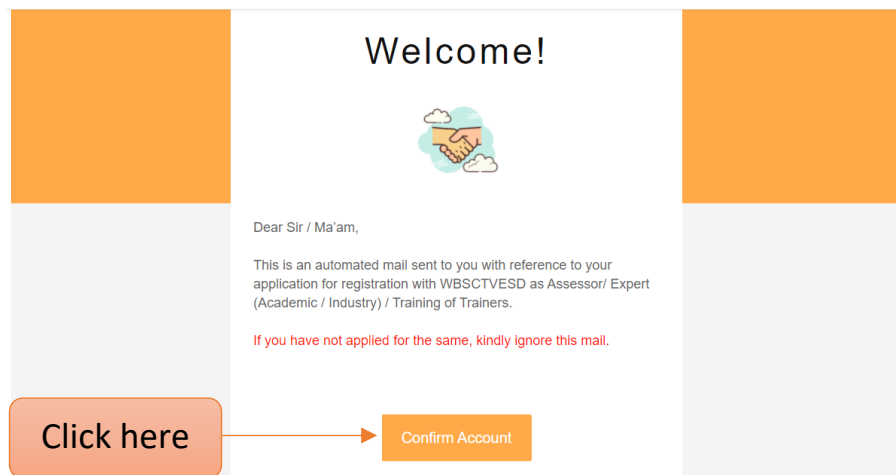
The screenshot shows the 'Assessor / Expert registration form' on the website. The form is divided into two main sections: 'Basic Information' and 'Contact Information'. In the 'Basic Information' section, fields include Salutation (Mr.), First name (Ganesh), Middle name, Last name (Sadhukhan), Gender (Male), D.O.B (09/05/1991), Language (Bengali), PAN No. (DAQ1234560I), ID Type (AADHAAR Card), ID No. (4563217892), and Photo Copy of PAN (PDF only, Max 50KB) with a file named scan0003.pdf. The 'Contact Information' section includes Mobile No. (8001608560), Landline No., Email ID (ganeshsadhukhan11@gmail.com), and a Captcha (Yv55). A large orange button labeled 'Click here' points to the '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.

The screenshot shows the 'Assessor / Expert registration form' after successful registration. A green message box states: 'Basic and contact information has been successfully registered. Email verification link has been sent to your email. Kindly check your email.' Below the message, there are four sections: 'Quick Links' (Privacy Policy, Disclaimer, Terms of Use, Sitemap), 'Related Links' (Acts & Rules, RTI Act), 'Reach Us' (Karigori Bhavan, 5th Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat, Kolkata, West Bengal, 700160, India), and 'Get Social with Us' (Facebook, Twitter, LinkedIn, YouTube). The footer includes the copyright notice 'Copyright © 2020 WBSCTVESD' and the text 'Designed & Developed By NMC NATIONAL CYBERNETICS CENTRE'.

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.

The form is titled "OTP Verification" and is part of the WBSCTVESD portal. It contains a table for "Basic Information" with fields for Full Name, Gender, D.O.B, AADHAAR Card, Landline No, Mobile No., Email ID, and PAN. Below the table is a yellow box indicating "554 Seconds remaining." for the OTP. The "Mobile OTP" field contains the number "429763" and a "Re-send OTP" button. There is a "Captcha" section with a "Captcha Code \*" input field and a "Submit" button. An orange box with the text "Click here" and an arrow points to the "Submit" button. The header of the page includes the WBSCTVESD logo and navigation links: HOME, ORGANIZATION STRUCTURE, NOTICES & CIRCULARS, TENDER, E-SERVICES, CONTACT US, DOWNLOAD, and EMPLOYMENT TRACKER.

WEST BENGAL STATE COUNCIL OF TECHNICAL AND VOCATIONAL EDUCATION DIVISION AND SKILL DEVELOPMENT (A Statutory body under Government of West Bengal Act XXVI of 2013) (erstwhile West Bengal State Council of Vocational Education & Training)			
HOME ORGANIZATION STRUCTURE NOTICES & CIRCULARS TENDER E-SERVICES CONTACT US DOWNLOAD EMPLOYMENT TRACKER			
OTP Verification			
Basic Information			
Full Name	Mr. Ganesh Sadhukhan	Gender	Male
D.O.B	1991-05-09	AADHAAR Card	4563217892
Landline No	N/A	Mobile No.	8001608560
Email ID	ganeshsadhukhan11@gmail.com	PAN	DAQPS0421E
554 Seconds remaining.			
Mobile OTP		429763 Re-send OTP	
Captcha	Captcha Code *	Submit	

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.

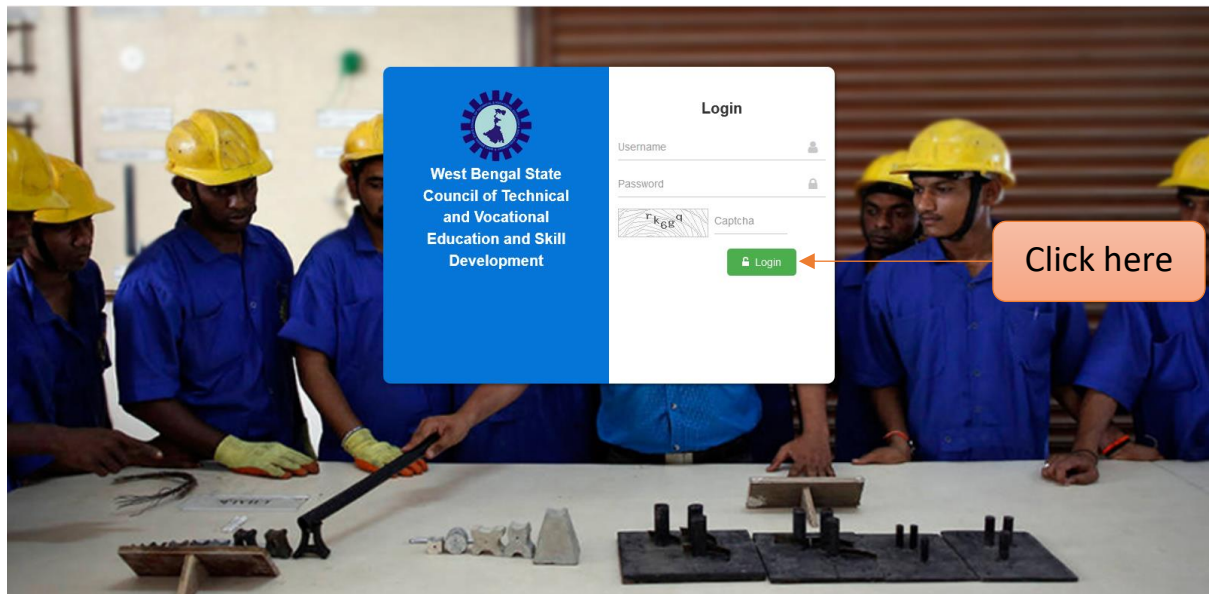
The screenshot shows the website header with the helpline number 8017372871 and opening hours. The main navigation bar includes links for Home, Organization Structure, Notices & Circulars, Tender, E-Services, Contact Us, Download, and Employment Tracker. The page title is "OTP Verification". A green message box states "OTP verification done successfully. Please check your email". The footer contains copyright information for 2020 WBSCTVESD and mentions it was designed and developed by NIC National Informatics Centre.

## 2. Final (Part-B) Assessor/Expert Registration Process.

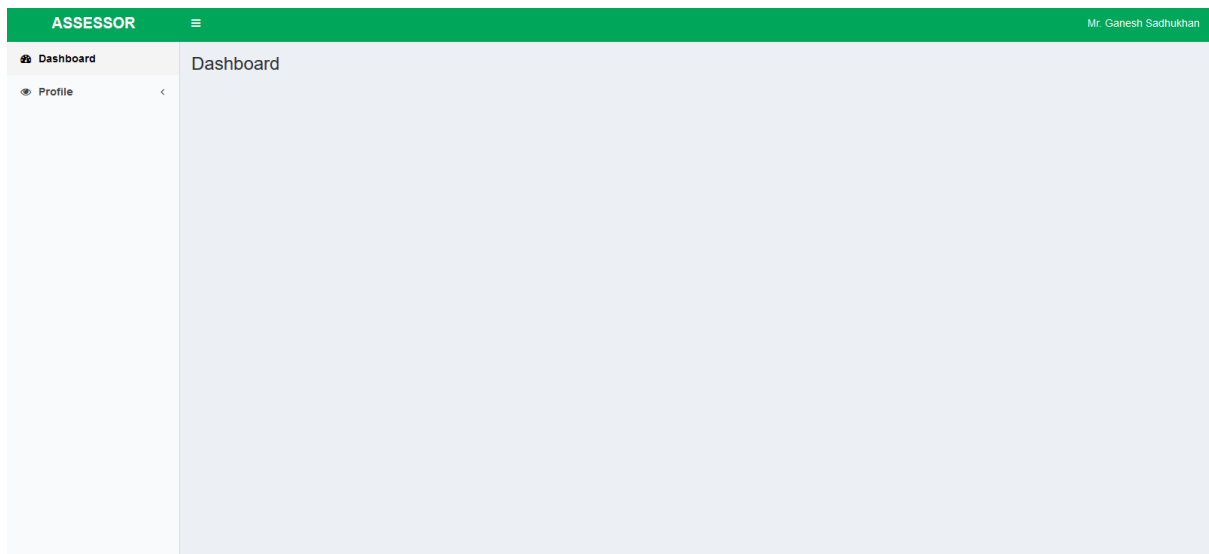
Step-1: Click on “Web Portal Login”.

This screenshot is similar to the previous one but includes an orange callout box with the text "Click here" and an arrow pointing to the "WEB PORTAL LOGIN" button in the top navigation bar. The rest of the page content, including the OTP verification message and footer, remains the same.

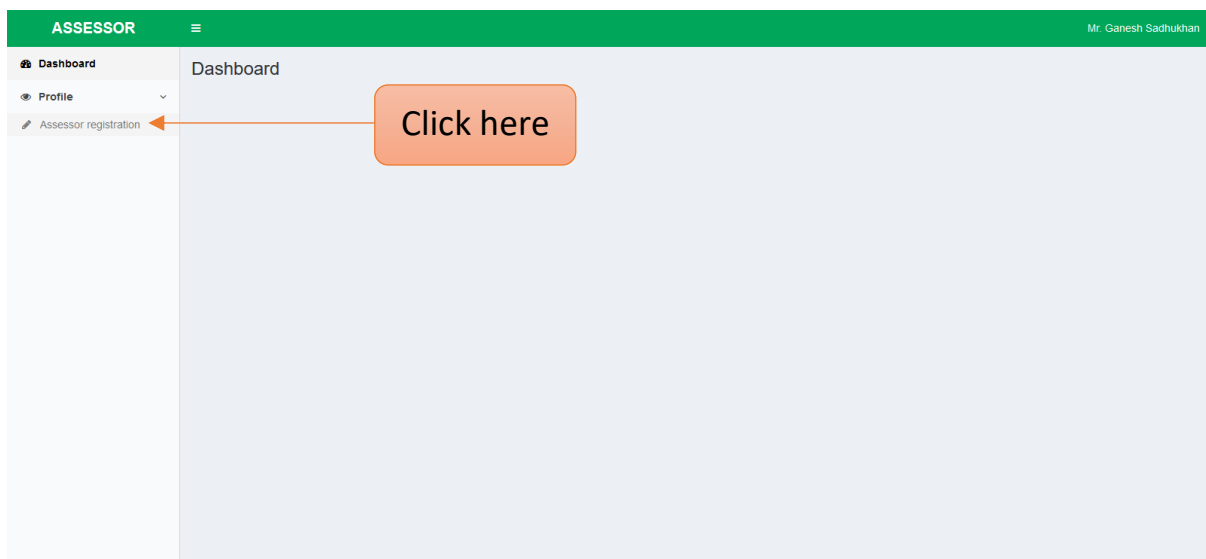
Step-2: Enter Username, Password and enter captcha for login.



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".

The screenshot shows the 'Assessor Registration Form' with the 'Basic Details' tab selected. The form is divided into two main sections: 'Basic Information' and 'Contact Information'. The 'Basic Information' section contains fields for Salutation (Mr.), First name (Ganesh), Middle name (Enter Middle name), Last name (Sadhukhan), Gender (Male), D.O.B (09-05-1991), Language (Bengali), and PAN No. (DAQPS0421E). The 'Contact Information' section contains fields for Mobile No. (8001608560), Landline No (Enter Landline No), and Email ID (ganeshsadhukhan11@gmail.com). At the bottom left, there is a 'Next >' button. An orange callout box with the text 'Click here' points to this button.

Step-8: Course details tab will be open.

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

The screenshot shows the 'Assessor Registration Form' with the 'Course Details' tab selected. The form contains several sections with dropdown menus and checkboxes. At the bottom right, a blue 'Save' button is highlighted by an orange callout box with the text 'Click here'.

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

Step-11: Click on "Next".

The screenshot shows the same 'Assessor Registration Form' but with a green success message at the top: 'Course details has been successfully updated'. The 'Next >' button at the bottom left is highlighted by an orange callout box with the text 'Click here'.



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.

The screenshot shows the 'Assessor Registration Form' with the 'Educational Qualification And Industry/Professional Experience' tab selected. The form contains the following fields and options:

- Are you an assessor certified under any assessment body? \***  
☐ Yes ☒ No
- Highest Qualification \***: DIPLOMA IN AUTOMOBILE ENGINEERI...
- Discipline\***: Automobile
- Other Qualification**: M.A
- Current Employment Status\***: Employed

Navigation buttons: < Previous, Next >, and a highlighted **Save** button with an orange callout box saying "Click here".

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

Step-15: Click on "Next".

The screenshot shows the same 'Assessor Registration Form' after a successful save. A green banner at the top displays the message: "Qualification and Professional experience updated successfully".

The form fields remain the same, but the 'Next' button is now highlighted with an orange callout box saying "Click here".

Step-16: Contact details page will be open.

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

Dashboard > Assessor Registration Form > Residential Address & Contact Information

Assessor Registration Form

Residential Address & Contact Information

Basic Course Qualifications & Professional Experience **Contact** Work Experience Assessor or Expert Experience Present Engagement Resume & Photo Final Submit

Present Address

House / Flat / Building / Plot \* 25 Street Name \* N S Road Post Office \* kolikata Police Station kolikata

State \* WEST BENGAL District \* KOLKATA Block / Municipality \* KOLKATA CORPORATION PIN Code \* 700001

Permanent Address

☐ Same as Present Address

House / Flat / Building / Plot \* 25 Street Name \* N S Road Post Office \* kolikata Police Station kolikata

State \* WEST BENGAL District \* KOLKATA Block / Municipality \* KOLKATA CORPORATION PIN Code \* 700001

< Previous Next > **Click here** Save

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

Step-19: Click on "Next".

Dashboard > Assessor Registration Form > Residential Address & Contact Information

Assessor Registration Form

Residential Address & Contact Information

Success! Contact details updated successfully.

Basic Course Qualifications & Professional Experience **Contact** Work Experience Assessor or Expert Experience Present Engagement Resume & Photo Final Submit

Present Address

House / Flat / Building / Plot \* 25 Street Name \* N S Road Post Office \* kolikata Police Station kolikata

State \* WEST BENGAL District \* KOLKATA Block / Municipality \* KOLKATA CORPORATION PIN Code \* 700001

Permanent Address

☐ Same as Present Address

House / Flat / Building / Plot \* 25 Street Name \* N S Road Post Office \* kolikata Police Station kolikata

State \* WEST BENGAL District \* KOLKATA Block / Municipality \* KOLKATA CORPORATION PIN Code \* 700001

< Previous **Next >** **Click here** Save

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".

The screenshot shows the 'Assessor Registration Form' with the 'Work Experience' tab selected. The form includes a table with one entry: SI# 1, Organisation ABC Company, Area of Work Kolkata, No of Years 5, and No of Months 6. Below the table, there are input fields for Organisation Name, Area of Work, No of Years, and No of Months. There is also an 'Upload doc (.PDF only, Max 100KB)' section with a 'Choose File' button. At the bottom, there are '< Previous' and 'Next >' buttons. An orange callout box with the text 'Click here' points to the 'Next >' button.

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.

The screenshot shows the 'Assessor Registration Form' with the 'Experience As Assessor / Expert of syllabus committee' tab selected. The form includes input fields for Job Role (a dropdown menu), NSQF Level, No of Years, No of Months, and an 'Upload doc (.PDF only, 100KB Max)' section with a 'Choose File' button. At the bottom, there are '< Previous' and 'Next >' buttons. An orange callout box with the text 'Click here' points to the 'Add & Save' button.

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

Step-27: Click on “Next” button.

ASSESSOR

Mr. Ganesh Sadhukhan

Dashboard

Assessor Registration Form

Experience As Assessor / Expert of syllabus committee

Experience As Assessor / Expert of syllabus committee Added successfully

Basic Course Qualifications & Professional Experience Contact Work Experience Assessor or Expert Experience Present Engagement Resume & Photo Final Submit

SI#	Job Role	NSQF Level	No of Years	No of Months	Action
1	REPAIRING AND SERVICING OF AGRICULTURAL MACHINERIES INCLUDING DIESEL PUMP SET(STC-AGR/NSQF-2018/802)	1	2	5	<a href="#">Add</a> <a href="#">Remove</a>

Experience As Assessor / Expert of syllabus committee

Job Role  
-- Select Job Role --

NSQF Level  
NSQF Level

No of Years  
No of Years

No of Months  
No of Months

Upload doc (.PDF only, 100KB Max)  
[Choose File](#) No file chosen

< Previous Next > Add & Save

Click here

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

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

ASSESSOR

Mr. Ganesh Sadhukhan

Dashboard

Assessor Registration Form

Present Engagement

Basic Course Qualifications & Professional Experience Contact Work Experience Assessor or Expert Experience Present Engagement Resume & Photo Final Submit

SI#	Working	Centre Code	Centre Name	Action
1	VTC	1	BALRAMPUR INSTITUTE OF VOCATIONAL AID	<a href="#">Remove</a>

Present Engagement details

Are you working in any\*  
-- Select --

Centre Code\*  
Centre Code

Centre Name\*  
Centre Name

< Previous Next > Add & Save

Click here

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

Step-31: Click on "Next" button.

The screenshot shows the 'Assessor Registration Form' in the 'Present Engagement' tab. A green banner at the top states 'Professional details Added successfully'. Below this is a table with two rows of present engagement details. At the bottom, there are input fields for 'Are you working in any\*', 'Centre Code\*', and 'Centre Name\*'. Navigation buttons '< Previous' and 'Next >' are visible, with an orange callout box pointing to the 'Next >' button with the text 'Click here'. An 'Add & Save' button is also present.

Sl#	Working	Centre Code	Centre Name	Action
1	VTC	1	BALRAMPUR INSTITUTE OF VOCATIONAL AID	<a href="#">Remove</a>
2	PBSSD	PBSSD/TC/GLOINFO/010	GLOBAL INFOTECH	<a href="#">Remove</a>

Present Engagement details

Are you working in any\*  
-- Select --

Centre Code\*  
Centre Code

Centre Name\*  
Centre Name

< Previous   Next >   **Click here**   Add & Save

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

The screenshot shows the 'Assessor Registration Form' in the 'Resume & Photo' tab. It features two file upload sections: 'Upload CV \* (Please provide .pdf within 200KB)' and 'Upload Photo \* (JPEG format between 50KB. Dimensions 250x320 pixels preferred)'. Both sections have a 'Choose File' button. A photo of a man is displayed on the right. At the bottom, there are '< Previous' and 'Next >' buttons, with an orange callout box pointing to the 'Next >' button with the text 'Click here'. A 'Save' button is located at the bottom right.

Upload CV \* (Please provide .pdf within 200KB)  
Choose File | No file chosen

Upload Photo \* (JPEG format between 50KB. Dimensions 250x320 pixels preferred)  
Choose File | No file chosen

< Previous   Next >   **Click here**   Save

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

Step-34: Click on "Next" button.

ASSESSOR

Mr. Ganesh Sadhukhan

Dashboard

Assessor Registration Form

Professional details

Success! Resume & photo updated successfully

Basic Course Qualifications & Professional Experience Contact Work Experience Assessor or Expert Experience Present Engagement Resume & Photo Final Submit

Resume & Photo

Upload CV \* (Please provide .pdf within 200KB)

Choose File No file chosen

Upload Photo \* (JPEG format between 50KB. Dimensions 250x320 pixels preferred)

Choose File No file chosen

< Previous Next >

Click here

Save

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

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

Profile

Assessor registration

Final Submit

Basic Course Qualifications & Professional Experience Contact Work Experience Assessor or Expert Experience Present Engagement Resume & Photo Final Submit

Profile Submission Status

Basic Details

Course Details

(At least one course is mandatory for each Assessor for Final Submit.)

Educational Qualification And Industry/Professional Experience

Residential Address & Contact Information

Work Experience

(At least one Work Experience details is mandatory for each Assessor for Final Submit.)

Experience As Assessor / Expert of syllabus committee

Present Engagement

Resume & Photo

Final Submit

< Previous

Click here

Application Preview Final Submit

Step-35: Preview details page will be open.

Step-36: Assessor can download and print the assessor details.

ASSESSOR

Mr. Ganesh Sadhukhan

Dashboard

Profile


Assessor registration

Assessor Details

Dashboard > Assessor Details

Assessor Details

Basic Info



Full Name: Mr. Ganesh Sadhukhan

Gender: Male

Date of birth: 09-05-1991

Language: Bengali

PAN No.: DAQPS0421E [Download](#)

AADHAAR Card: 4563217892

Contact Info

Mobile No.	8001608560	Landline No.	Not provided
Email ID.	ganeshsadhukhan11@gmail.com		

Course Details

Domain Qualification	DIPLOMA IN AUTOMOBILE ENGINEERING	Domain Experience	2 year(s)
Domain	2 & 3 WHEELER SERVICE	Applying for assessor	✓
Applying for expert	✗	Academic Expert	✗
Industrial expert	✗		

SL	Course	Sector	Domain Qualification	Domain Experience	Domain	Job role specific qualification
1	2/3 WHEELER MECHANIC / TECHNICIAN (WMT)	AUTOMOTIVE (AUT)	DIPLOMA IN AUTOMOBILE ENGINEERING	2 Years	2 & 3 WHEELER SERVICE	ITI in Mechanical Motor Vehicle / Diploma in Automobile Engineering or Mechanical Engineering

Educational Qualification And Industry/Professional Experience

Highest Qualification	DIPLOMA IN AUTOMOBILE ENGINEERING	Discipline	Automobile
Other Qualification	M.A	Current Employment Status	Employed

Residential Address & Contact Information

House / Flat / Building / Plot	25	Street Name	N S Road
Post Office	kolakata	Police Station	kolakata
State	WEST BENGAL	District	KOLKATA
Block / Municipality	KOLKATA CORPORATION	PIN Code	700001

Residential Address & Contact Information

House / Flat / Building / Plot	25	Street Name	N S Road
Post Office	kolakata	Police Station	kolakata
State	WEST BENGAL	District	KOLKATA
Block / Municipality	KOLKATA CORPORATION	PIN Code	700001

Work Experience

SL	Organisation Name	Area of Work	No of Years	No of Months	Document
1	ABC company	Kolkata	5	6	<a href="#">Download</a>

Experience As Assessor / Expert of syllabus committee

SL	Job Role	NSQF Level	No of Years	No of Months	Document
1	REPAIRING AND SERVICING OF AGRICULTURAL MACHINERIES INCLUDING DIESEL PUMP SET(STC-AGR/NSQF-2018/802)	1	2	5	<a href="#">Download</a>

Present Engagement

SL	Centre Type	Centre Code	Centre Name
1	VTC	1	BALRAMPUR INSTITUTE OF VOCATIONAL AID
2	PBSSD	PBSSD/TC/GLOINFO/010	GLOBAL INFOTECH

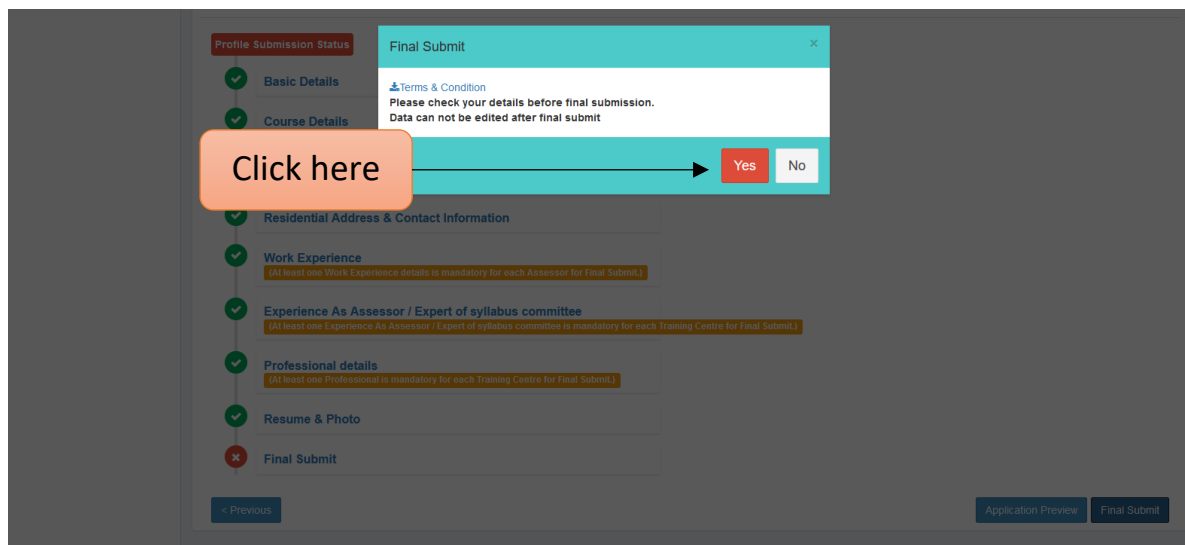
Download CV

[Download](#)

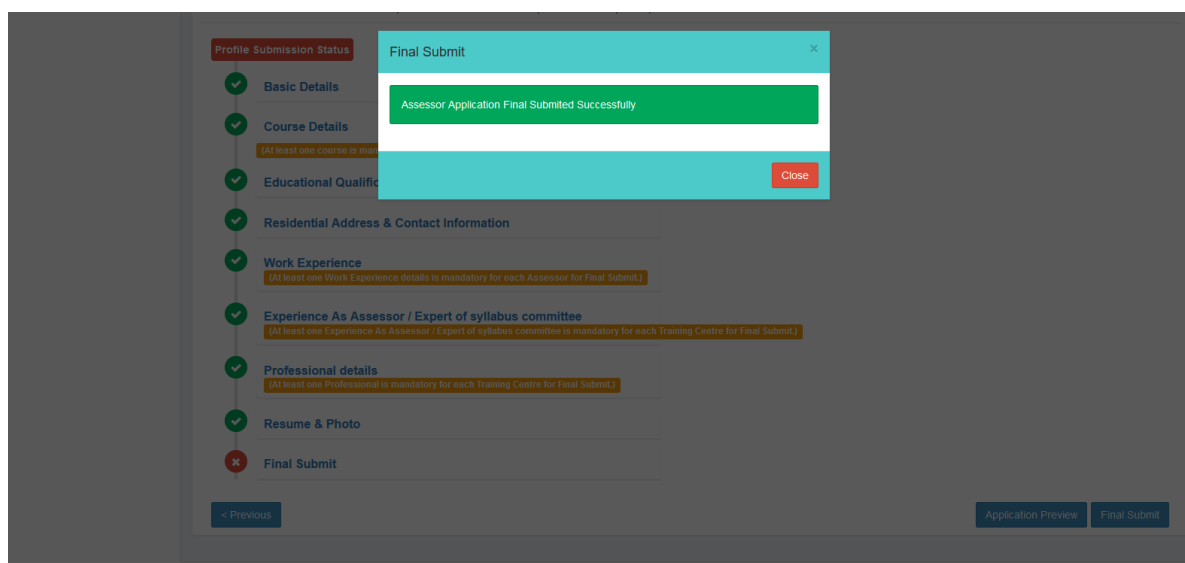
[Print](#)

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**