

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 number of Trainee.
9. The expenditure incurred towards taking print out of items mentioned in Sl No. 7 and 8 will be paid as actual on submission of Bill.
10. **On the day of Assessment assessor need to ensure the TP is taking the biometric attendance of the trainee through the "Assessment" tab in the portal.**
11. 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.
12. Assessor will verify the User Code mentioned in the Attendance Sheet.
13. **Assessor has to mark 'Absent' in the Student Attendance Sheet if the student is not present during Assessment. The signed copy of Attendance sheet has to be uploaded through his/her dashboard.**
14. On successful completion of Assessment, Assessor has to fill up the marks foil of each trainee **from his/her dashboard** according to the Full marks of QP mentioned in the Marks Foil and enter the NOS wise marks of each trainee and submit the same to the portal within 48 hours after completion of Assessment.
15. Once the marks are submitted, Assessor needs to download it and put his/her signature.

16. The signed marks foil has to be scanned and the scanned copy of signed marks foil has to be uploaded in the portal from his/her dashboard.

17. All trainees must complete the Assessment process and then leave the Center.

18. Assessors are requested to keep in his/her safe custody the Answered Booklets, Trainee Attendance Sheet and Filled in Marks foil for future reference at least one year from the date of Assessment.

19. The remuneration of Assessor toward carrying out Assessment and related activities will be paid as per rate approved by the Council for this purpose. The claim towards remuneration will accrue only after publication of results.

20. Strict secrecy must be maintained by the Assessor regarding marks of a Trainee. Assessor are supposed to follow non-disclosure clause regarding the Assessment and marks allotment with regards to TC, trainee OR anybody other than Council through the Portal.

21. Assessor has to send following documents through email at email id– **pbssd.stt2021@gmail.com**

i. The filled in Feedback Form regarding Training Center available in Assessor's dashboard.

ii. The picture of self captured on arrival at Training Center with the Training Center and capturing the Lat- Long of the Center

iii. The picture captured during Assessment process.

22. For any query please contact Sri Abhishek Khanra, Phone No. 8420674370, Sri Gourab Bose, Phone No.:798080228

