PASCHIM BANGA SOCIETY FOR SKILL DEVELOPMENT

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

https://www.pbssd.gov.in

User Manual: Training Partner Dashboard

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Date: 30-06-2022

PBSSD

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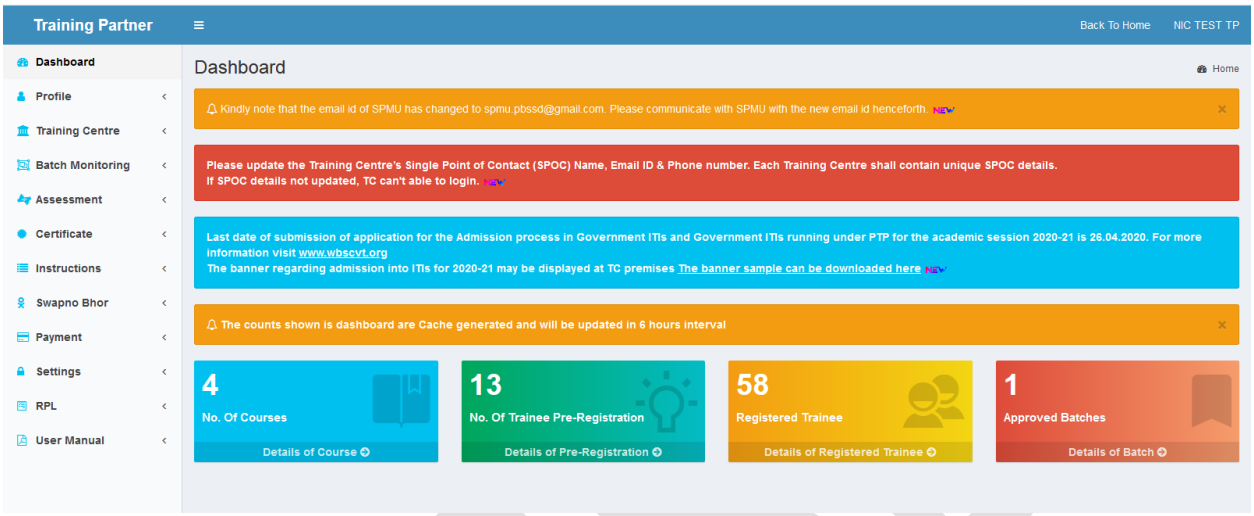
1. Dashboard view Process.

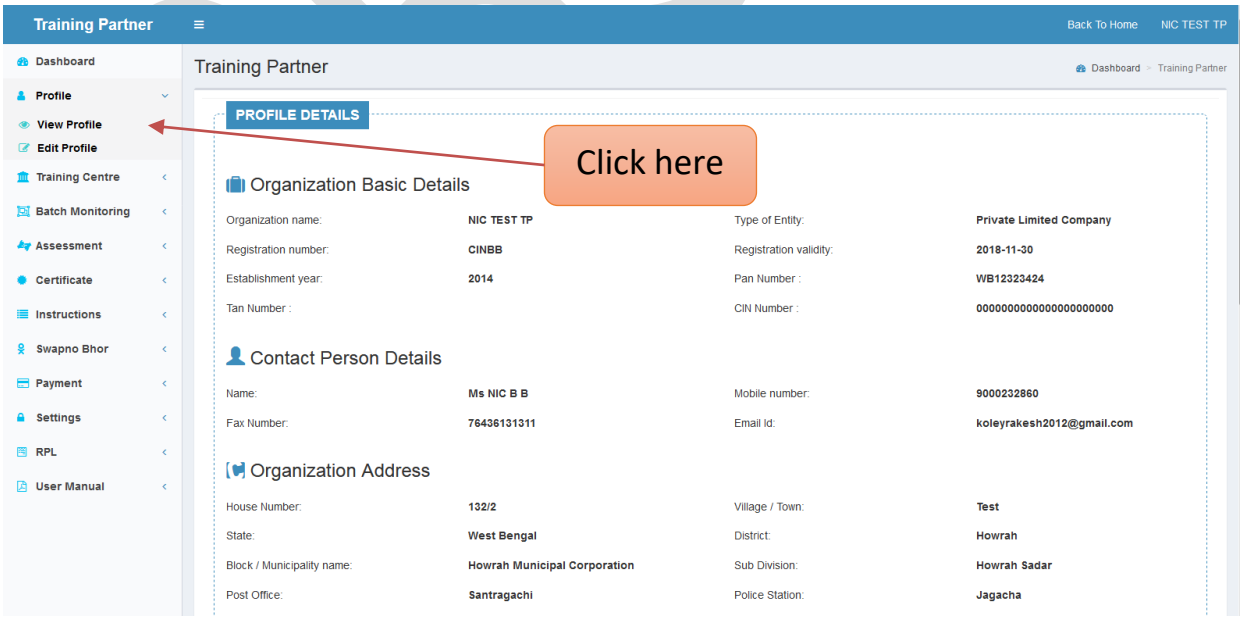
Step-1: After successful login TP Dashboard will be open.



2. TP Profile View and Edit Process.

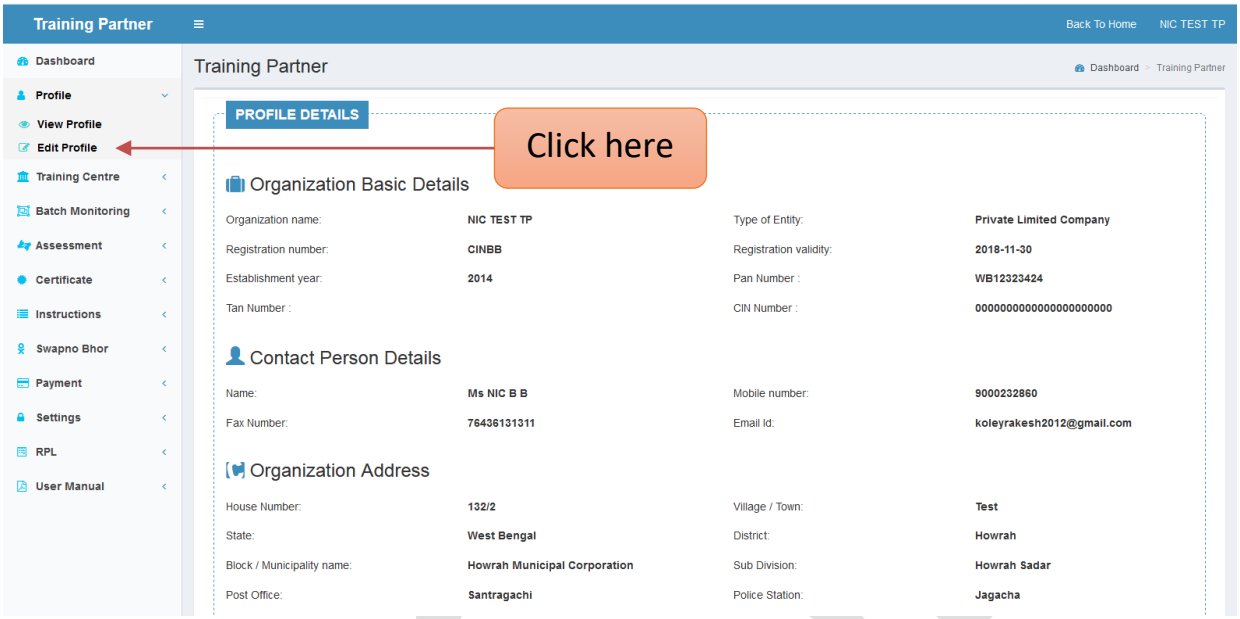
Step-1: Please click on sub-menu "View Profile" under "Profile" menu.

Step-2: After clicking on the sub-menu "View Profile", Training Partner profile will be shown.



Step-3: Please click on the sub-menu "Edit Profile" under "Profile" menu.

Note: TP can be able to edit the profile for one time.

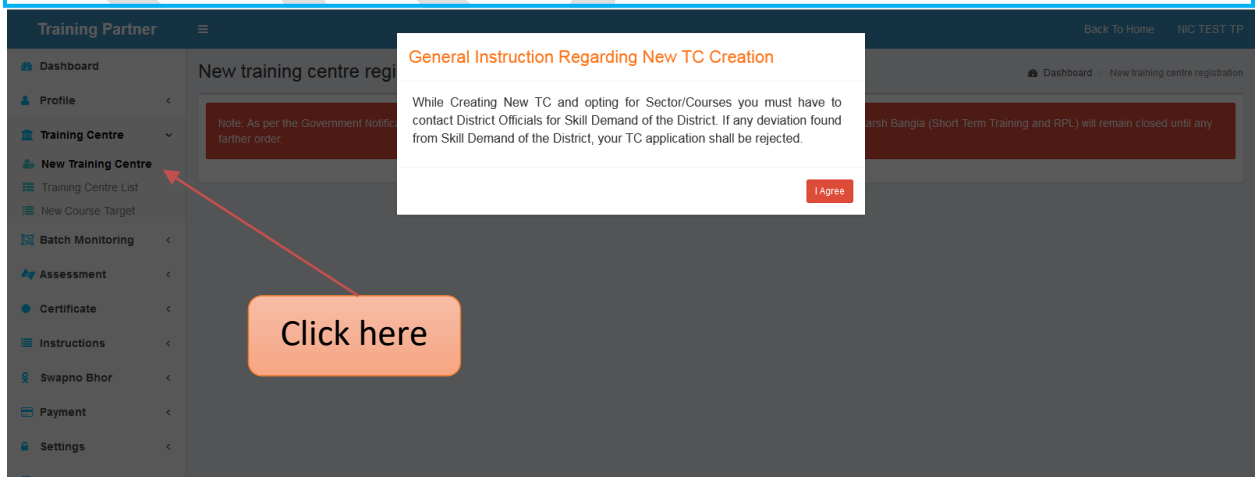


3. New Training Centre Application Process.

Step-1: Please click on the sub-menu "New Training Centre" under "Training Centre" menu.

Note: For DSRI TC, click on the sub-menu "Add DSRI TC".

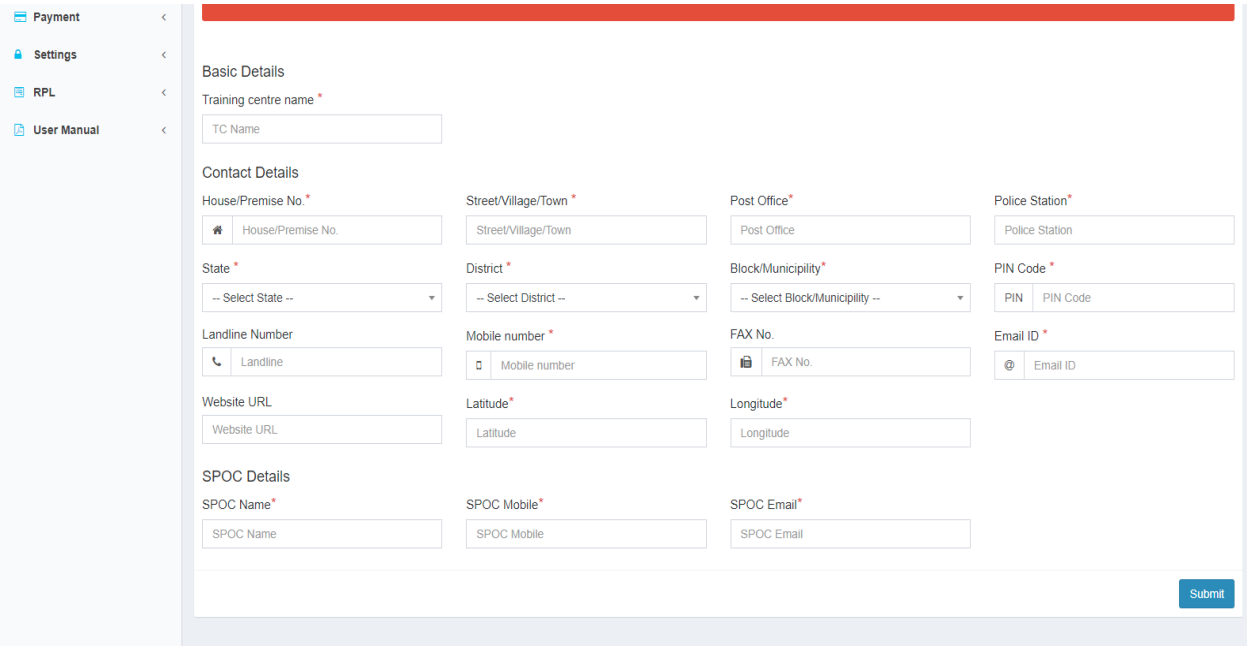
For RTD TC, click on the sub-menu "New RTD Training Centre".



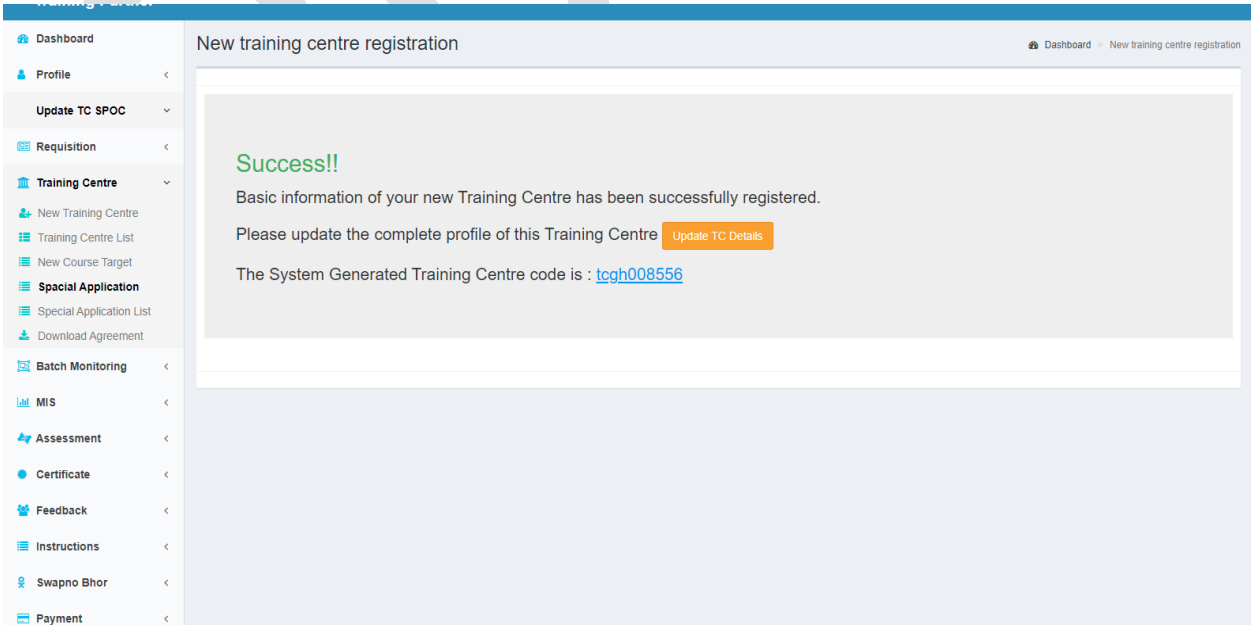
Step-2: Click on "I Agree" button.

Step-3: Please enter the Basic Details, Contact Details and SPOC Details of the TC.

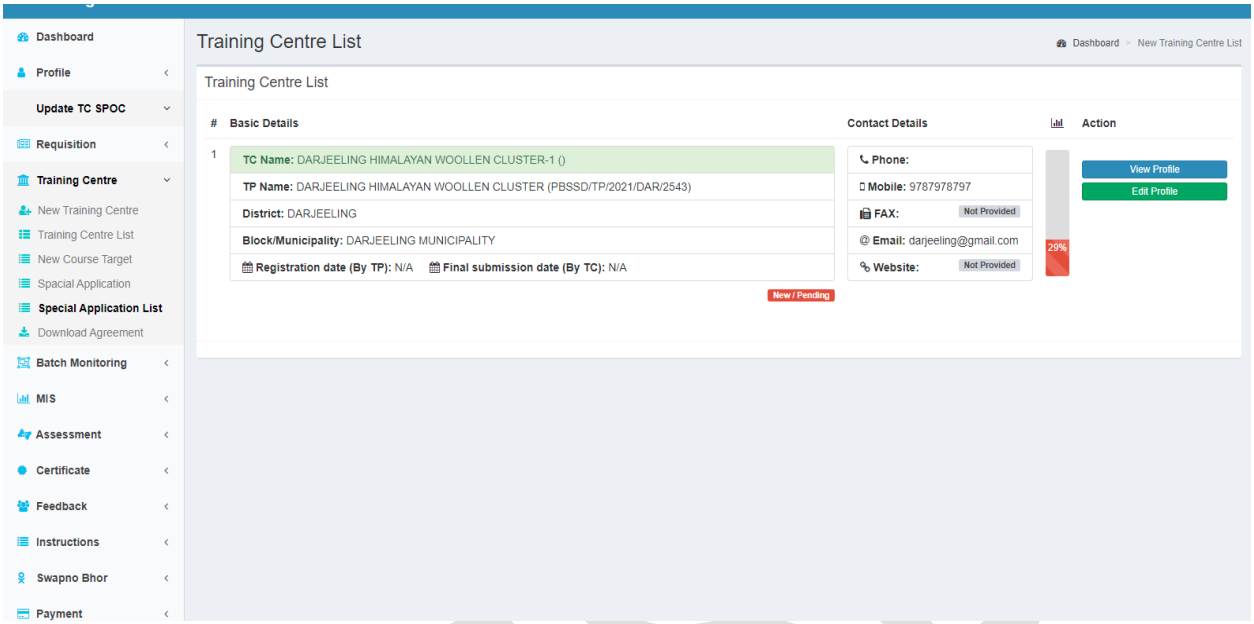
Step-4: After fill-up the details click on "Submit" button.



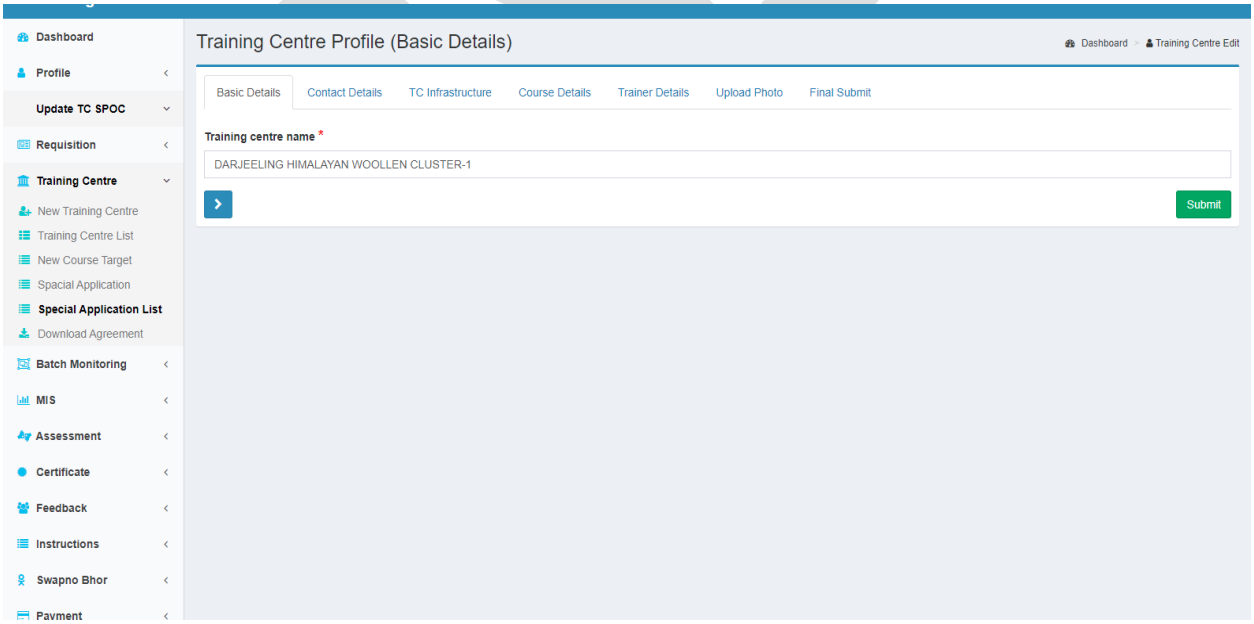
Step-5: Success message will be shown and please click on "Update TC Details" for fill-up the TC other Details or click on "Training Centre List".



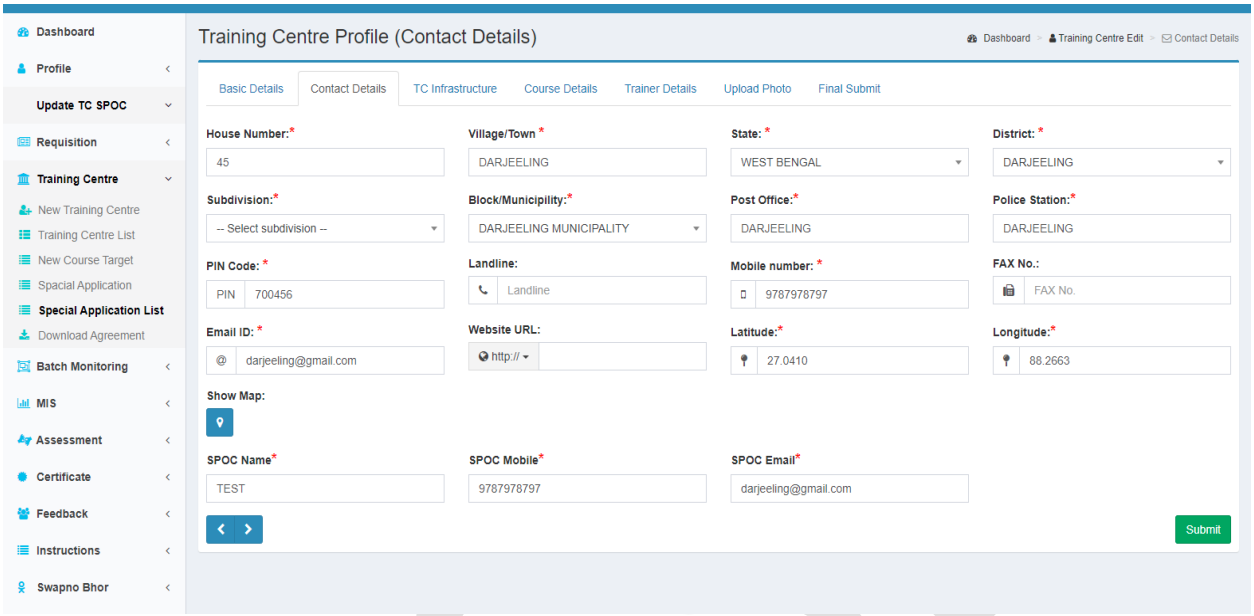
Step-6: Click on "Edit" menu to fill-up the TC other details.



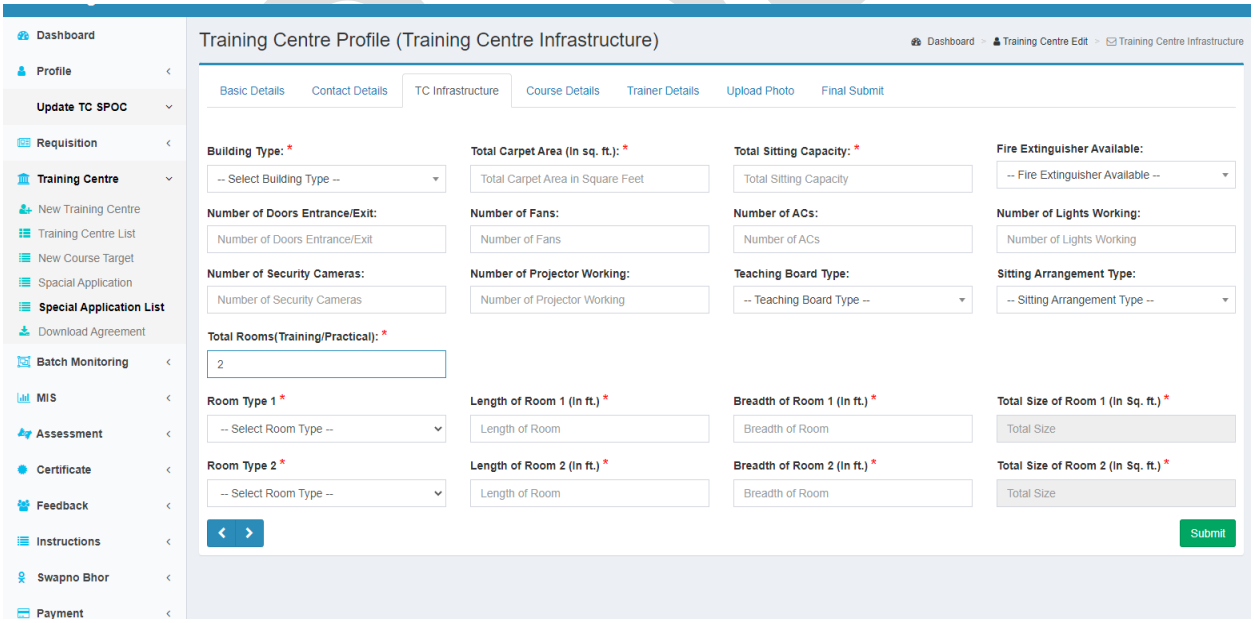
Step-7: By clicking on Edit button TC name will be shown under the Basic Details tab.



Step-8: By clicking on Contact Details tab following details needs to be filled up.

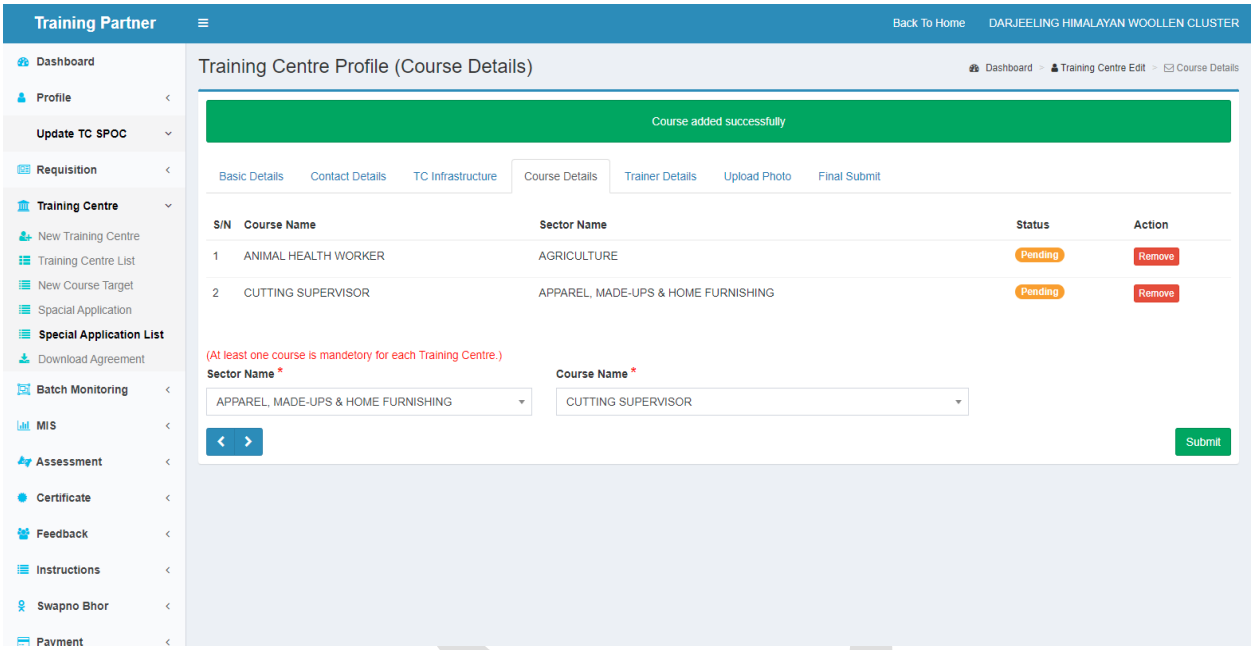


Step-9: By clicking on TC Infrastructure tab following details needs to be filled up.

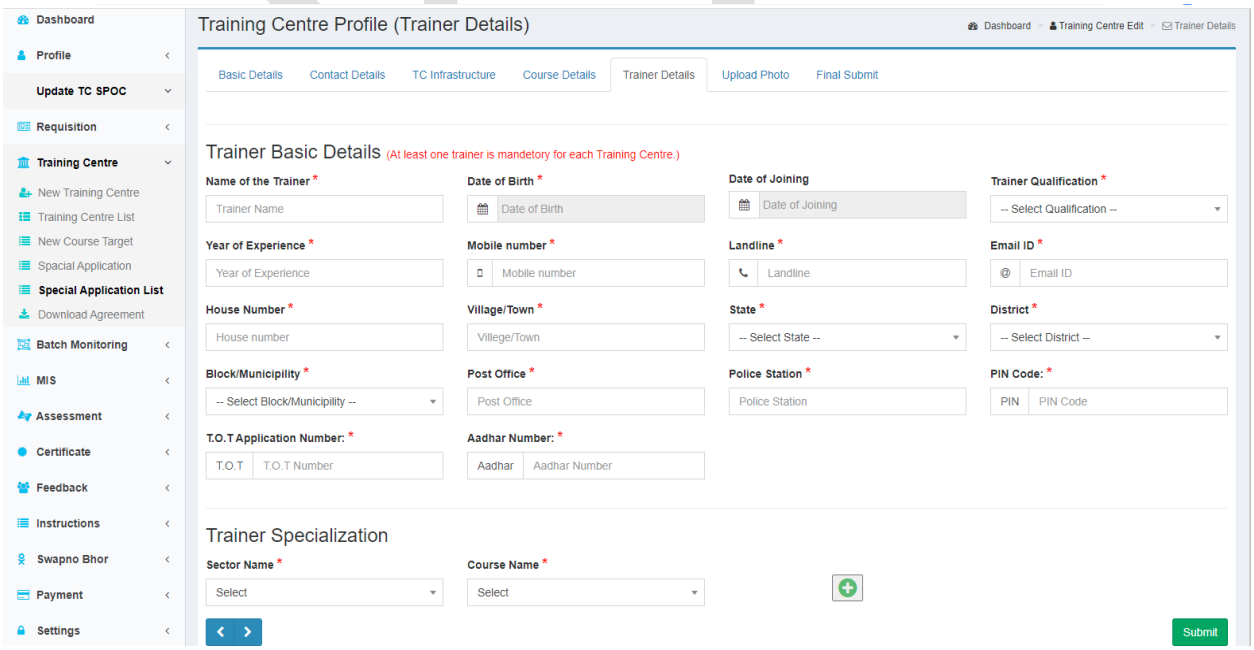


Step-10: By clicking on Course Details tab Multiple Courses can be added of a particular TC by choosing the Sector and course from the dropdown list.

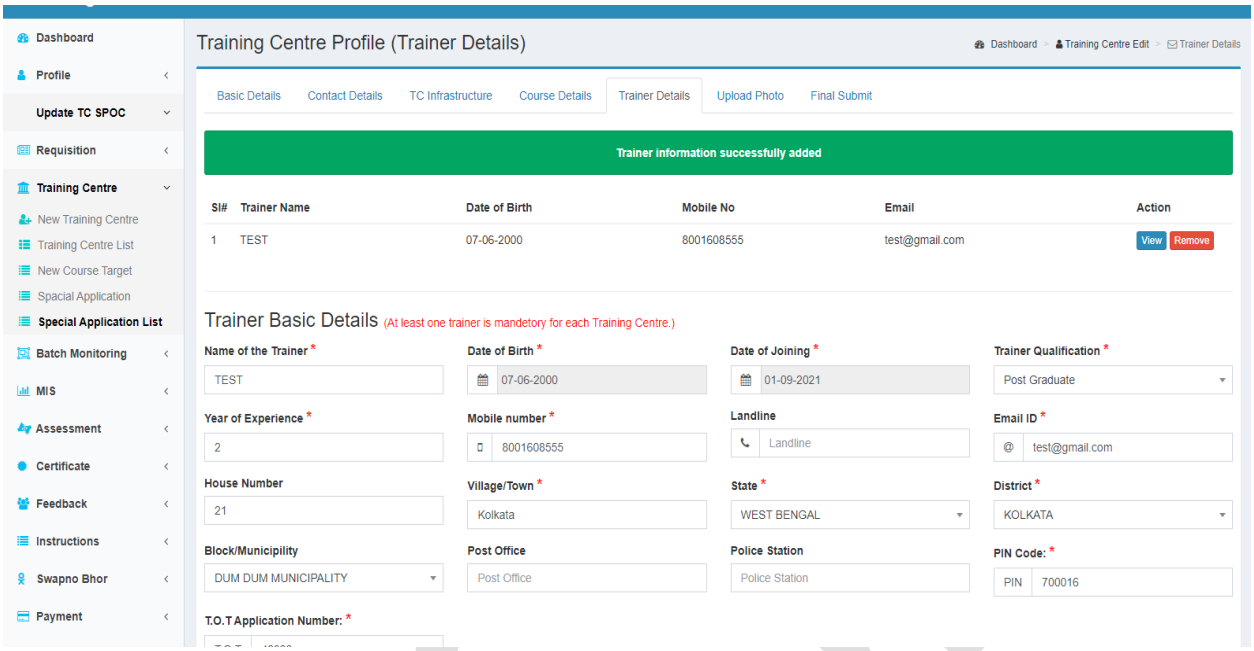
We can also Remove the course by clicking on the "Remove" button.



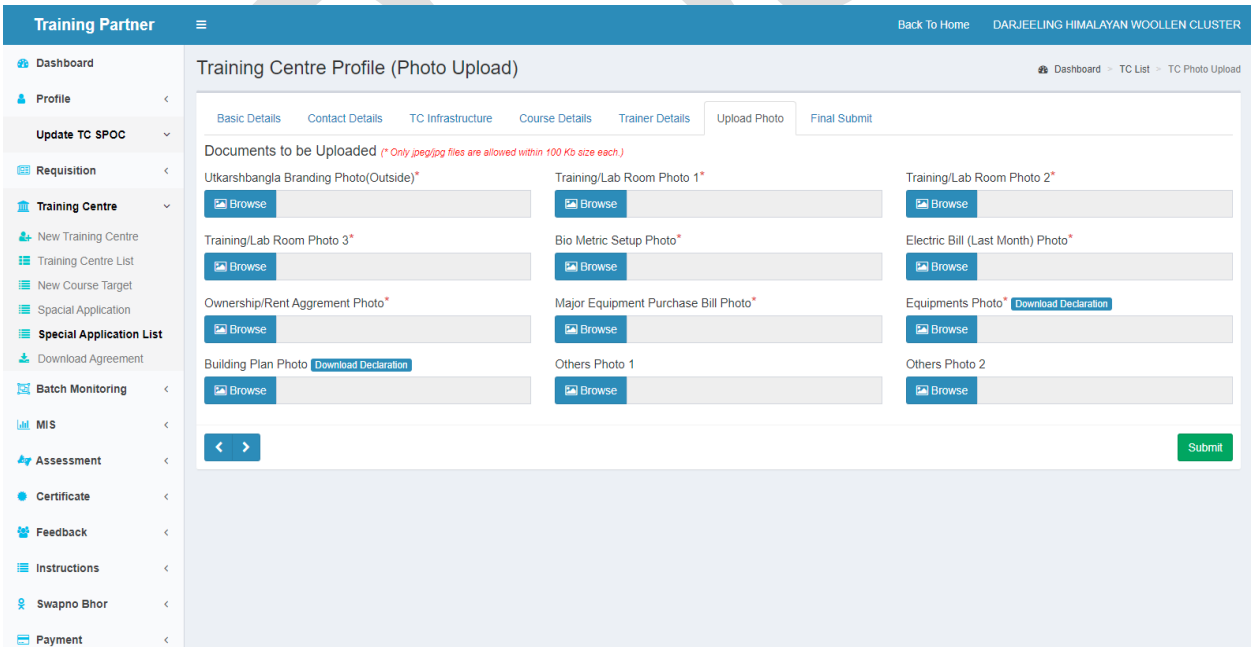
Step-11: Trainer Details needs to be filled up with trainer Specialization.



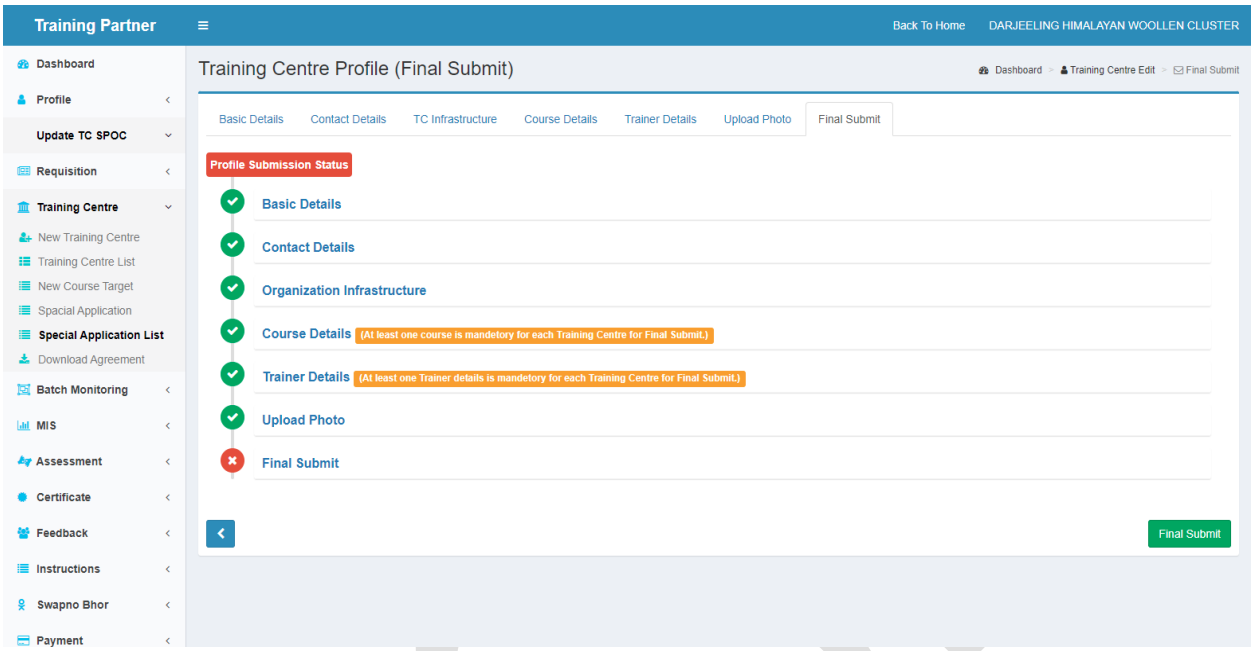
Step-12: Trainer details also can be remove by TP by clicking on the "Remove" button.



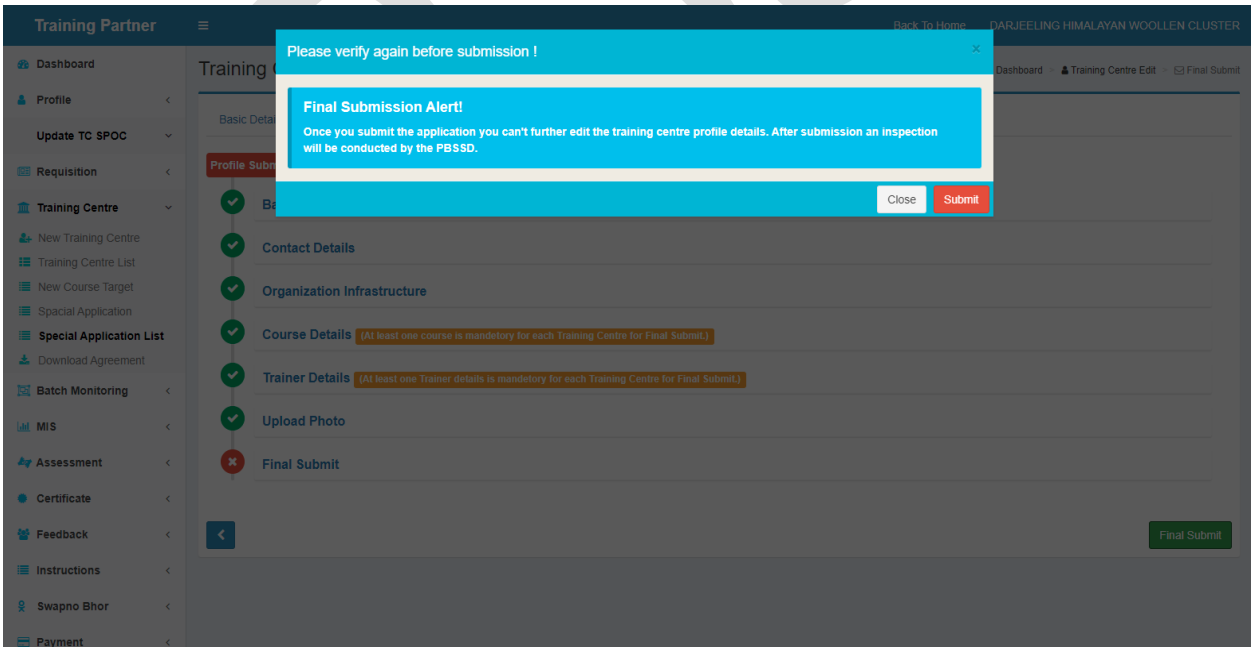
Step-13: Different Images needs to be uploaded for completing the TC Application.



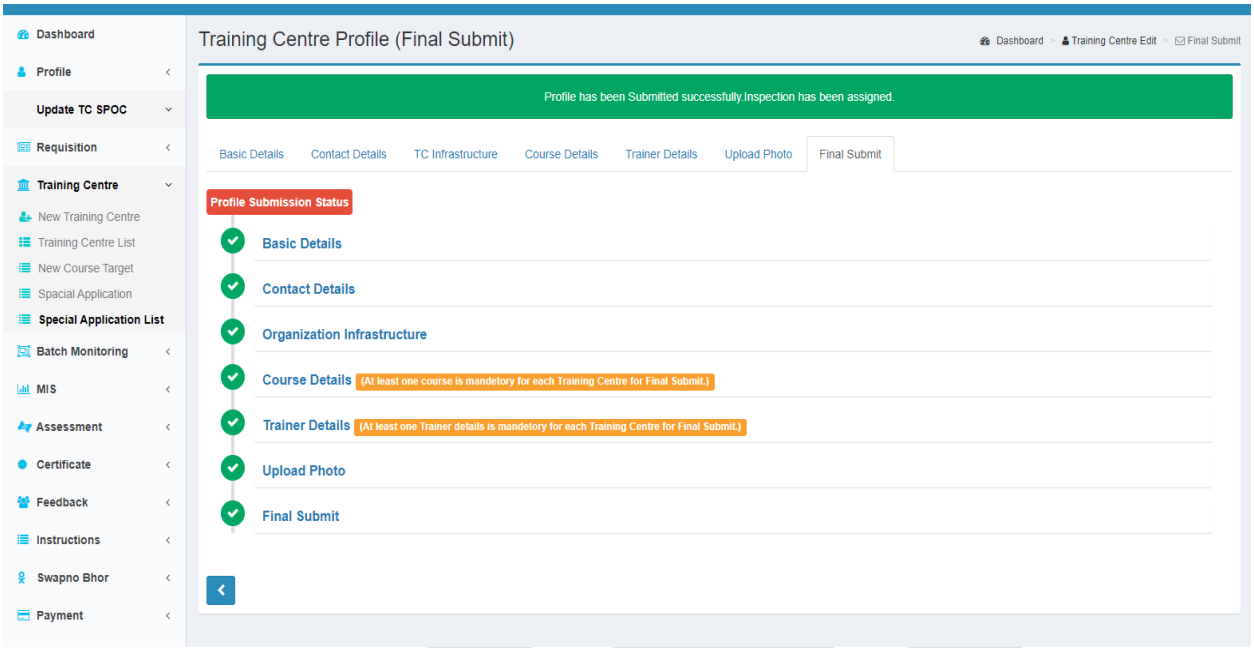
Step-14: TP need to final submit the TC details by clicking on the "Final Submit" button.



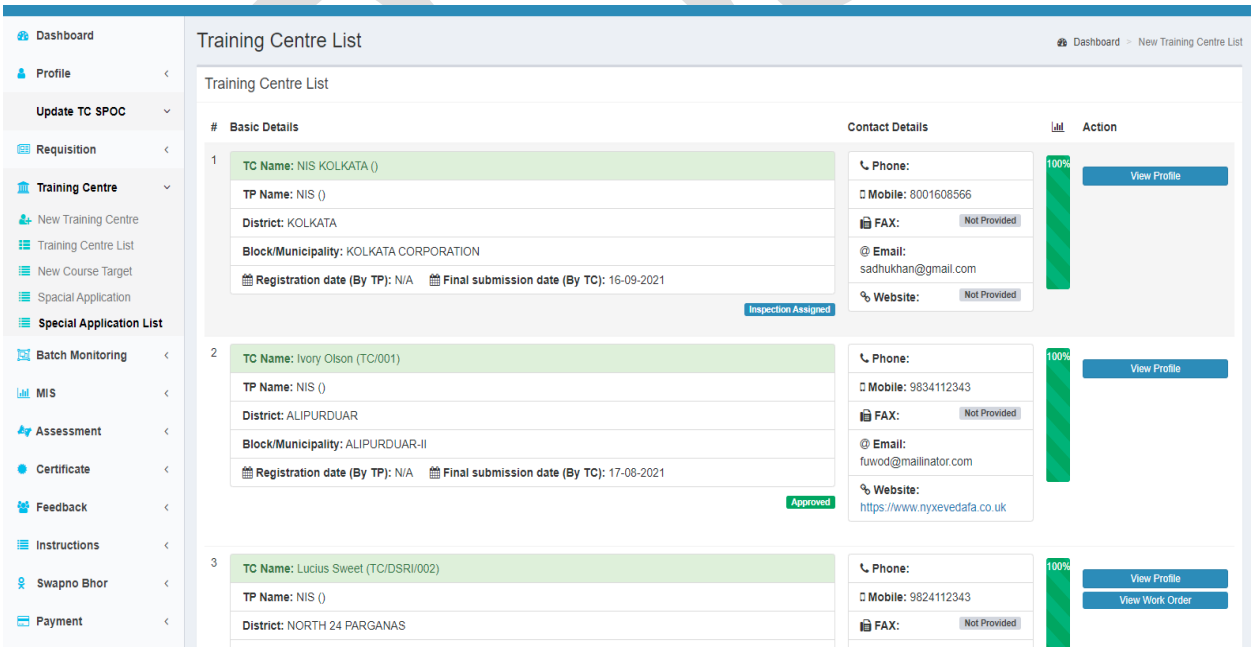
Step-15: One confirmation pop-up will be open for TC profile submission.



Step-16: Profile Finally submitted with Status details of each stage.



Step-17: After final submission the TC application is under inspection and details application can be viewed by clicking View Profile button.

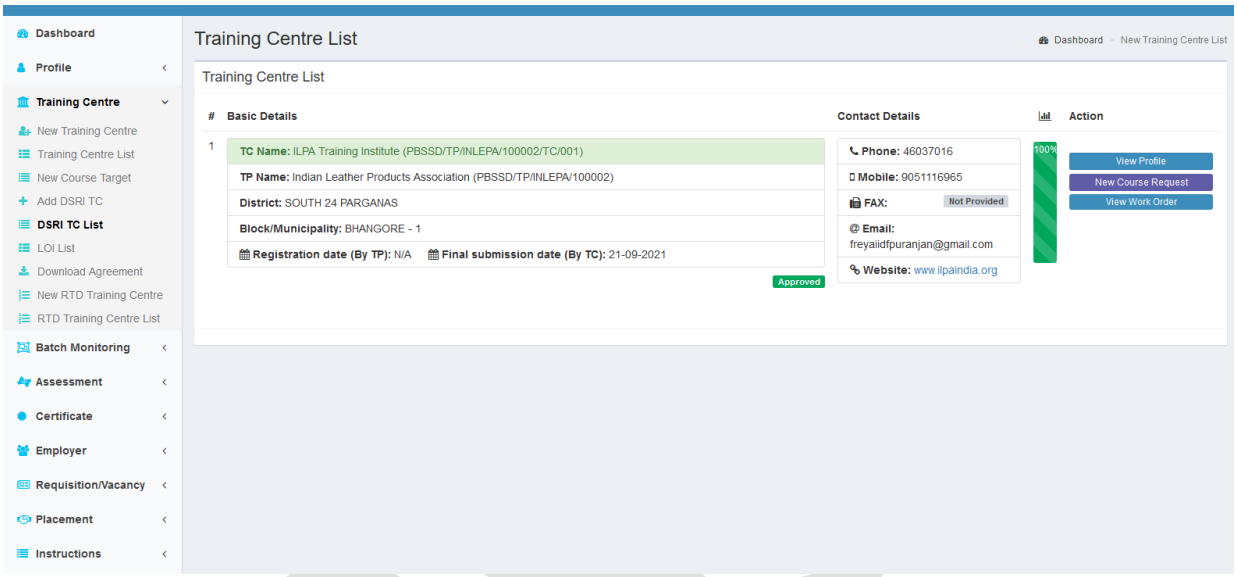


4. How to Apply New Course request.

Step-1: Click on the sub-menu "DSRI TC list" (For DSRI) under "Training Centre" menu.

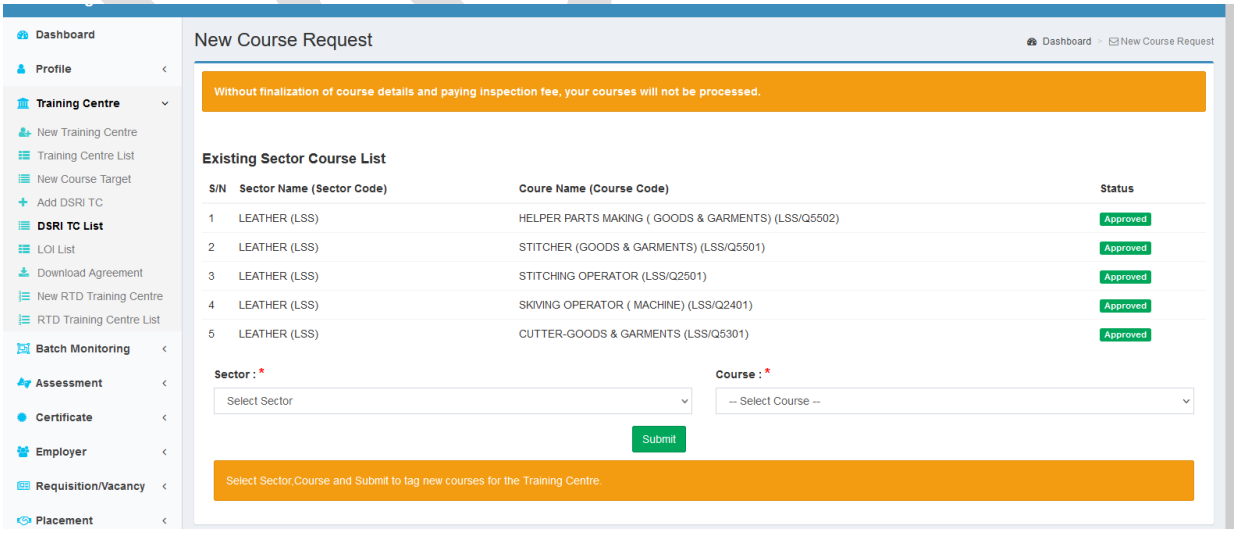
Step-2: List of Training Centre under this TP will be shown.

Step-3:TP will get a button "New Course Request" besides the each approved TC.

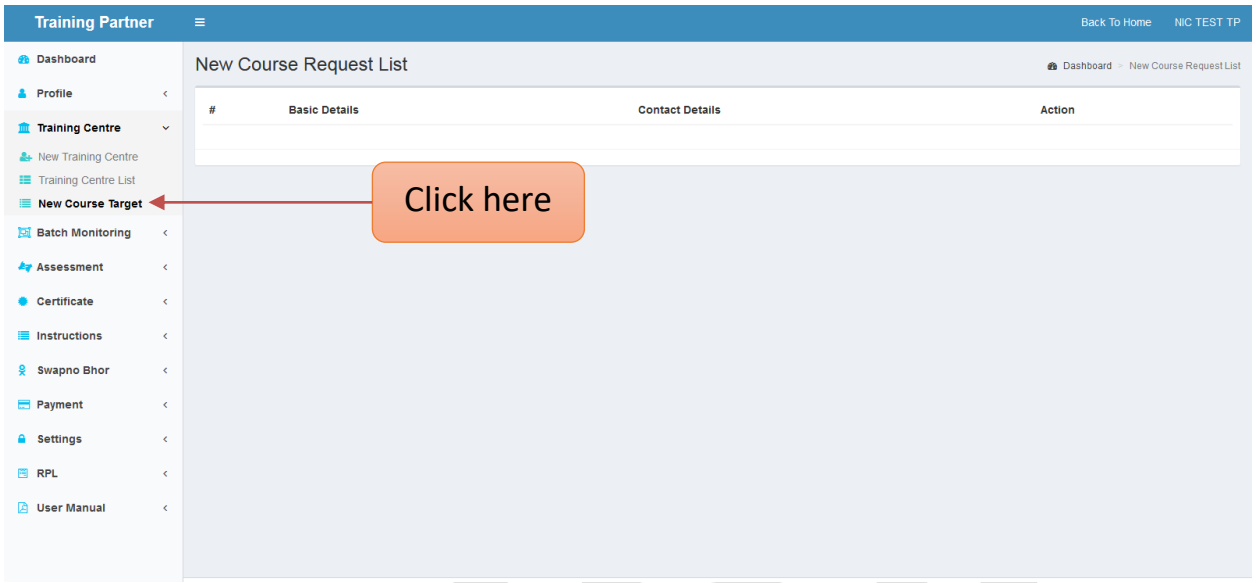


Step-4: TP can select the course from drop-down menu and After that he will get the option for fill-up the new room details (If TP want to add).

Step-5: After click on "submit" button course inspection will be assigned.



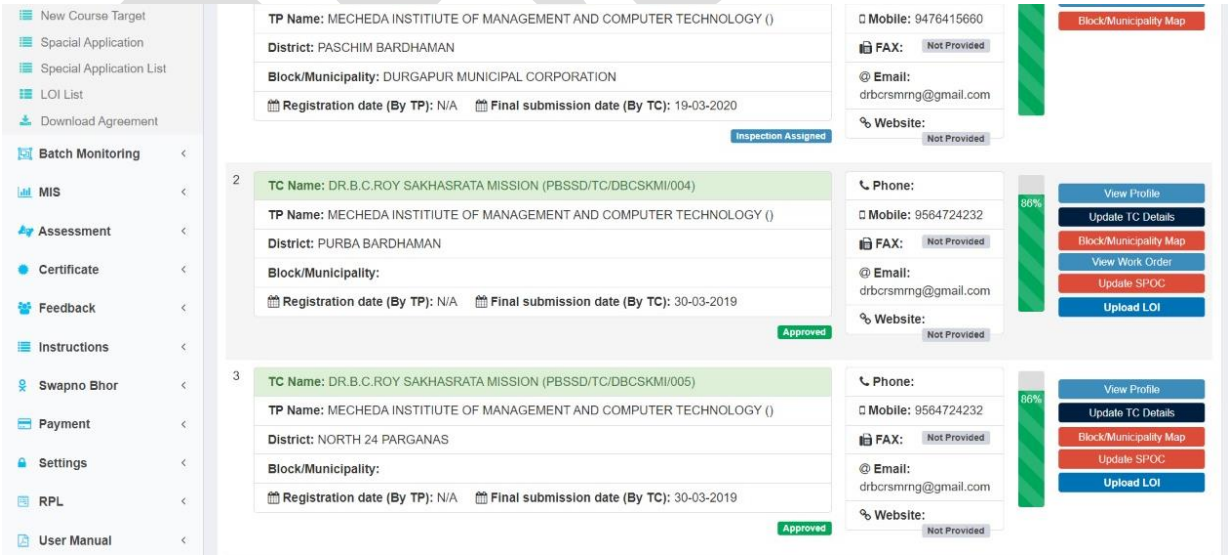
Step-6: To view the course inspection please click on "New Course Target" under Training Centre menu.



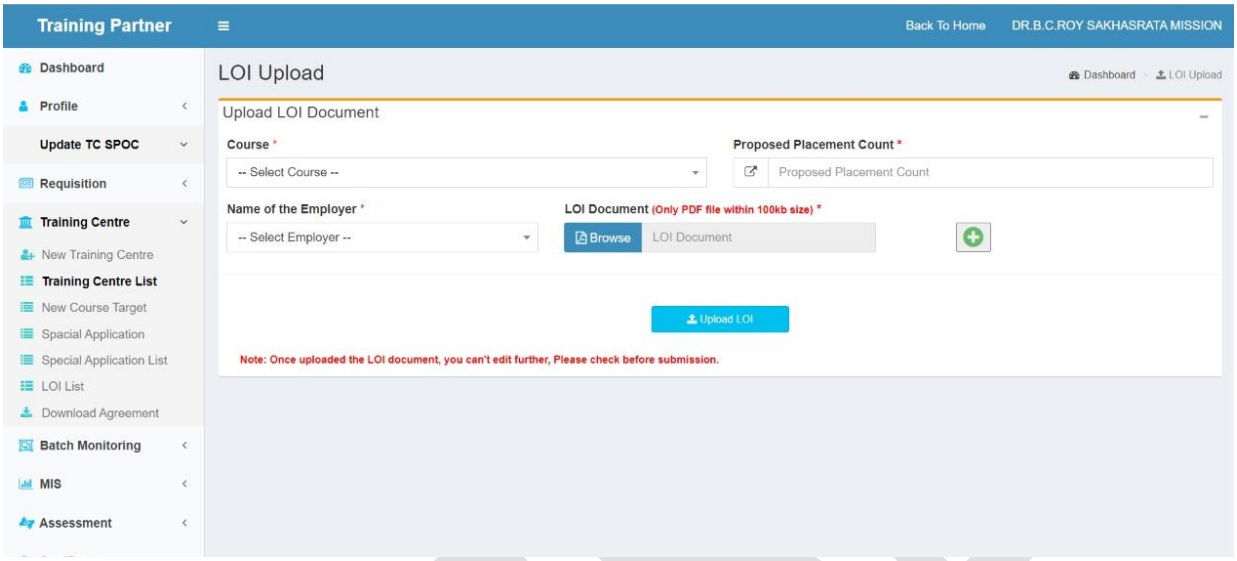
5. LOI upload process from the Training Centre.

Step-1: Please click on the sub-menu "Training Centre List" under "Training Centre".

Step-2: "Upload LOI" button has been given beside the TC short details. Click on the "Upload LOI" button.

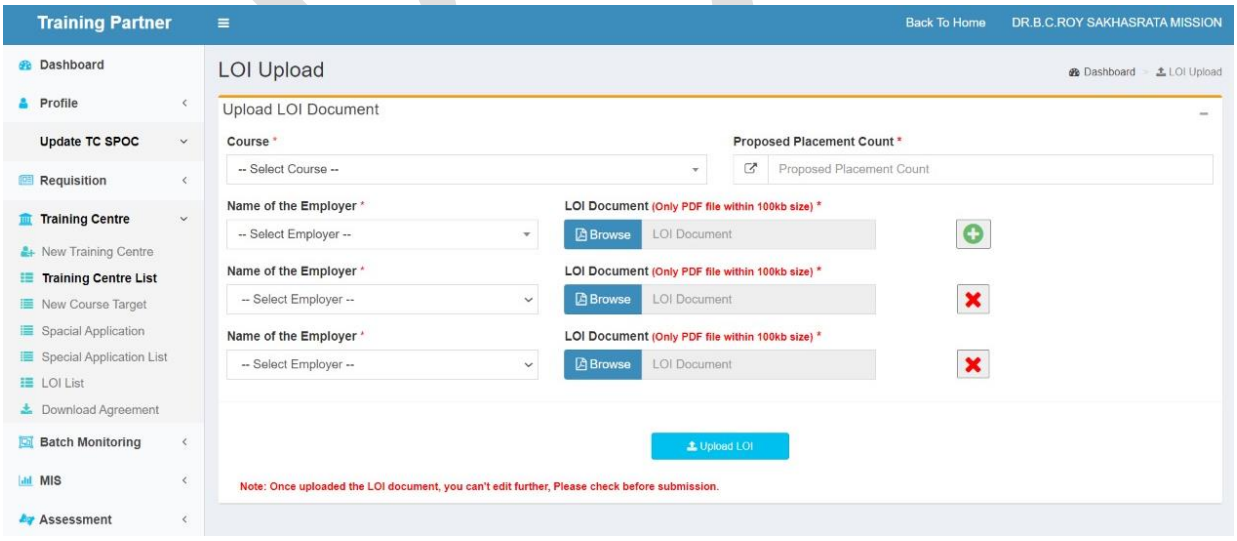


Step-3: Please select the course, enter the placement count, select the employer name from dropdown menu (only registered employer will be shown in the drop-down list) and upload the LOI from browser.



Step-4: Training Provider can add multiple LOI, click on the **"+"** button.

Step-5: After enter the details click on "Upload LOI" button. A success message will be shown.

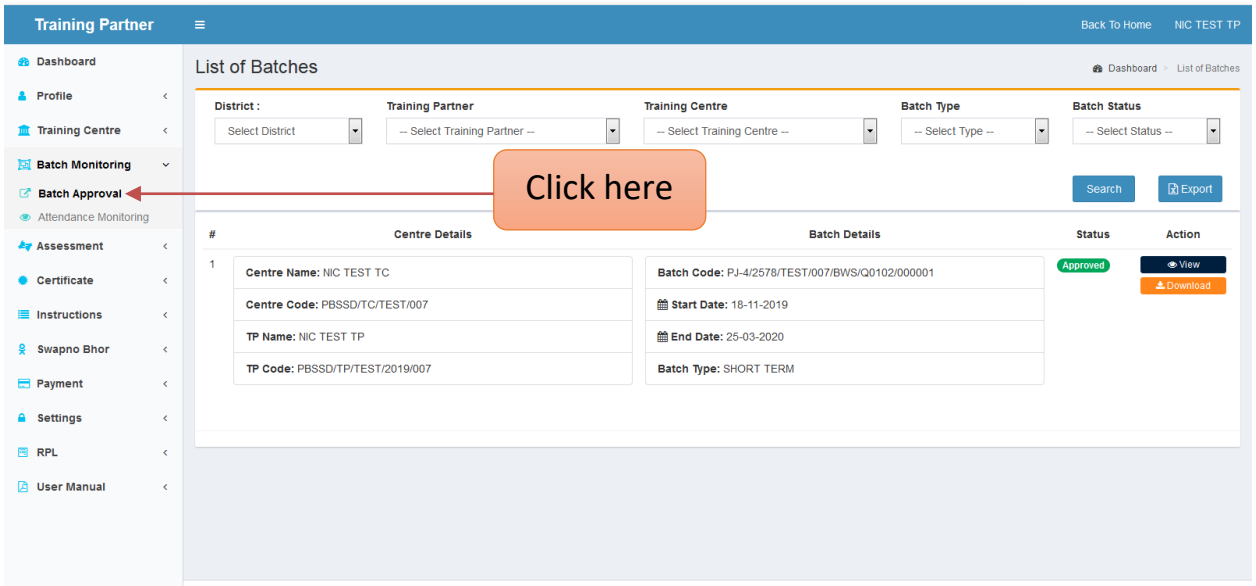


6. Batch Approval Status checking.

Step-1: Please click on the sub-menu "Batch Approval" under "Batch Monitoring" menu.

Step-2: To view the batch details click on the "View" button.

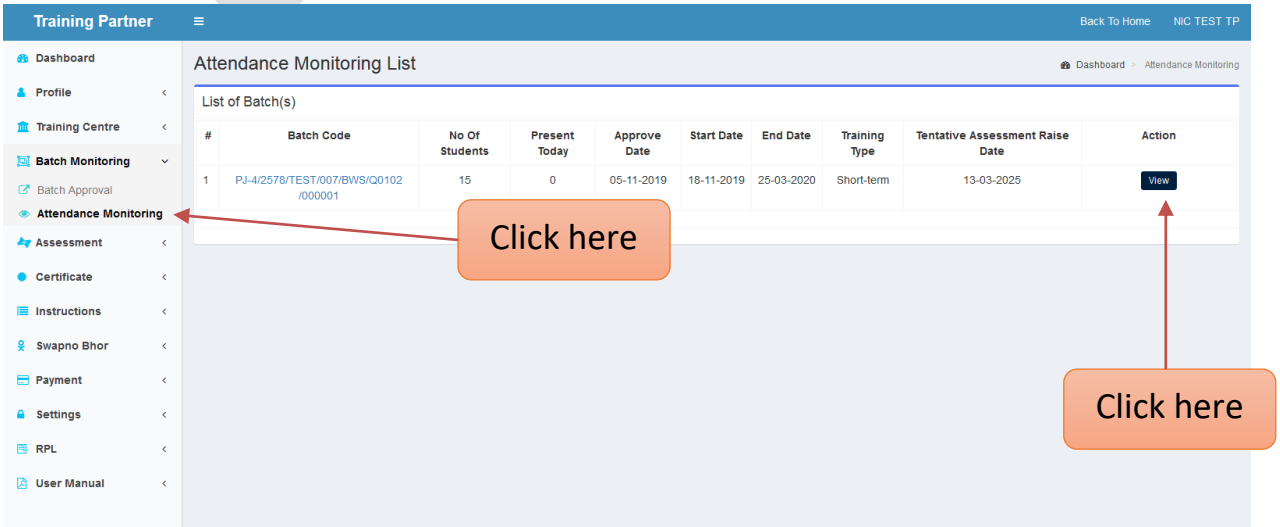
Step-3: TP can download the batch commencement letter clicking by "Download" button.



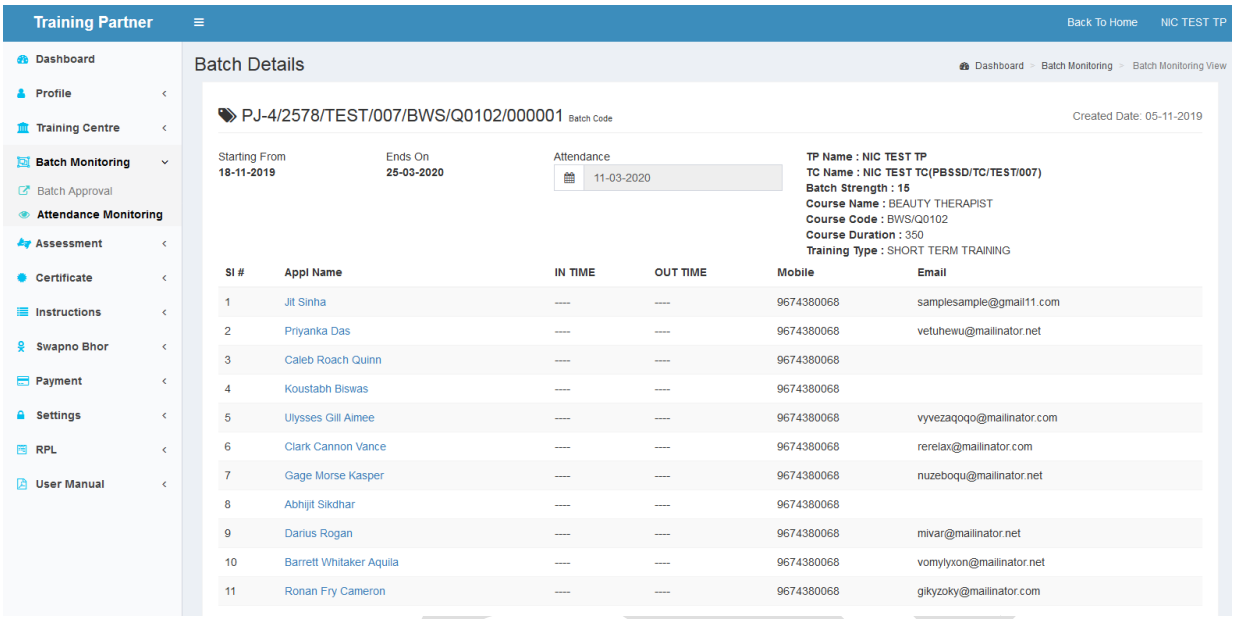
7. Trainee Attendance checking Process.

Step-1: Please click on the sub-menu "Attendance Monitoring" under "Batch Monitoring" menu.

Step-2: Click on View Tab.



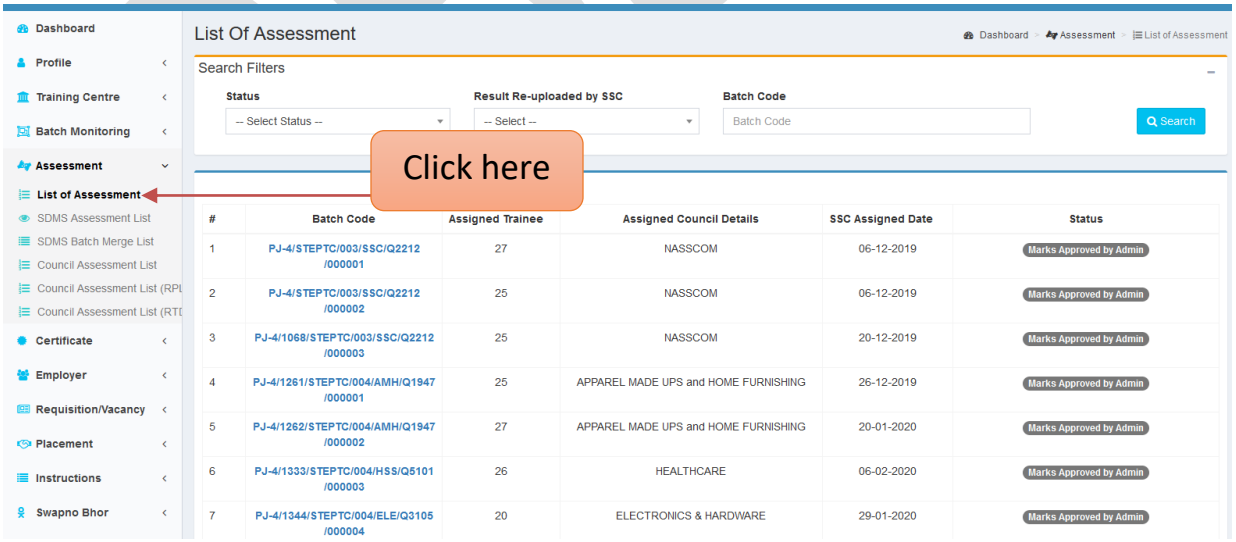
Step-3: Please choose Attendance Date for view Attendance on that particular date.



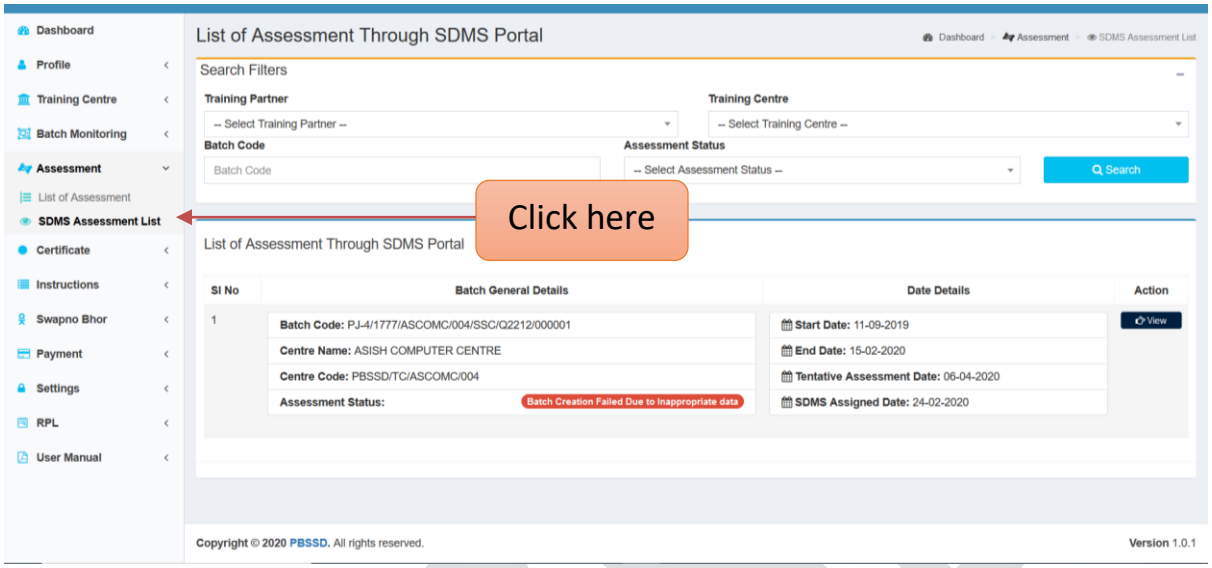
8. How to view Assessment request?

Step 1: Please click on List of Assessment under Assessment menu.

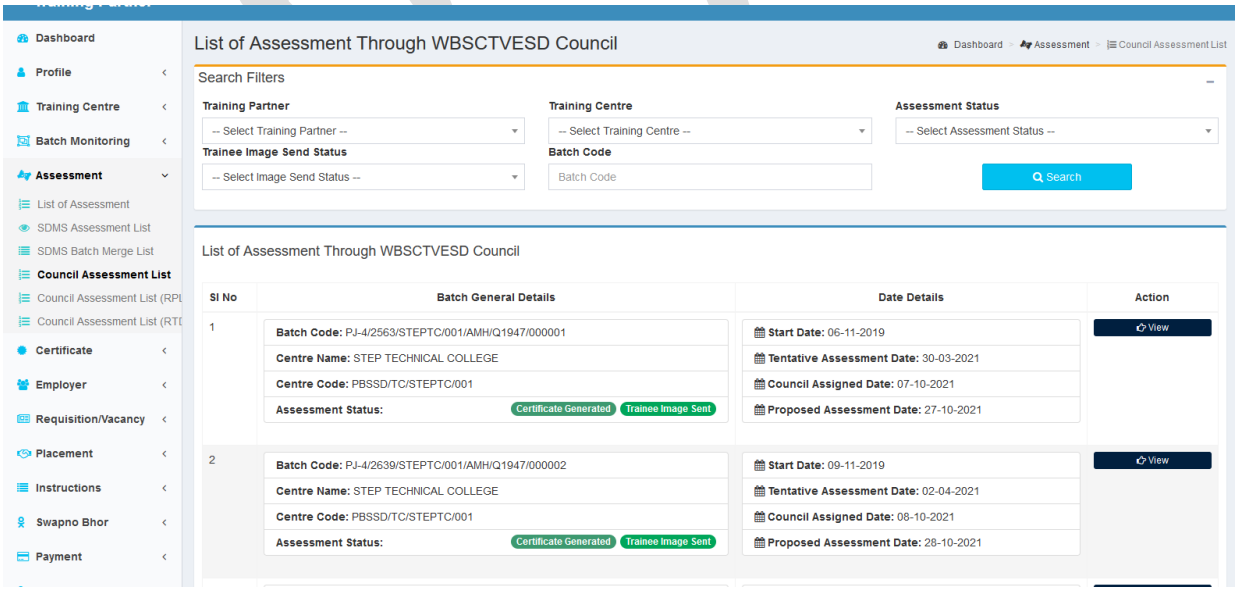
Step 2: List of batch will be shown here; which batch already send for Assessment manually.



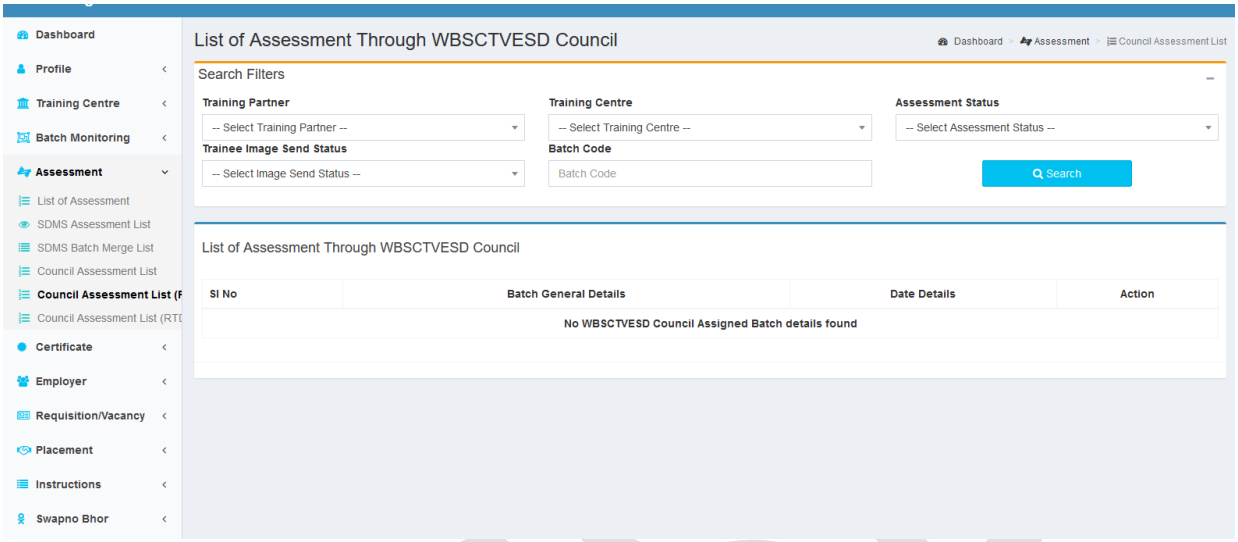
Step 3: Please click on SDMS Assessment List to view the details of batch which batch automatically sent to assessment after completion of tentative Assessment date.



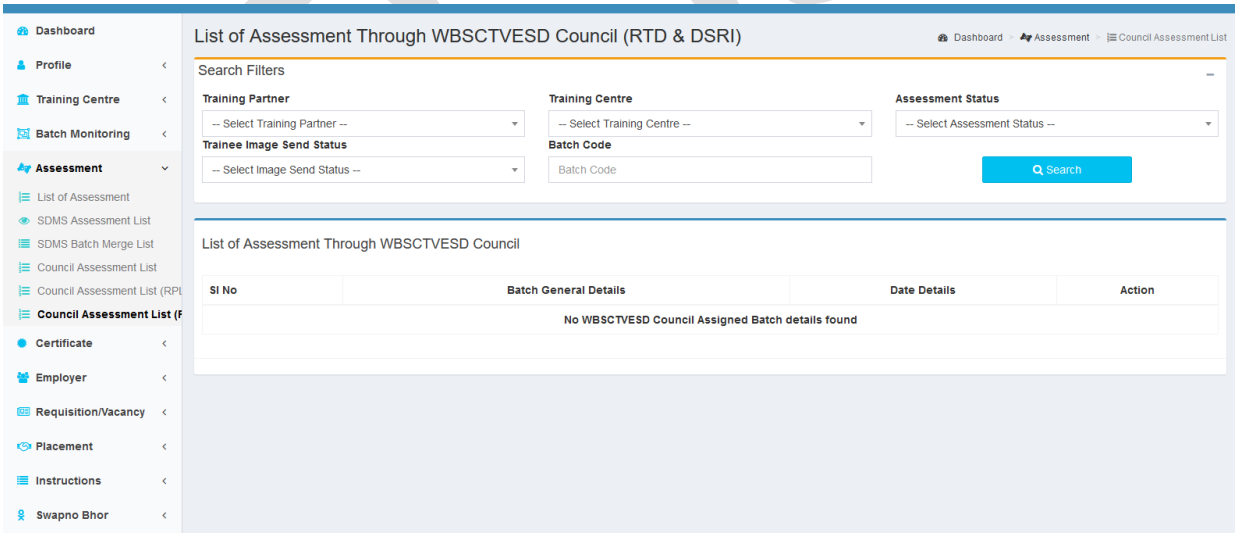
Step 4: Please click on Council Assessment List to view the details of batch which batch automatically sent to assessment after completion of tentative Assessment date.



Step 5: Please click on Council Assessment List (RPL) to view the details of RPL batches which batch automatically sent to assessment after completion of tentative Assessment date.



Step 6: Please click on Council Assessment List (RTD/DSRI) to view the details of RTD/DSRI batches which batch automatically sent to assessment after completion of tentative Assessment date.

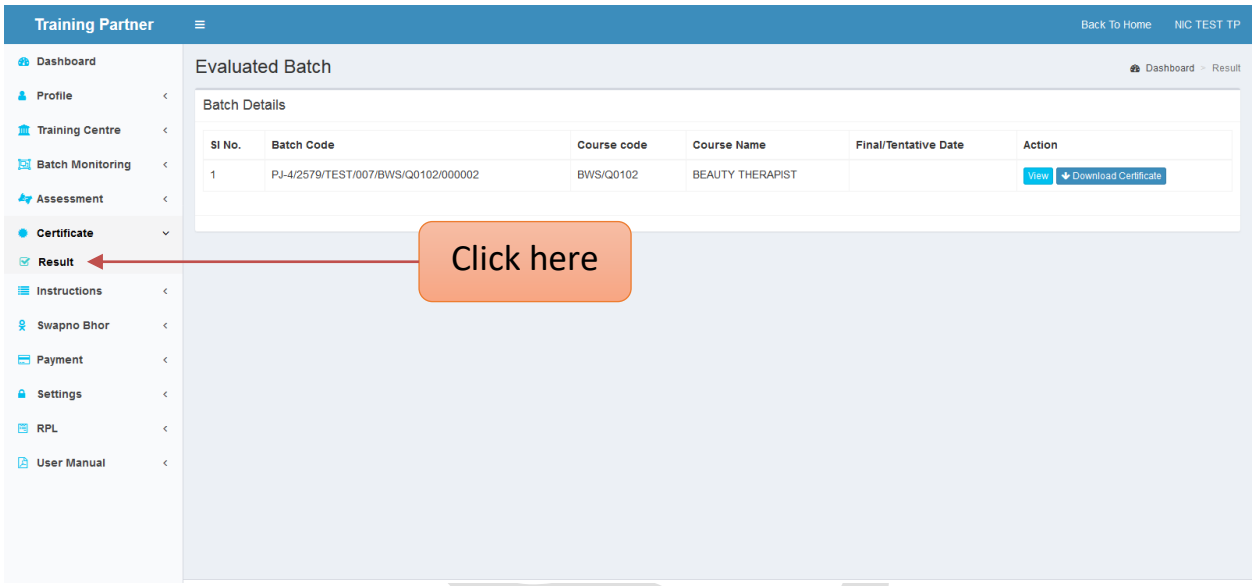


9. Result view and certificate download (Assessed through SSC) process.

Step-1: Please click on sub-menu "Result" under "Certificate" menu.

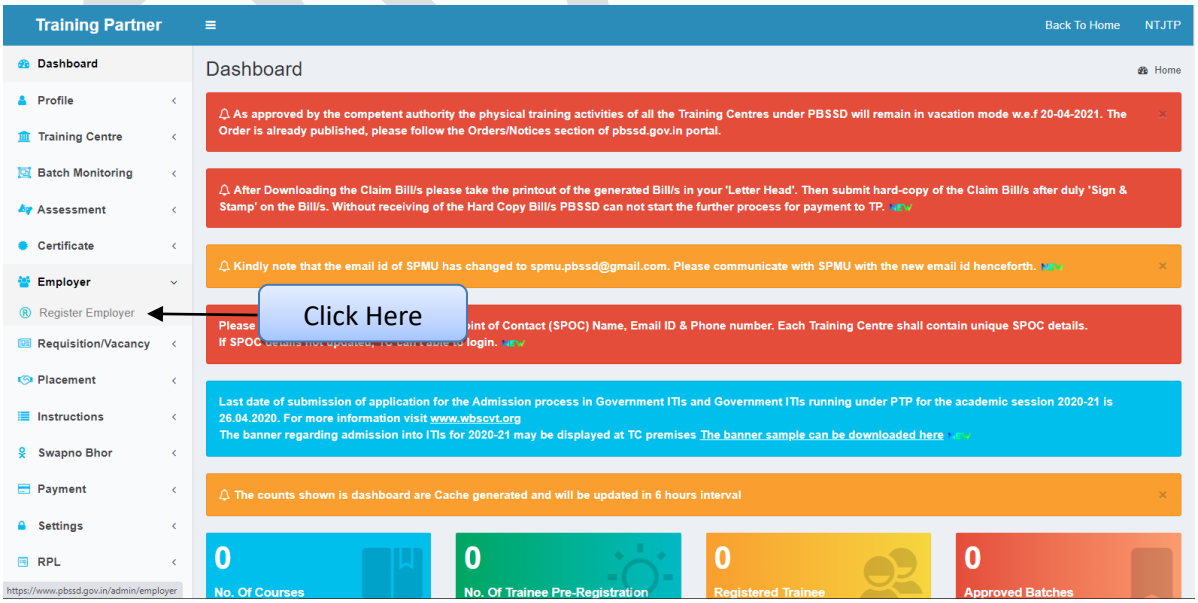
Step-2: Click on view tab for result.

Step-3: Click on Download Certificate for Trainee certificate.



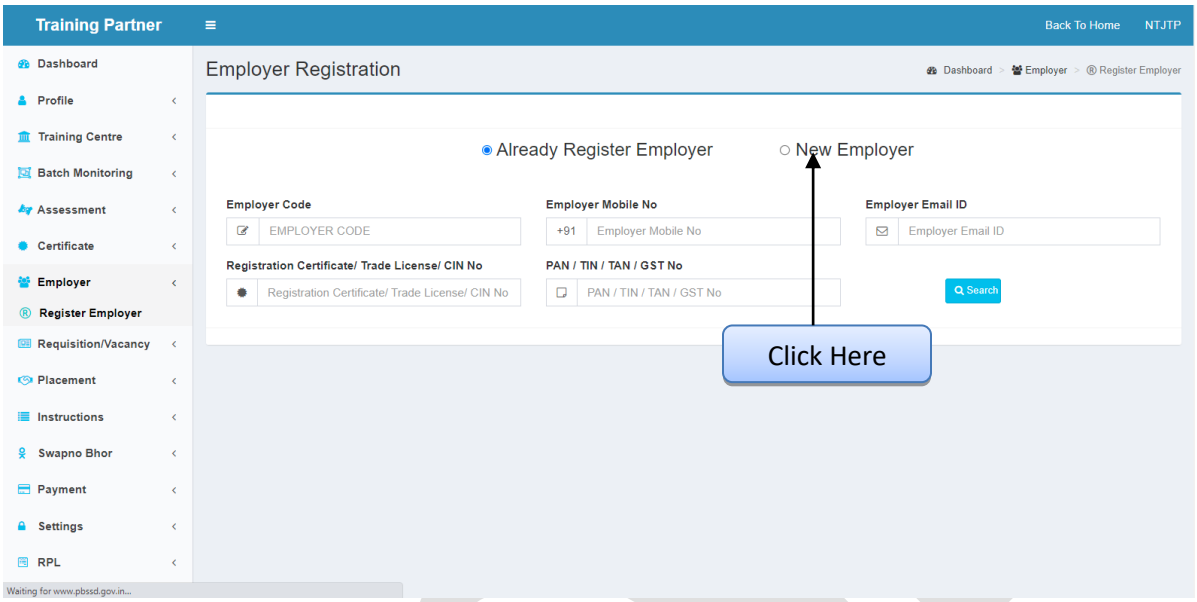
10. Employer registration Process.

Step-1: Go to sub-menu "Register Employer" under main-menu "Empolyer" for employer registration.



Step-3: Employer Registration page will open.

Step-4: Click on "New Employer" radio button to register new empolyer.



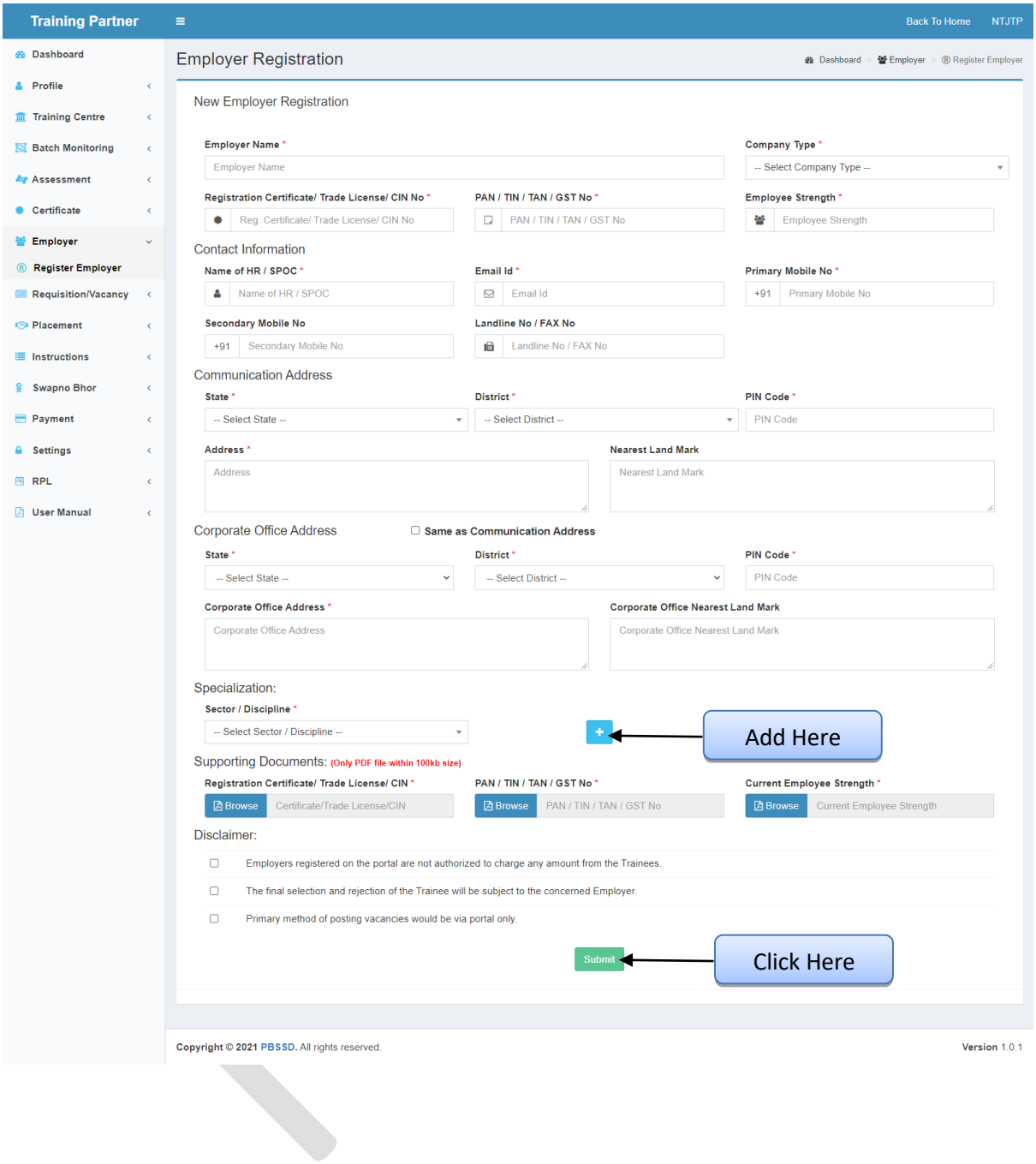
Step-5: New Employer registration application form will open.

Step-6: New Employer will fill-up all the details and will upload pdf file for "Registration Certificate/ trade License/ CIN", "PAN/ TIN/ TAN/ GST No.", "Current Employer Strength".

Step-7: New Employer will be able to add "Specialization" as per thair requirement.

Step-8: After filling up all the nessessary detail user will click on "Submit" button for final submission.

Note: Until or unless user will select all "Disclaimer" checkbox "Submit" button will not be enable.


Training Partner
Back To Home
NTJTP
Dashboard
Profile
Training Centre
Batch Monitoring
Assessment
Certificate
Employer
Register Employer
Requisition/Vacancy
Placement
Instructions
Swapno Bhor
Payment
Settings
RPL
User Manual
Employer Registration
Dashboard > Employer > Register Employer
New Employer Registration
Employer Name *
Company Type *
Registration Certificate/ Trade License/ CIN No *
PAN / TIN / TAN / GST No *
Employee Strength *
Contact Information
Name of HR / SPOC *
Email Id *
Primary Mobile No *
Secondary Mobile No
Landline No / FAX No
Communication Address
State *
District *
PIN Code *
Address *
Nearest Land Mark
Corporate Office Address
Same as Communication Address
Corporate Office Address *
Corporate Office Nearest Land Mark
Specialization:
Sector / Discipline *
Add Here
Supporting Documents: (Only PDF file within 100kb size)
Browse
Disclaimer:
Employers registered on the portal are not authorized to charge any amount from the Trainees.
The final selection and rejection of the Trainee will be subject to the concerned Employer.
Primary method of posting vacancies would be via portal only.
Submit
Click Here
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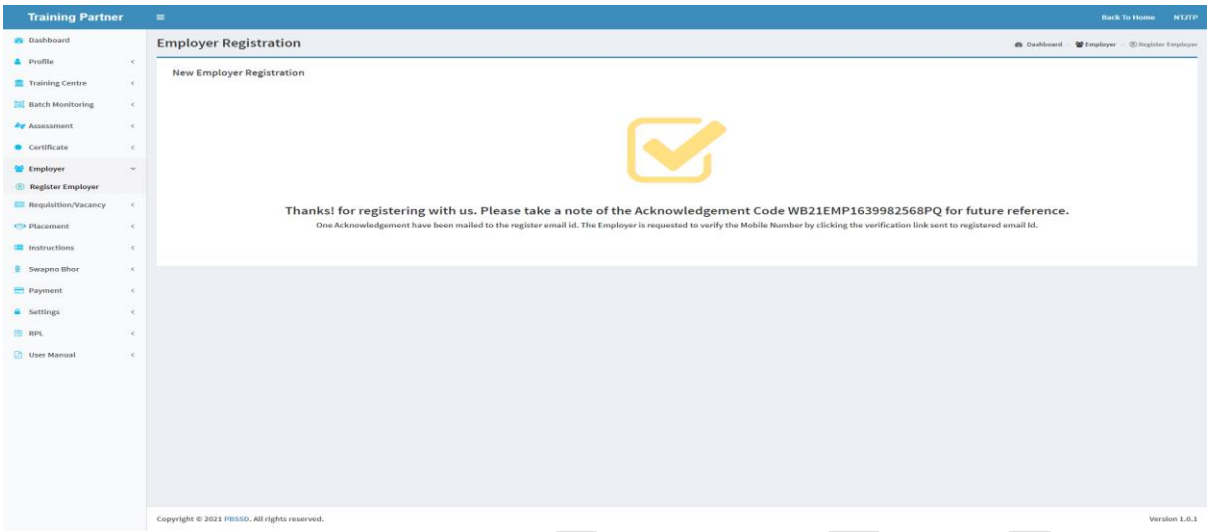
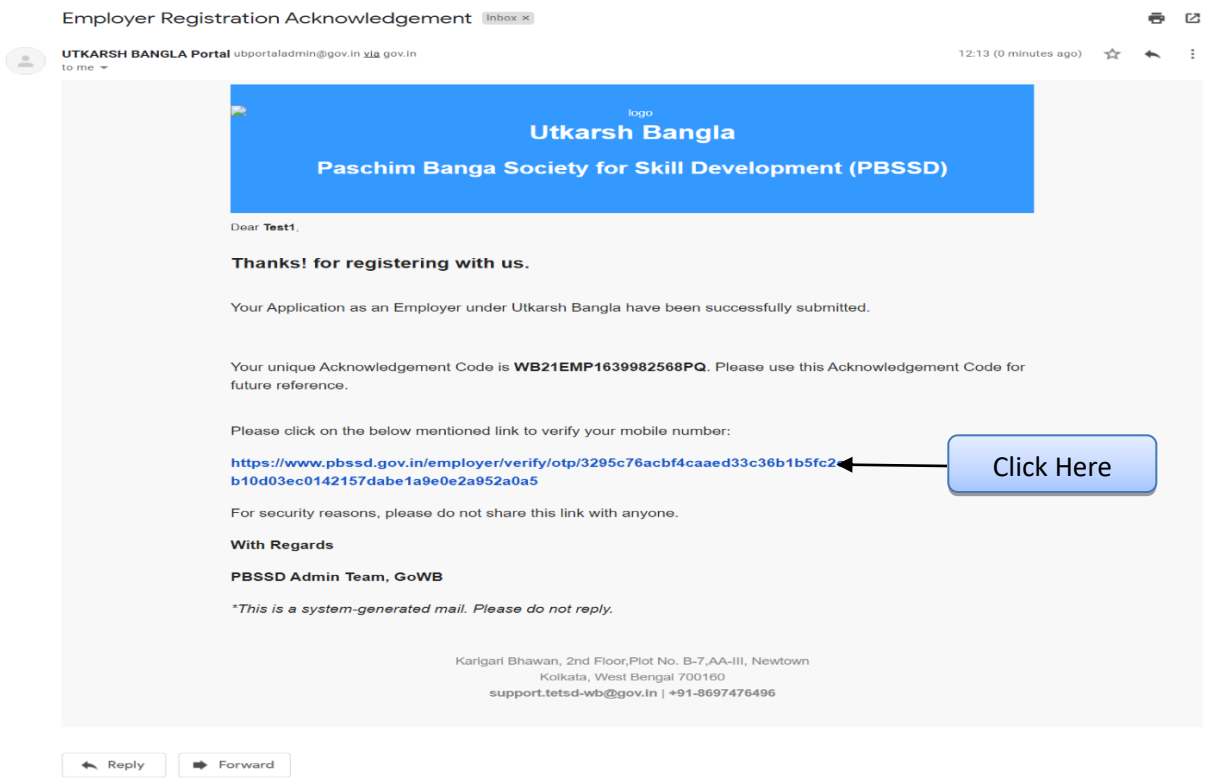
Version 1.0.1

Step-9: After successful submission of the application form one unique "Acknowladement Code" will autogenarete.

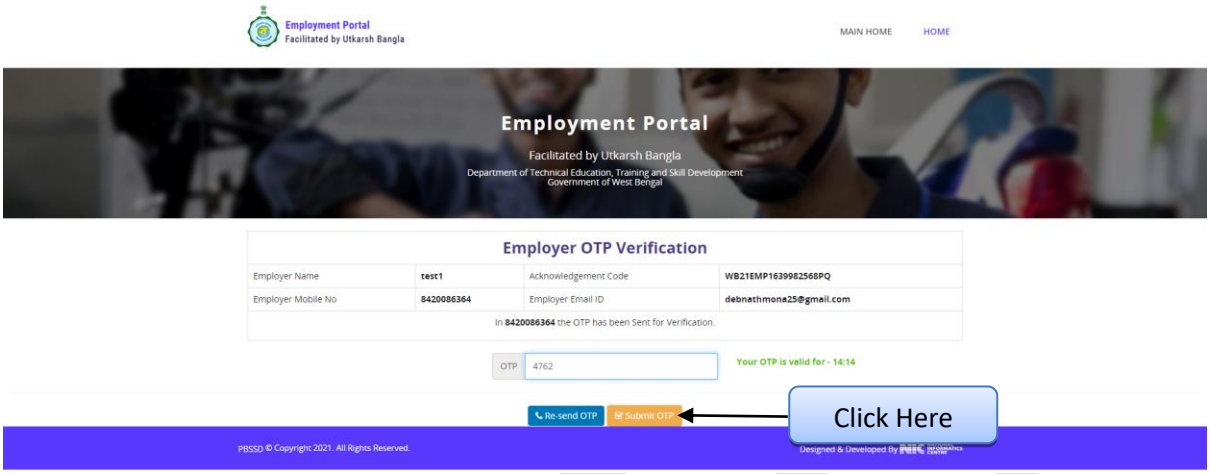


OTP verification process for Employer:

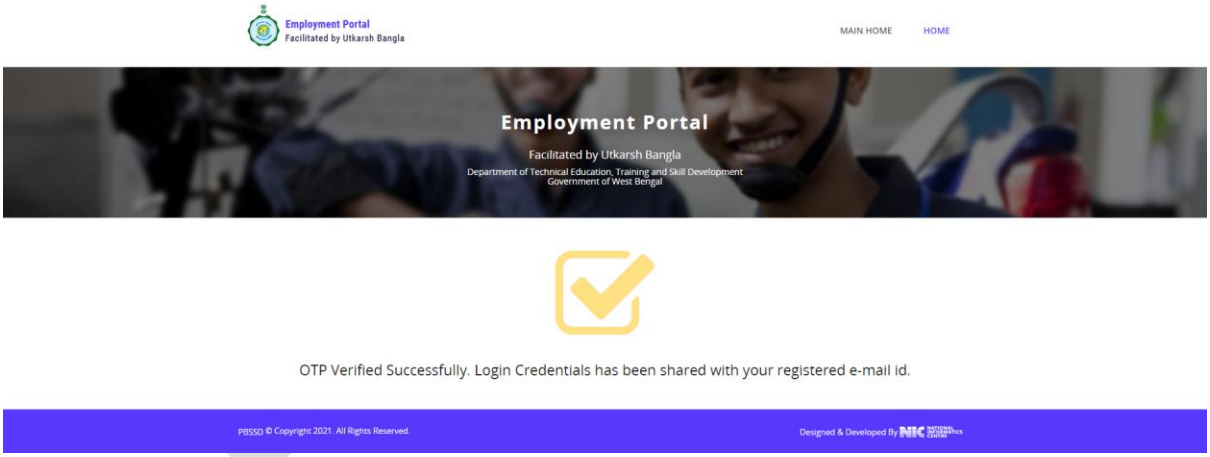
Step-1: One OTP verification link will be sent to registered mail id.



Step-2: One OTP will be sent to registered mobile number, put that OTP for final verification and click on "Submit" button.



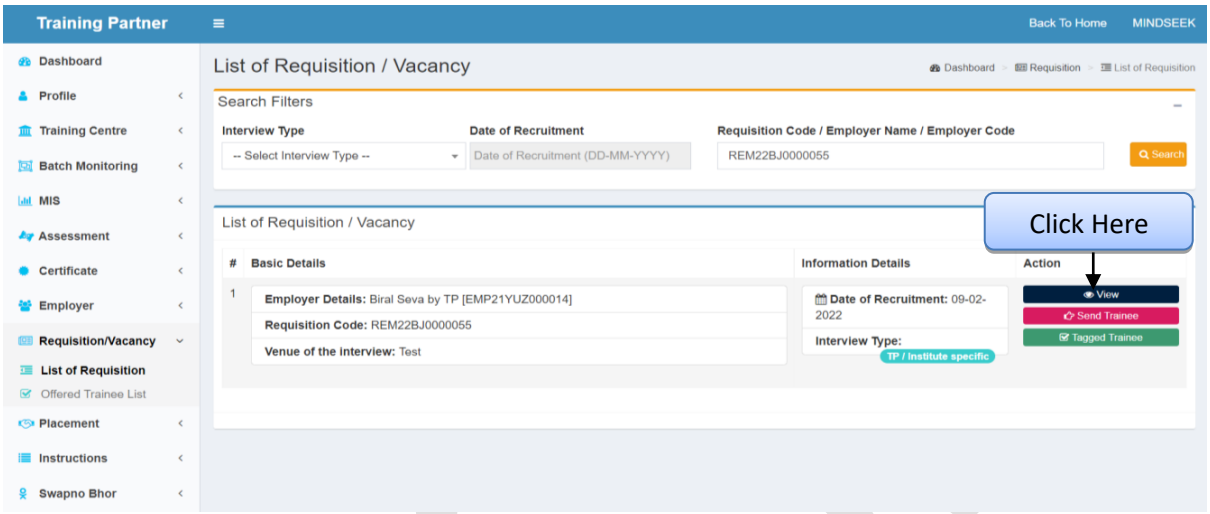
Step-3: After completation of the verification process one "Successful Message" will show in the screen.



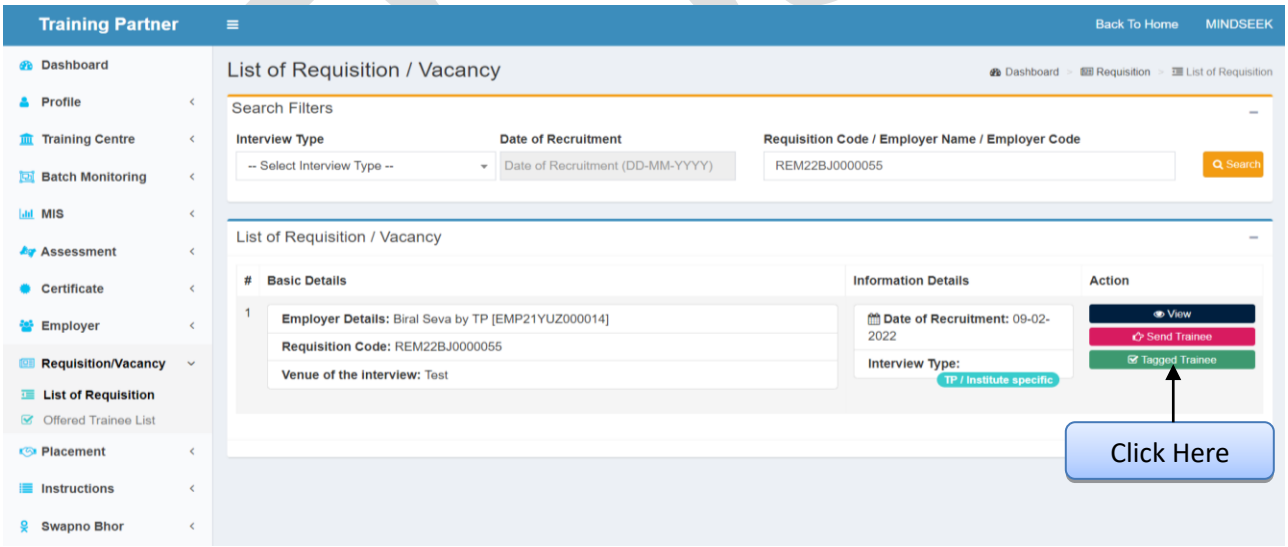
Tag trainee by Training Partner:

Step-1: Click on the sub-menu "

Step-2: Click on "View" button to view the trainee details.

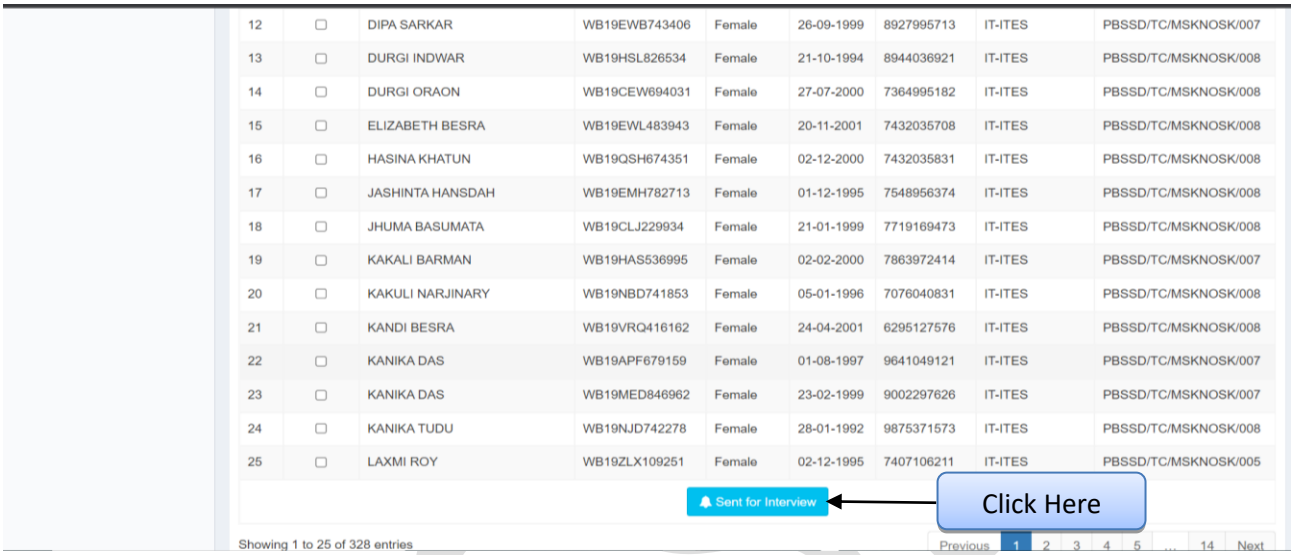


Step-3: Click on "Tag Trainee" button to tag trainee for interview.



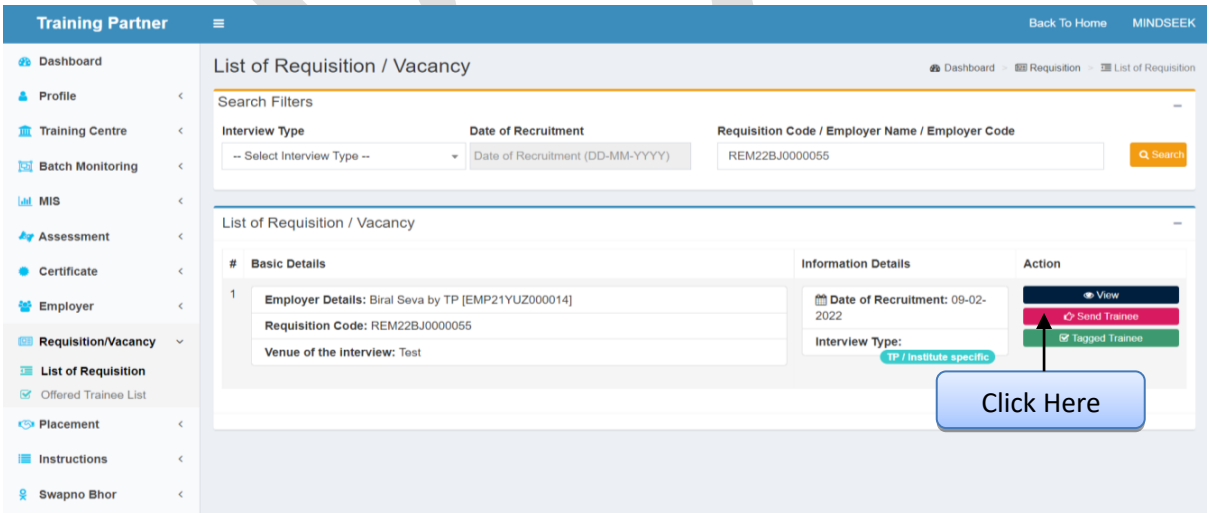
Step-4: Select trainee from trainee list.

Step-5: Click on "Sent for Interview" button to confirm the selection of trainees.



12	DIPA SARKAR	WB19EWB743406	Female	26-09-1999	8927995713	IT-ITES	PBSSD/TC/MSKNOSK/007
13	DURGI INDWAR	WB19HSL826534	Female	21-10-1994	8944036921	IT-ITES	PBSSD/TC/MSKNOSK/008
14	DURGI ORAON	WB19CEW694031	Female	27-07-2000	7364995182	IT-ITES	PBSSD/TC/MSKNOSK/008
15	ELIZABETH BESRA	WB19EWL483943	Female	20-11-2001	7432035708	IT-ITES	PBSSD/TC/MSKNOSK/008
16	HASINA KHATUN	WB19QSH674351	Female	02-12-2000	7432035831	IT-ITES	PBSSD/TC/MSKNOSK/008
17	JASHINTA HANSDAH	WB19EMH782713	Female	01-12-1995	7548956374	IT-ITES	PBSSD/TC/MSKNOSK/008
18	JHUMA BASUMATA	WB19CLJ229934	Female	21-01-1999	7719169473	IT-ITES	PBSSD/TC/MSKNOSK/008
19	KAKALI BARMAN	WB19HAS536995	Female	02-02-2000	7863972414	IT-ITES	PBSSD/TC/MSKNOSK/007
20	KAKULI NARJINARY	WB19NBD741853	Female	05-01-1996	7076040831	IT-ITES	PBSSD/TC/MSKNOSK/008
21	KANDI BESRA	WB19VRQ416162	Female	24-04-2001	6295127576	IT-ITES	PBSSD/TC/MSKNOSK/008
22	KANIKA DAS	WB19APF679159	Female	01-08-1997	9641049121	IT-ITES	PBSSD/TC/MSKNOSK/007
23	KANIKA DAS	WB19MED846962	Female	23-02-1999	9002297626	IT-ITES	PBSSD/TC/MSKNOSK/007
24	KANIKA TUDU	WB19NJD742278	Female	28-01-1992	9875371573	IT-ITES	PBSSD/TC/MSKNOSK/008
25	LAXMI ROY	WB19ZLX109251	Female	02-12-1995	7407106211	IT-ITES	PBSSD/TC/MSKNOSK/005

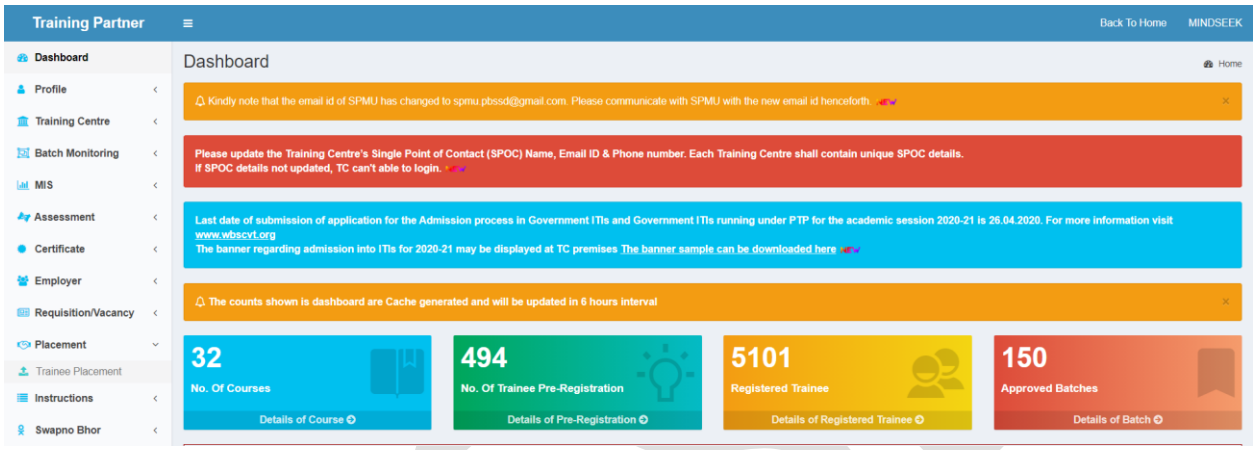
Step-6: One OTP verification link will be sent to registered mail id.



11. Trainee Placement Document Upload Process.

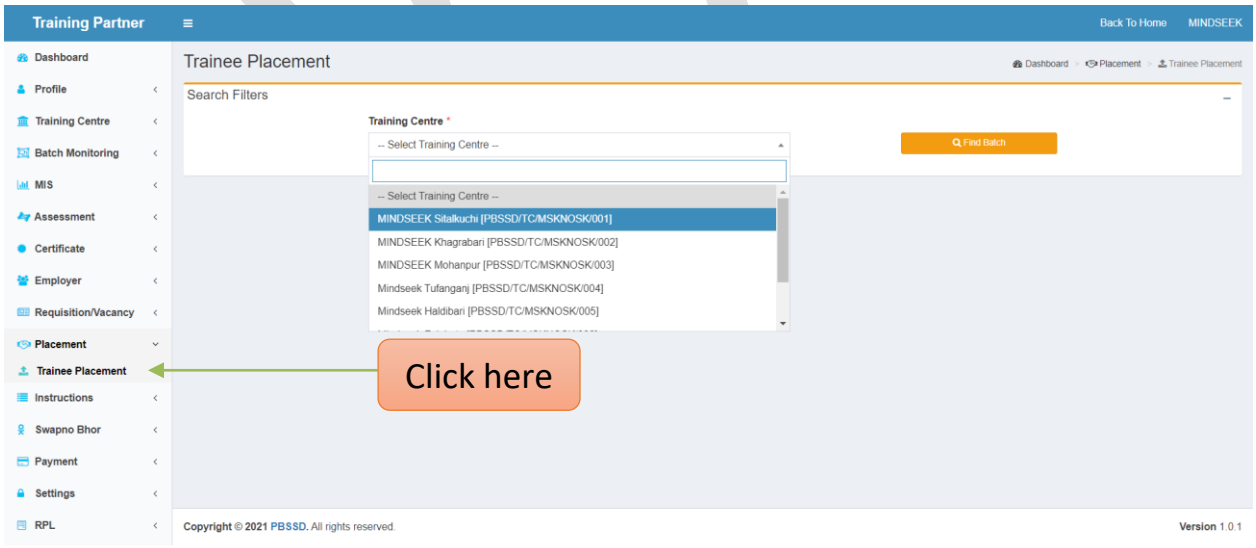
Note: Please follow the same procedure for DSRI under "Trainee Placement (DSRI) menu.

Step-1: After successful login Training Partner dashboard will appear.

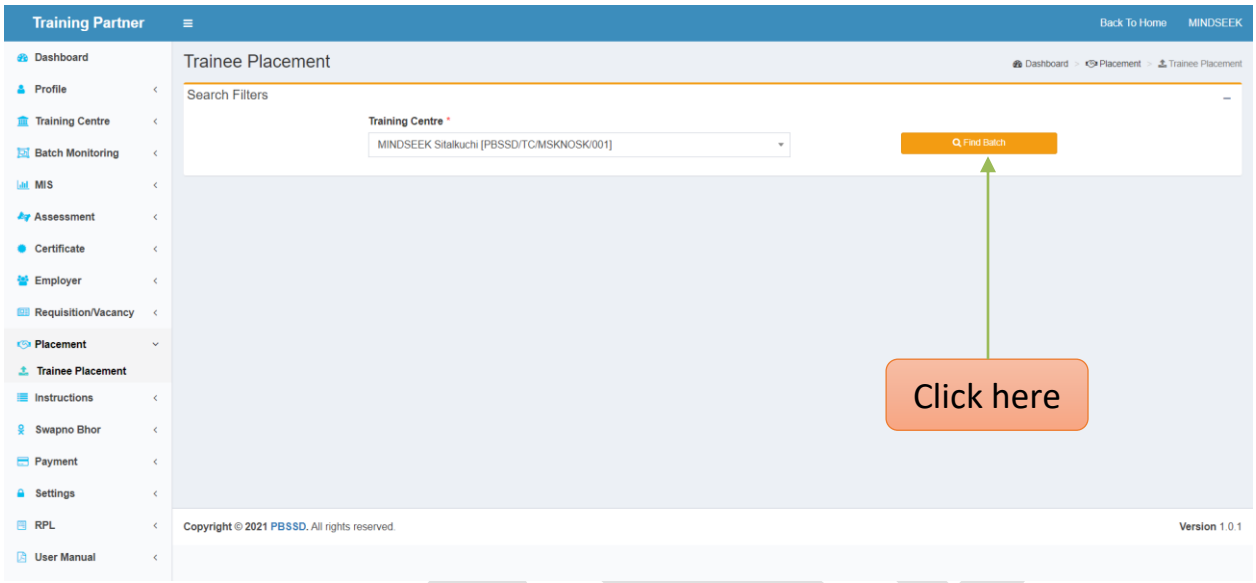


Step-2: Please click on submenu "Trainee Placement" under "Placement" menu.

Step-3: Select the training centre name from drop down menu.

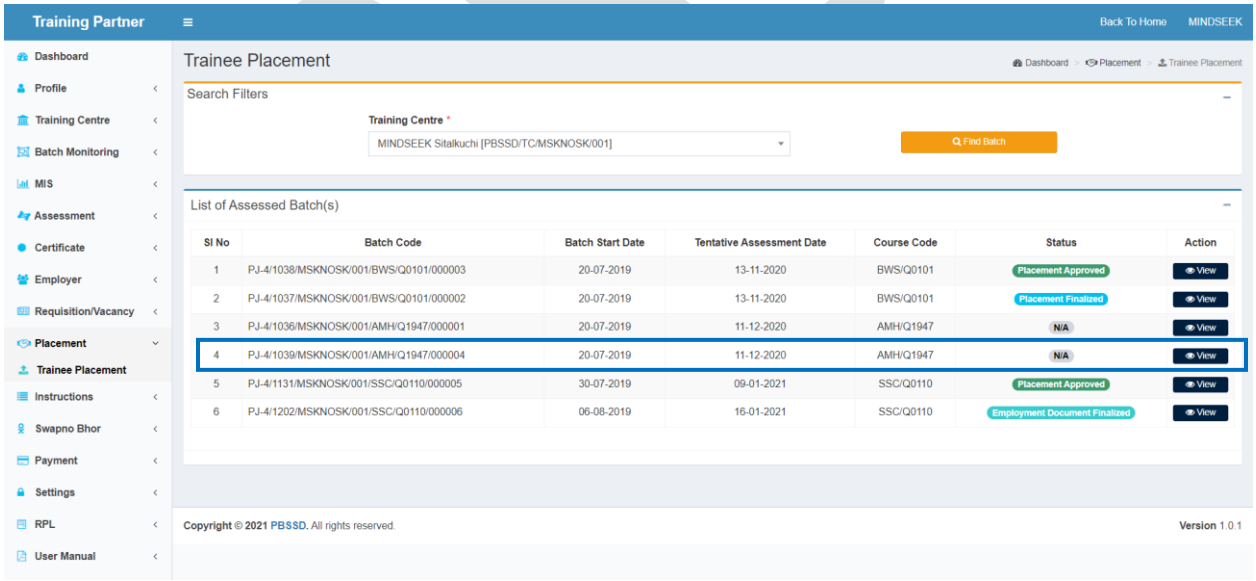


Step-4: After that click on the "Find Batch" tab.



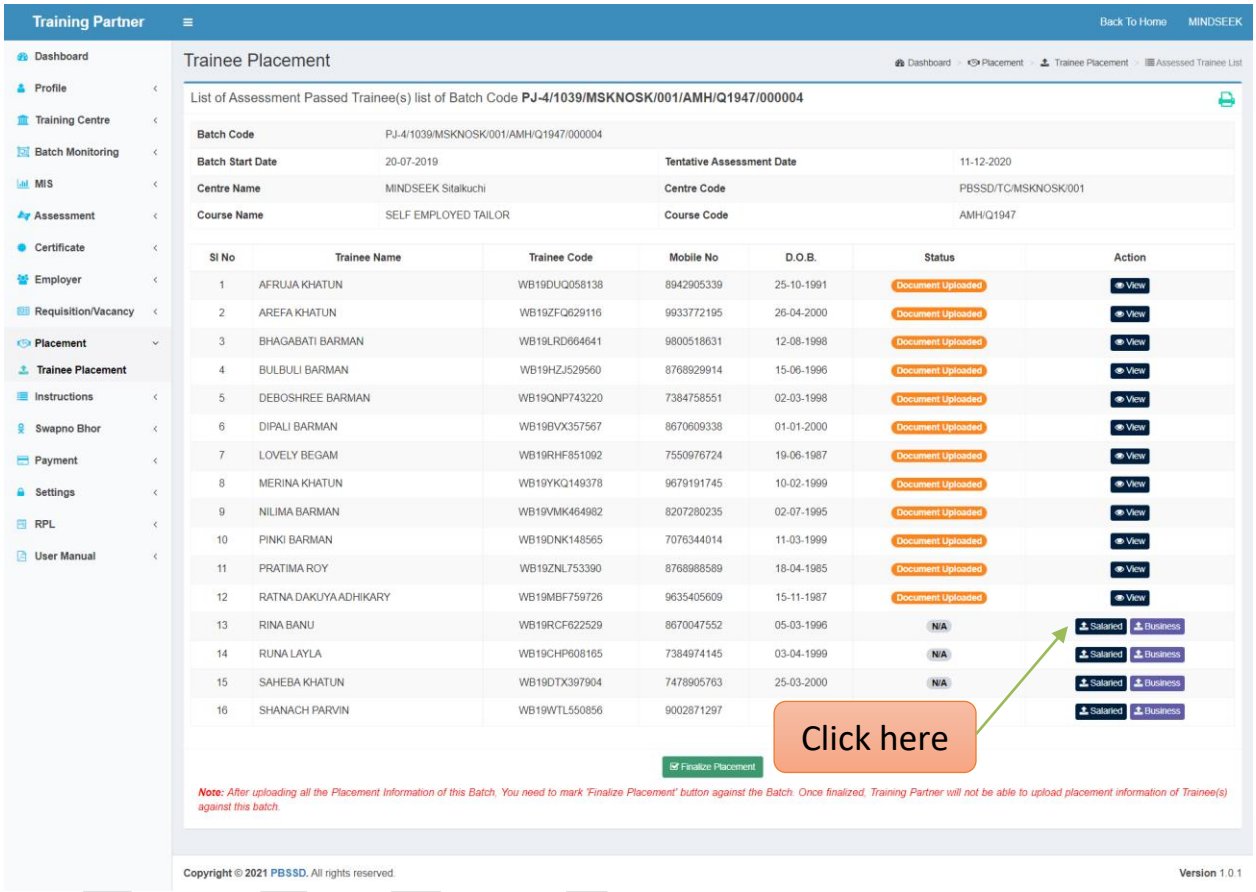
Step-5: List of assessed batches under training center will appear.

Step-6: To view assessed trainee list of a particular batch, click on "View" button.



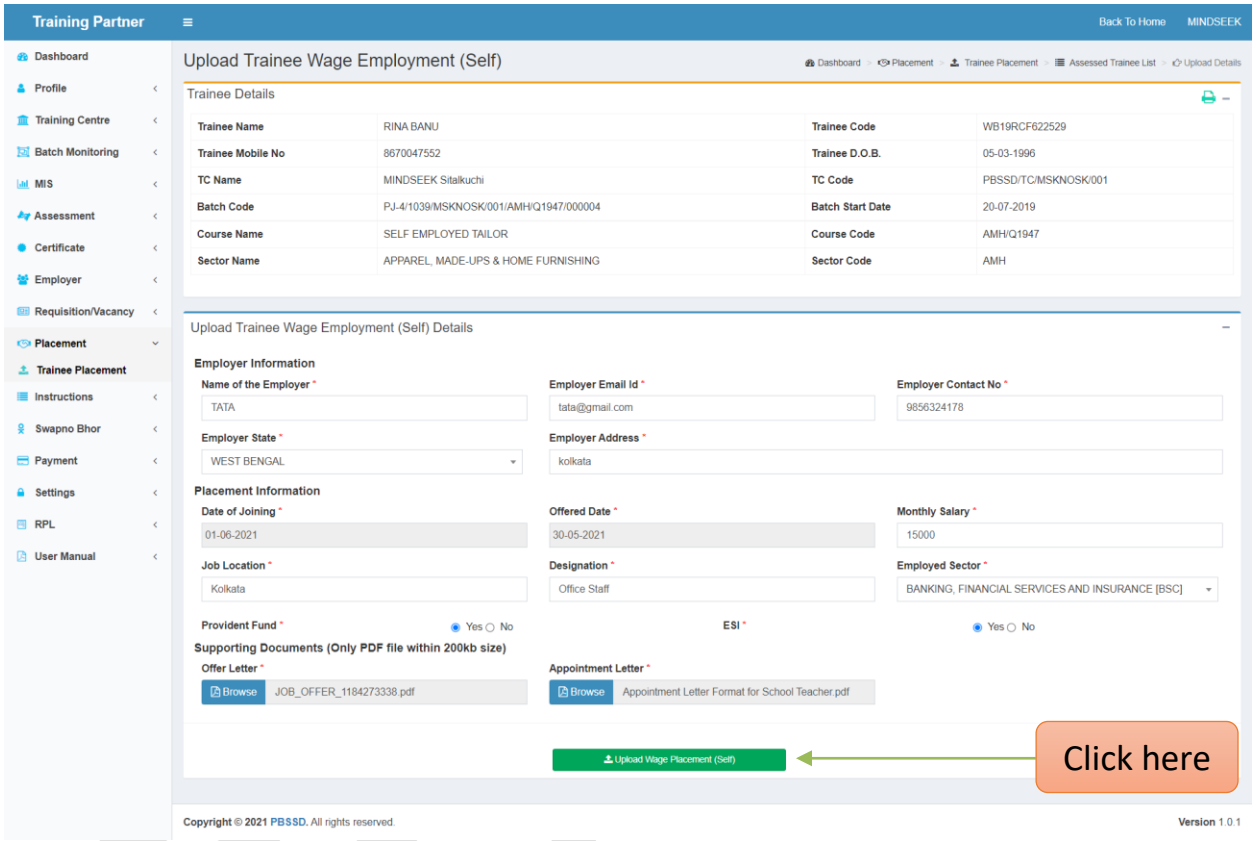
Step-7: Then assessed trainee list will appear.

Step-8: To upload trainee wage placement data, click on "Salaried" button.

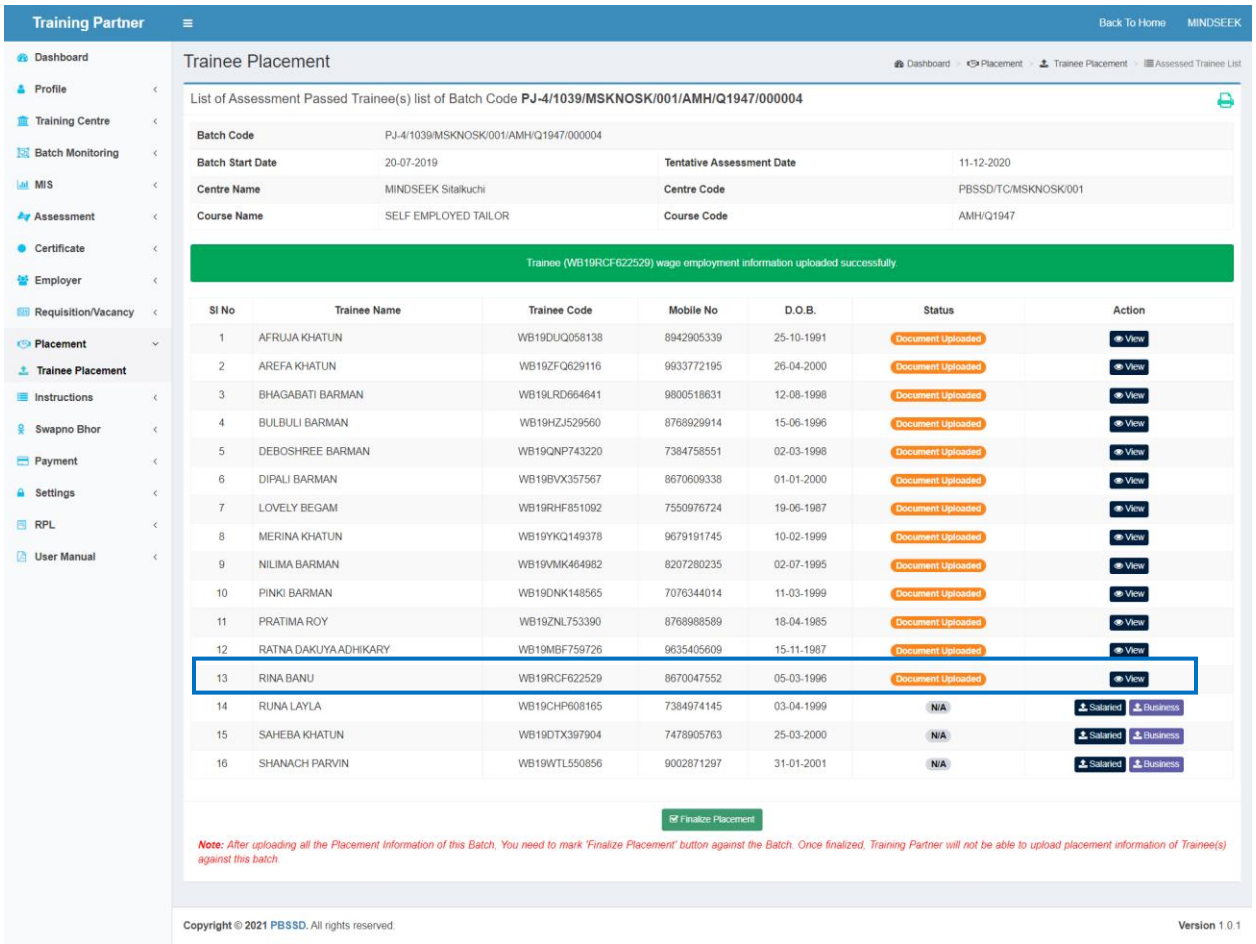


Step-9: To upload the trainee wage employment (Self) details page will appear in the screen.

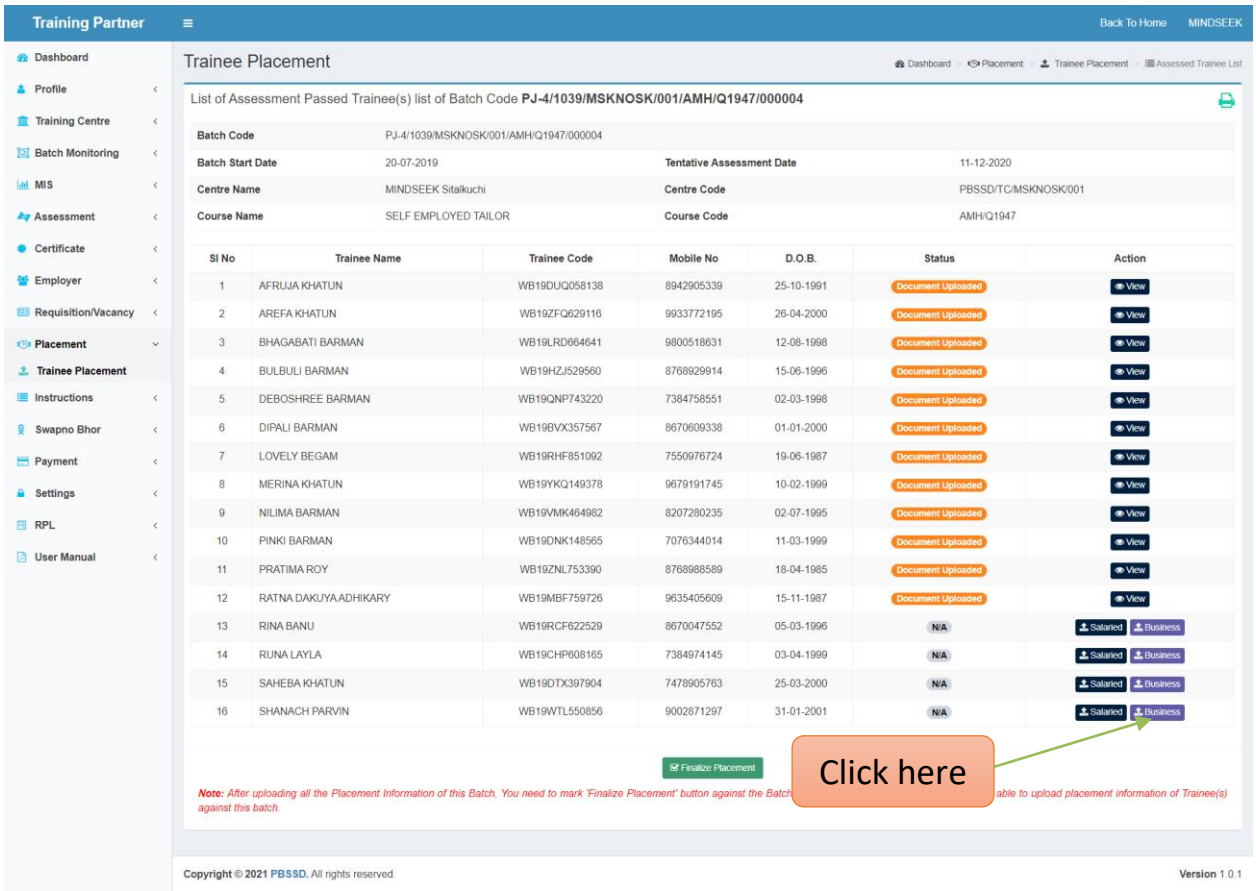
Step-10: Please fill-up the details and upload supporting documents, then click on "Upload Wage Placement (Self)" tab.



Step-11: After submission the placement details one success message will appear and trainee status also will be updated.

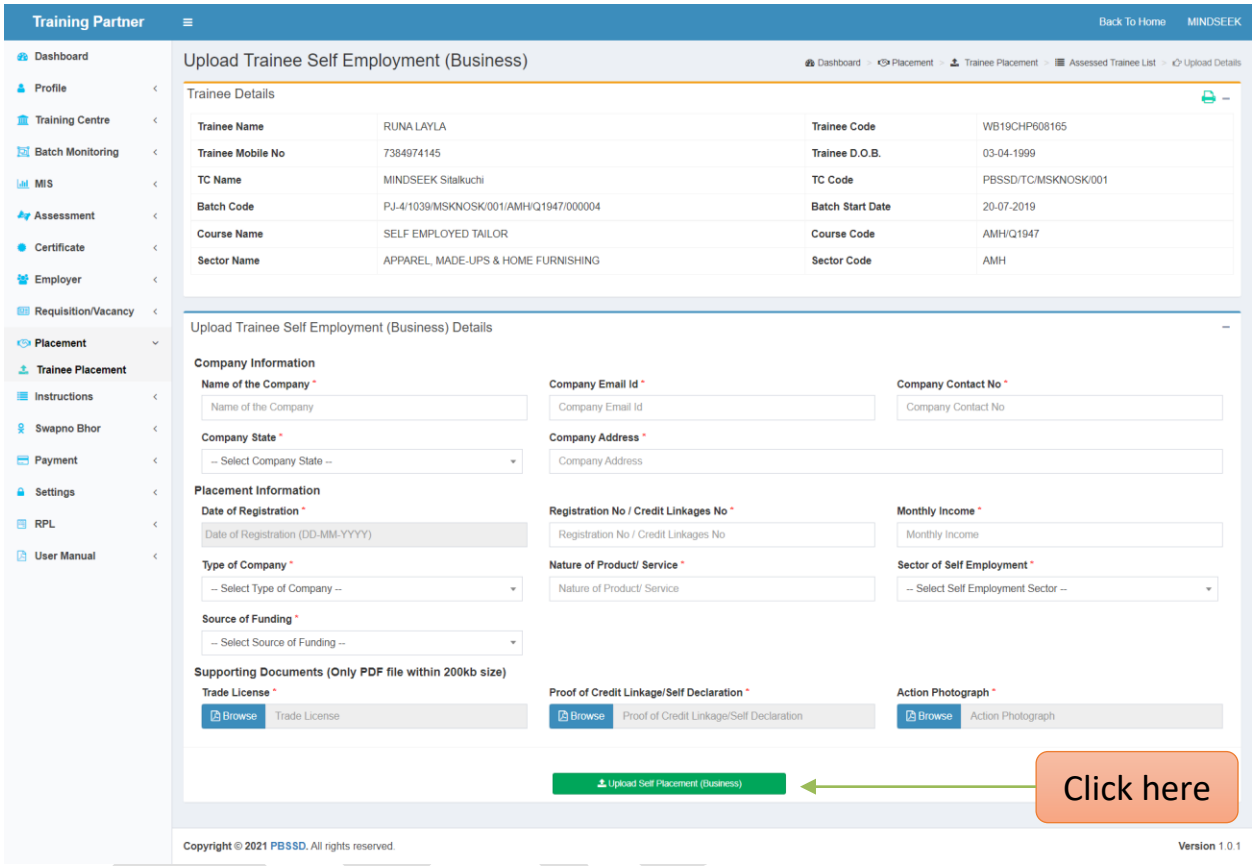


Step-12: To upload trainee self employment business placement data, click on "Business" button.

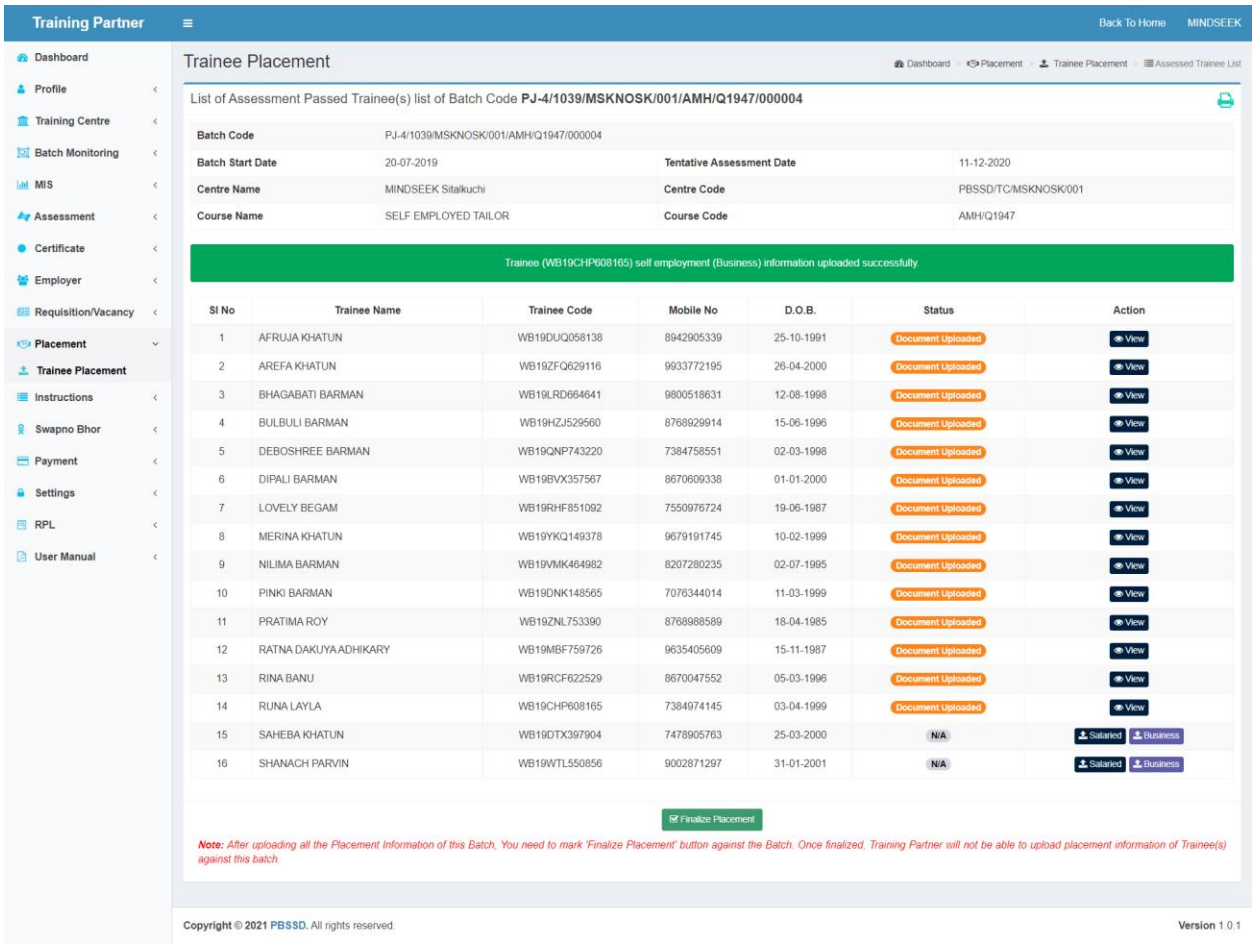


Step-13: Trainee self employment business details page will appear.

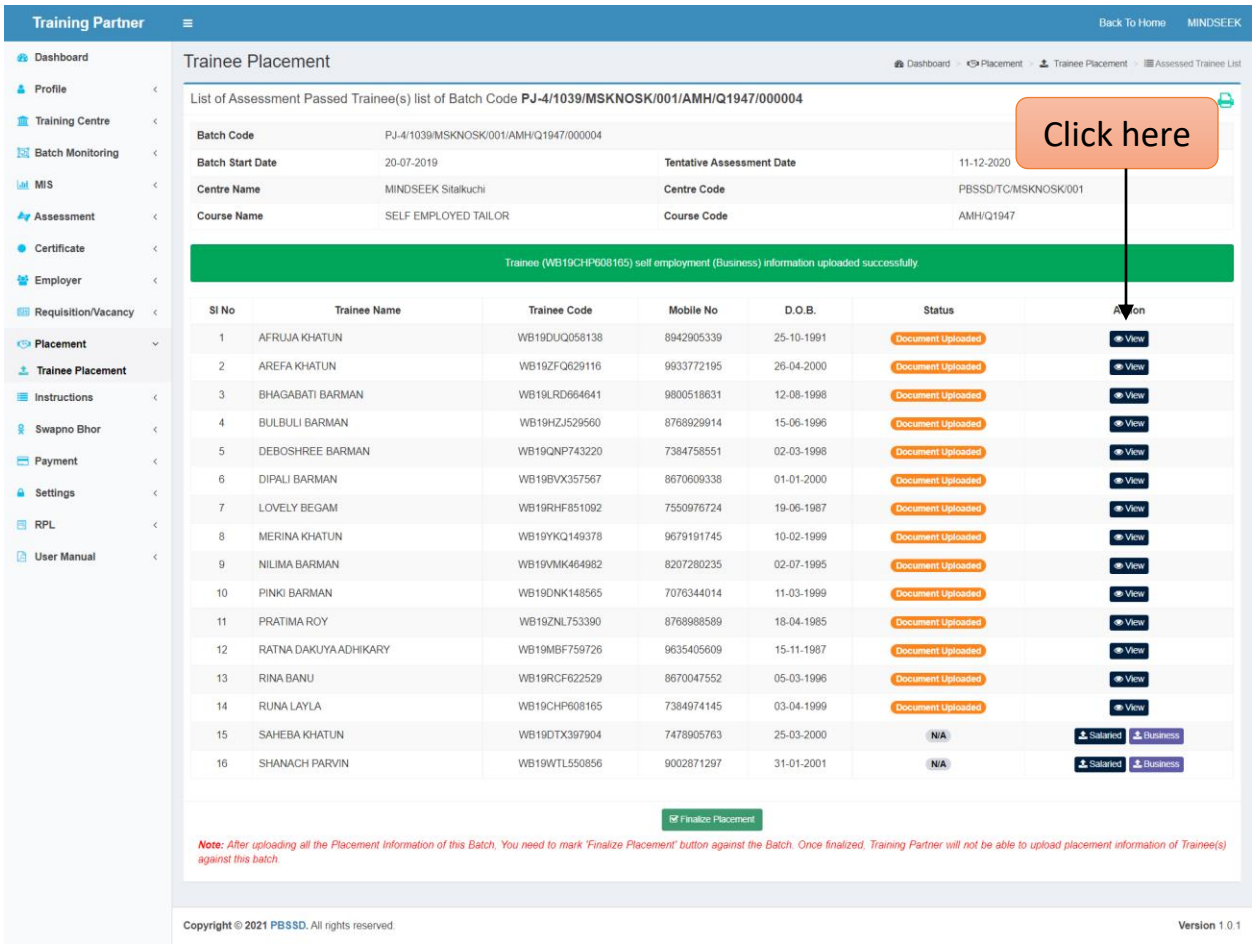
Step-14: Please fill-up the details and upload supporting documents, then click on "Upload Self Placement (Business)" tab.



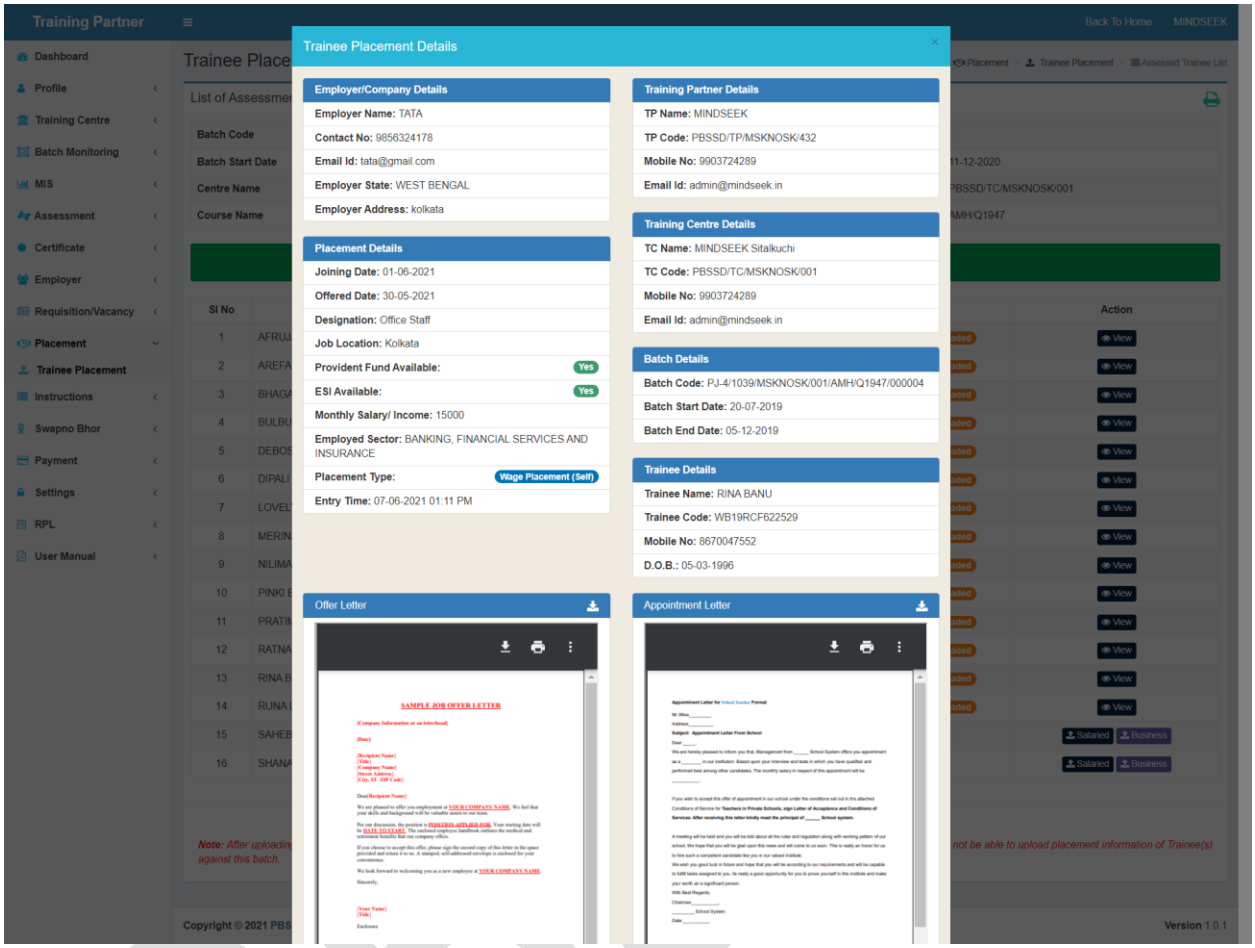
Step-14: After submission, one success message will appear. Trainee status will be updated.



Step-15: After upload the trainee placement details, Training Partner can view the upload details by click on "View" button.



Step-16: A trainee placement details page will appear.

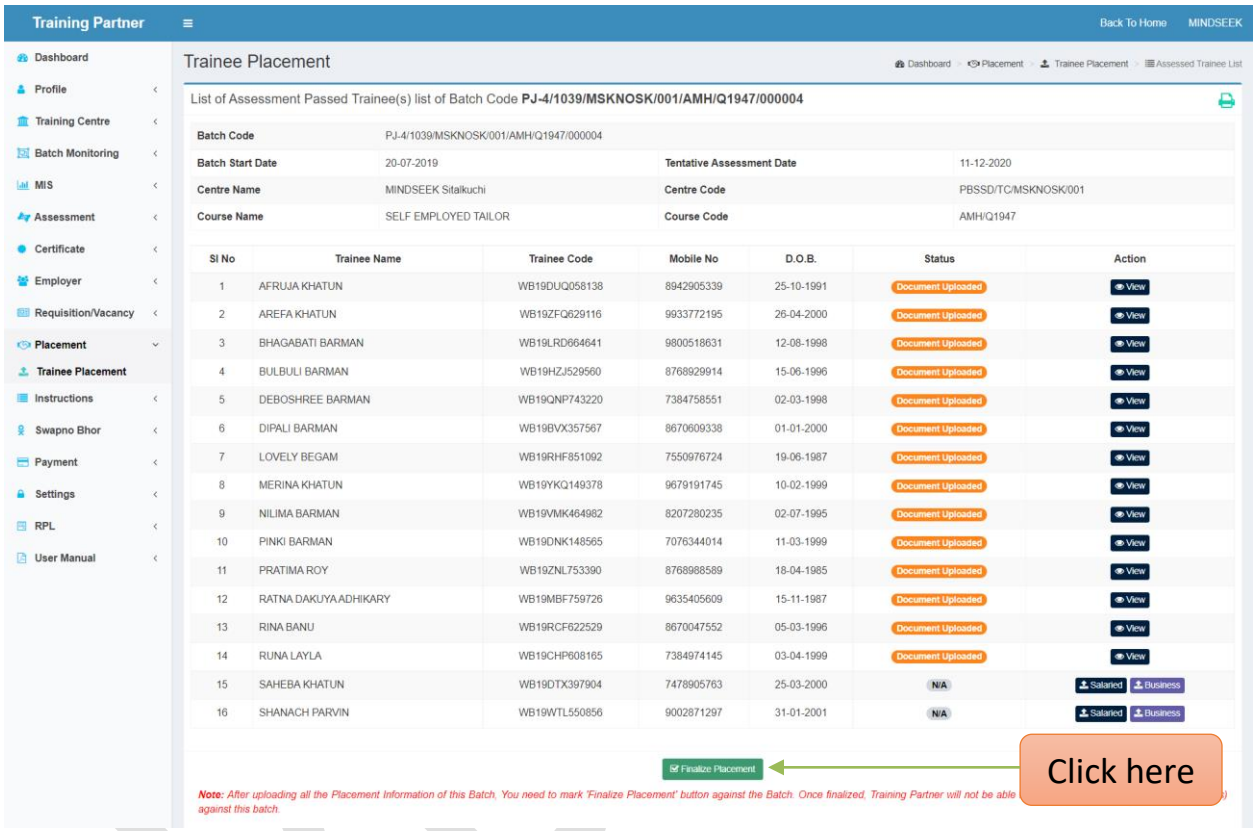


12. Trainee Placement Data Finalization process for the batch.

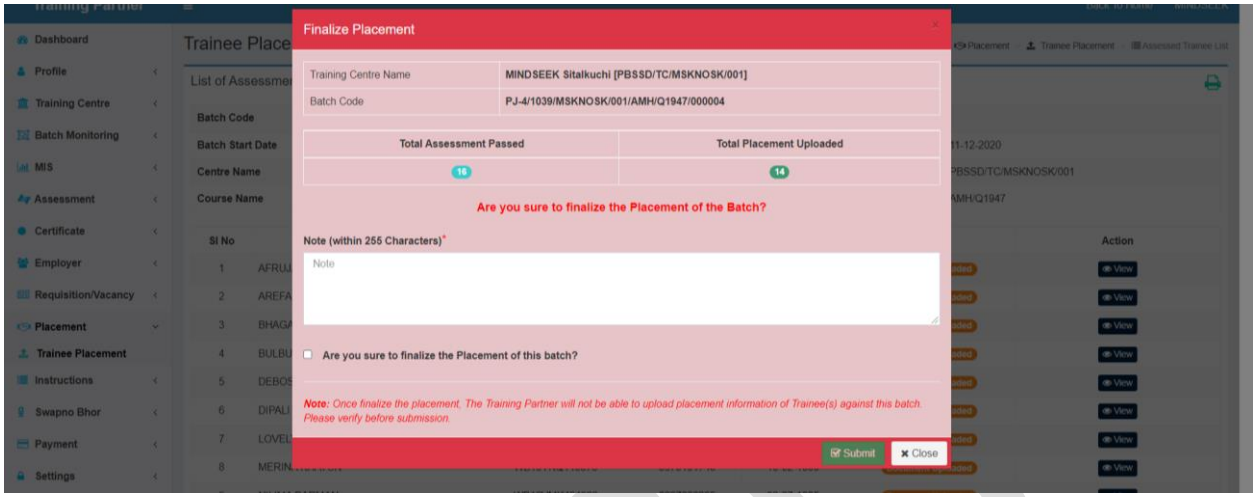
Step-1: To finalize the batch TP needs to upload the entire trainee placement data.

Note: If TP finalize the placement data for the batch, no further Trainee placement information can be uploaded against that batch.

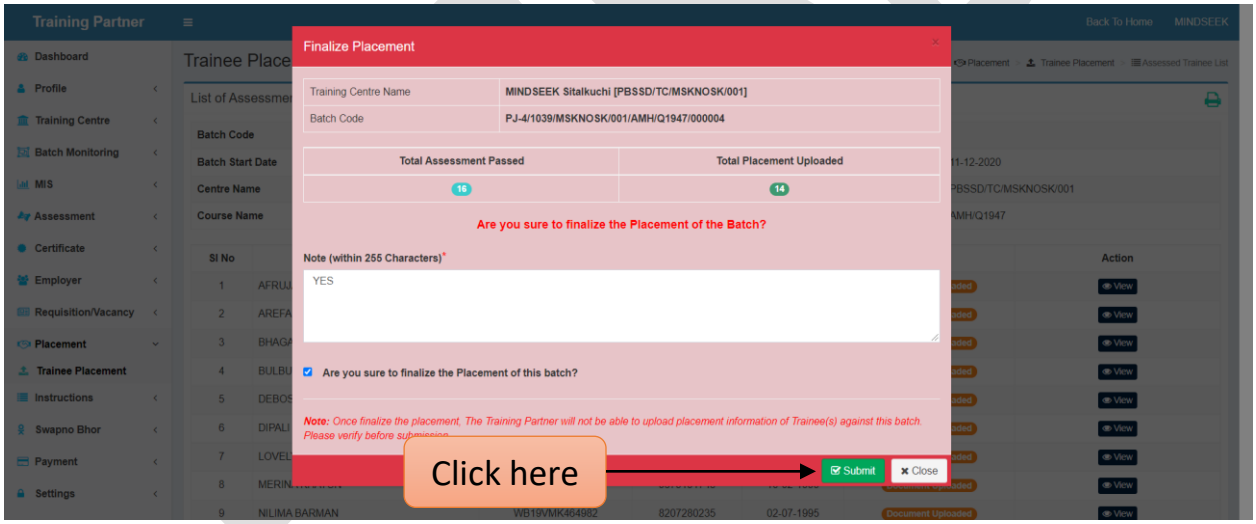
Step-2: Then click on "Finalize Placement" tab.



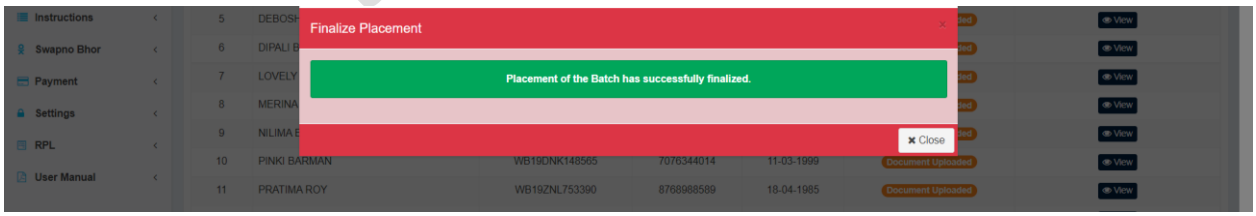
Step-3: One confirmation pop-up will appear.



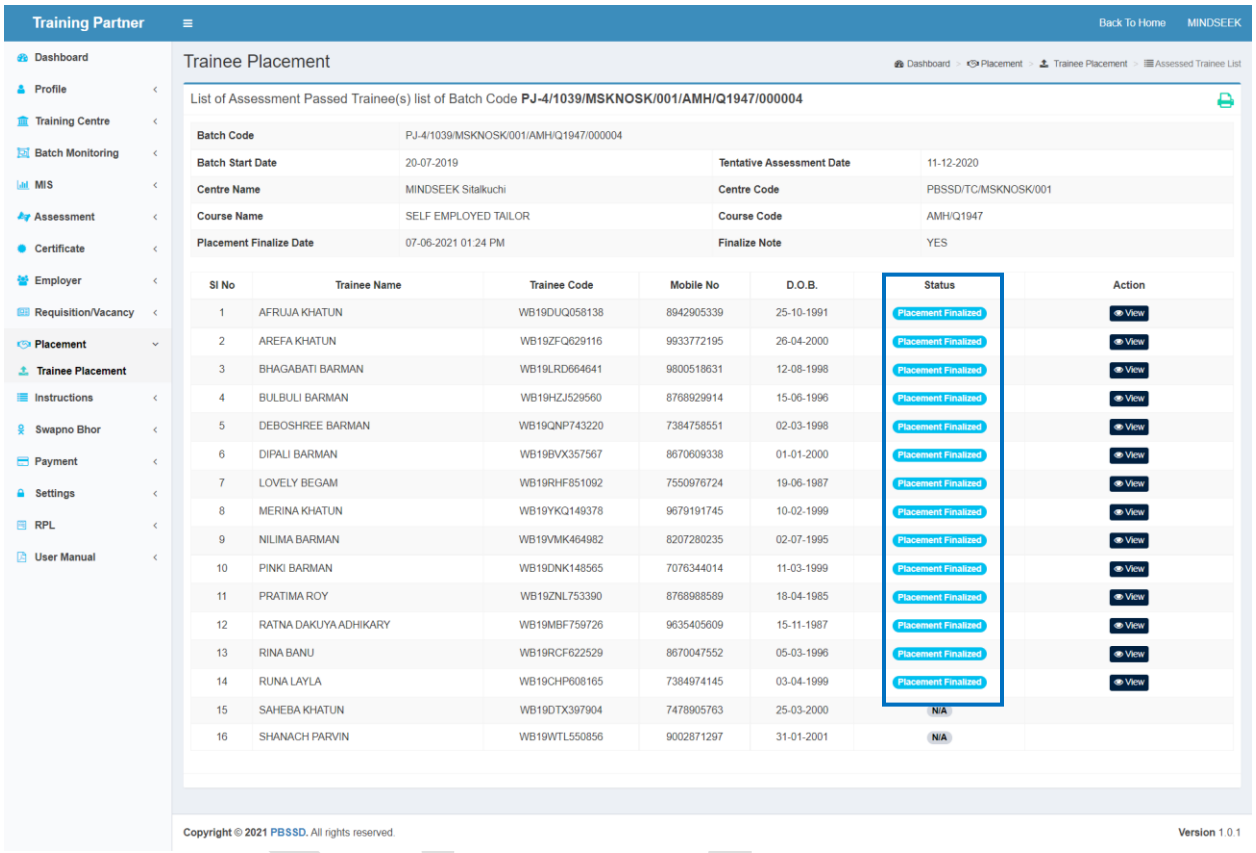
Step-4: Please give a note and click on "Submit" button after select the check box.



Step-5: After clicking on the submit button one success message will appear.



Step-6: After submission the trainee placement data, trainee status will be updated.

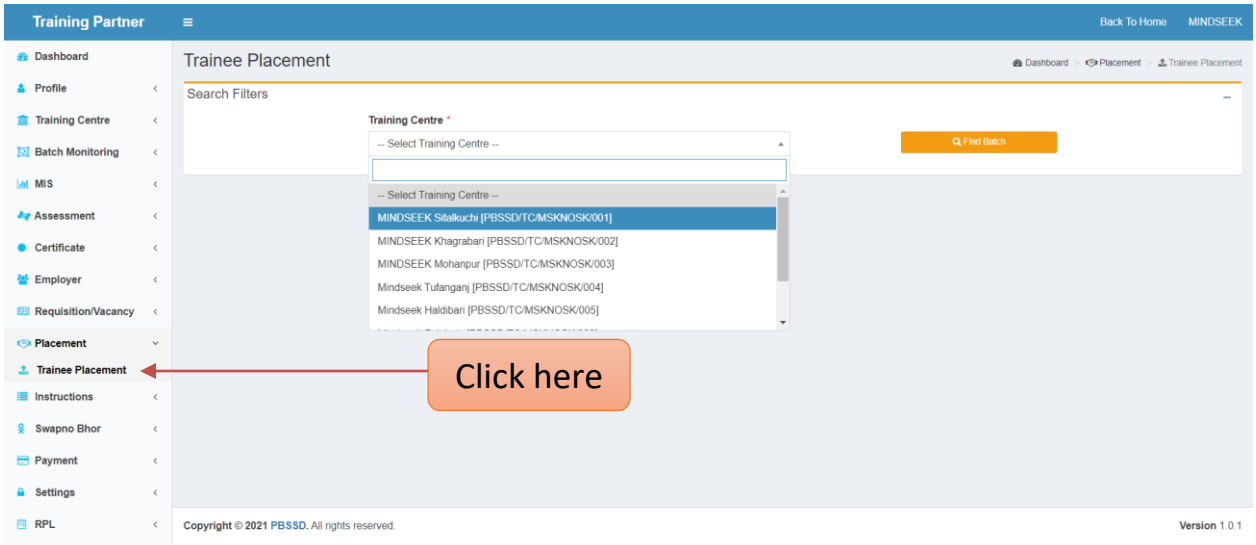


Note: After submission of the batch, Batch will be shown for placement verification in District Magistrate dashboard.

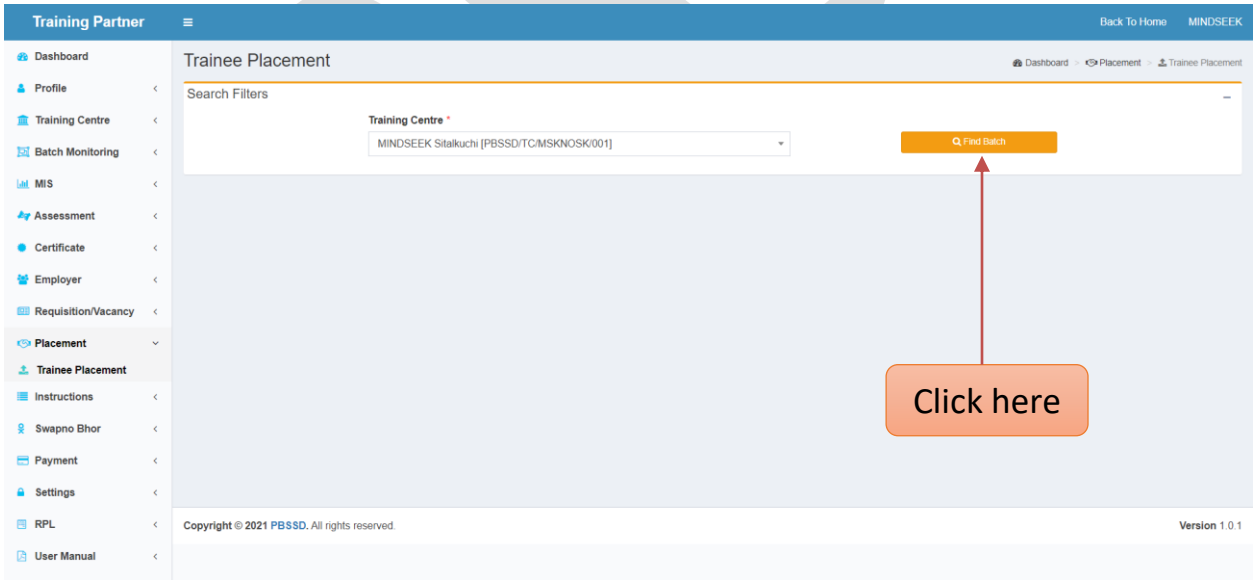
13. Trainee Employment Document Upload process.

Step-1: Please click on submenu "Trainee Placement" under "Placement" menu.

Step-2: Select the training center name from drop down menu.

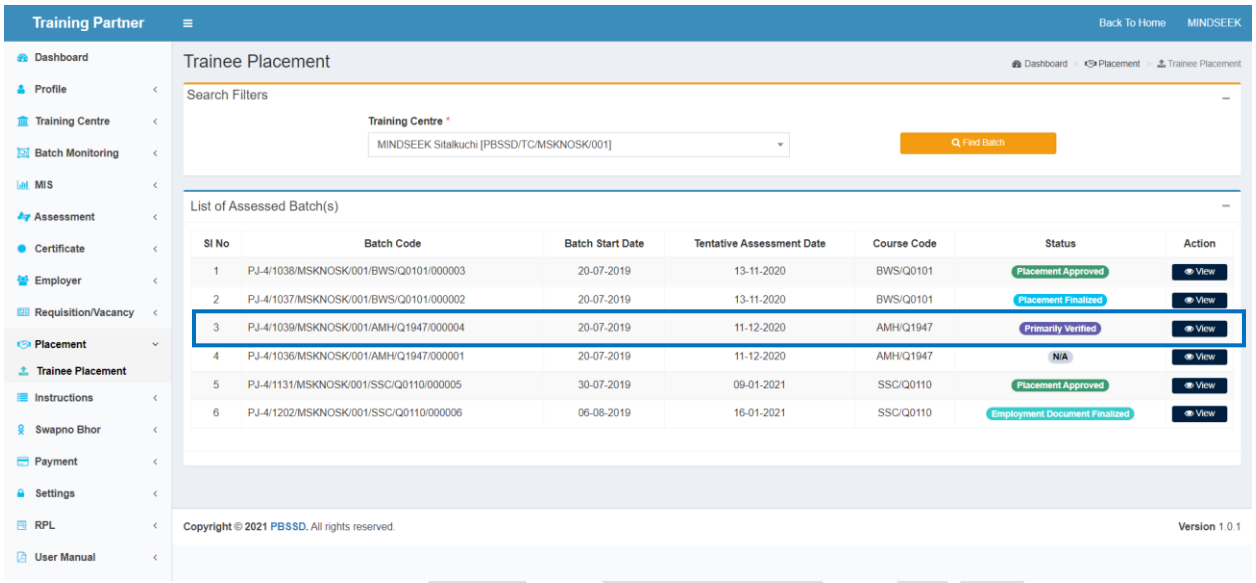


Step-4: Then click on the "Find Batch" tab.

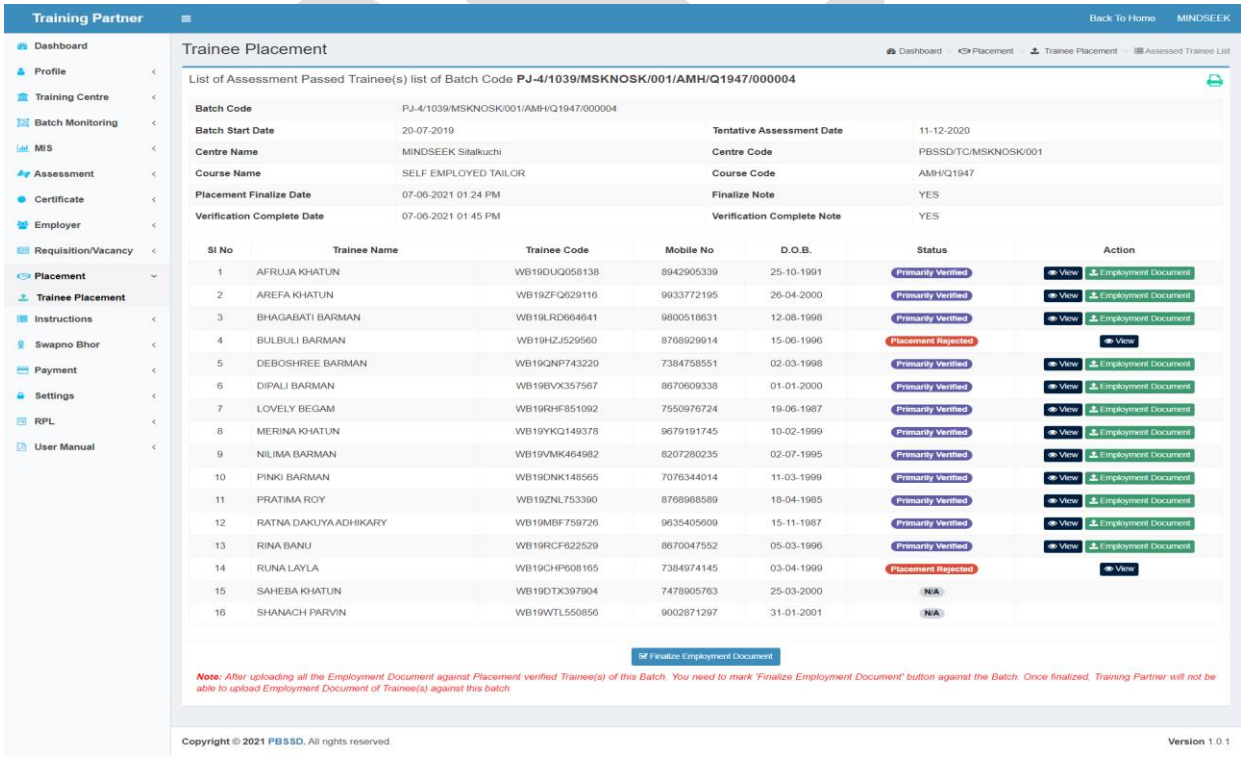


Step-5: List of assessed batches will appear.

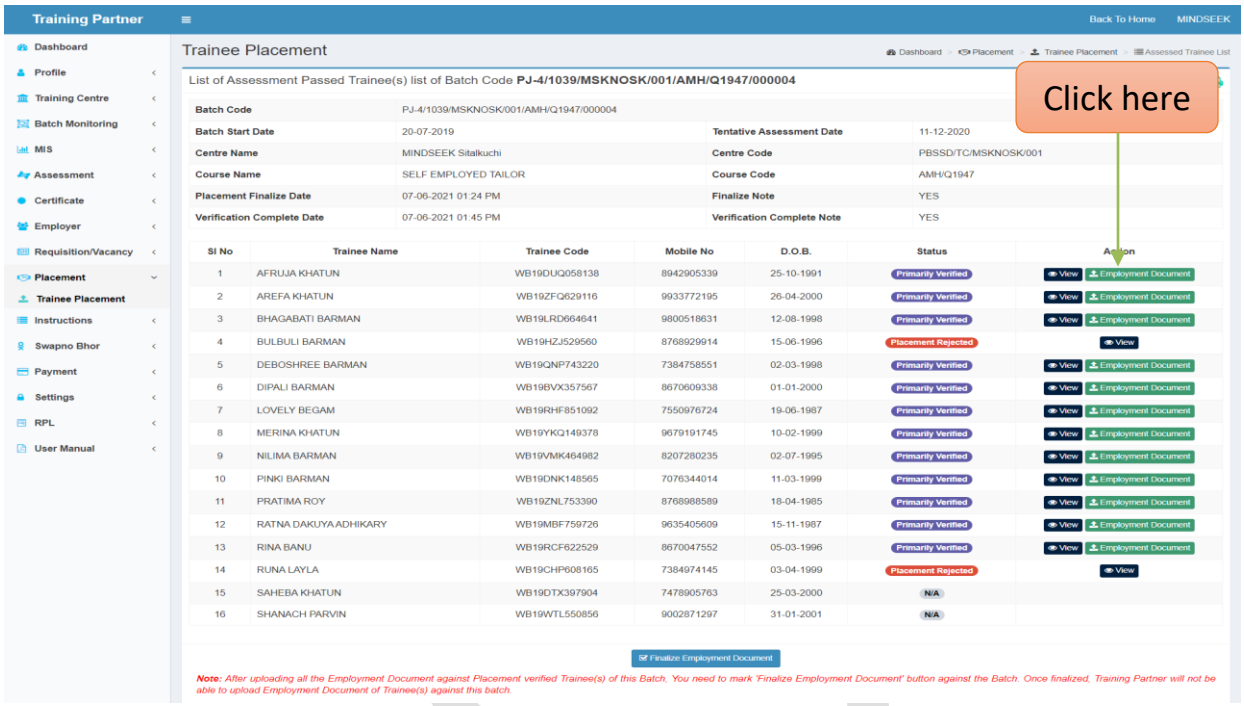
Step-6: To view assessed trainee list of a particular batch, click on "View" button.



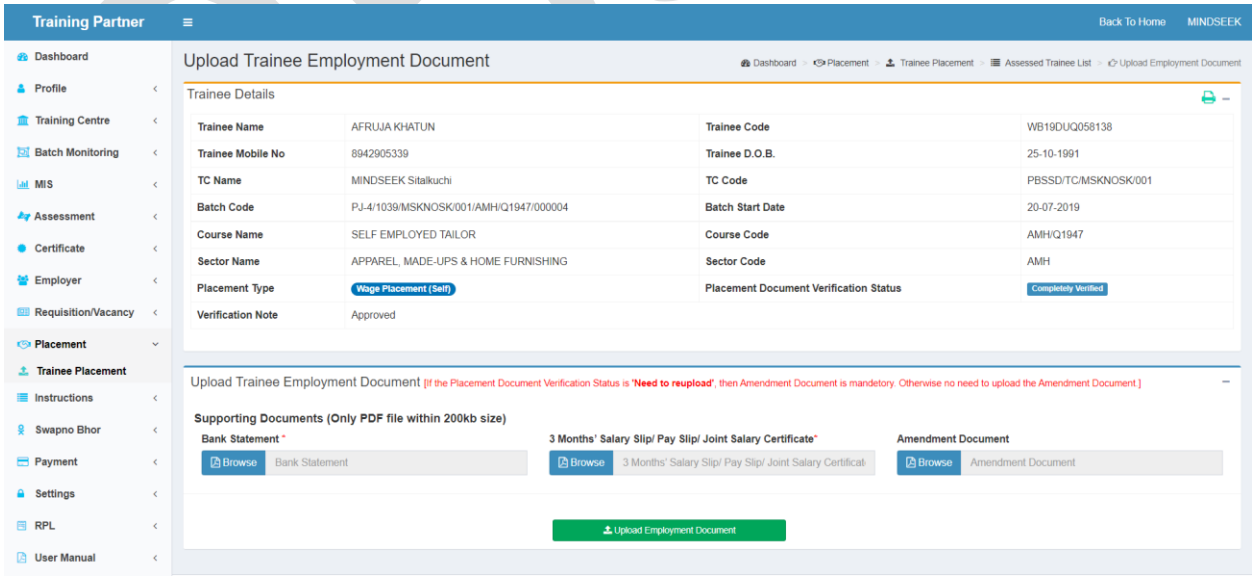
Step-7: The trainee list of this batch will appear.



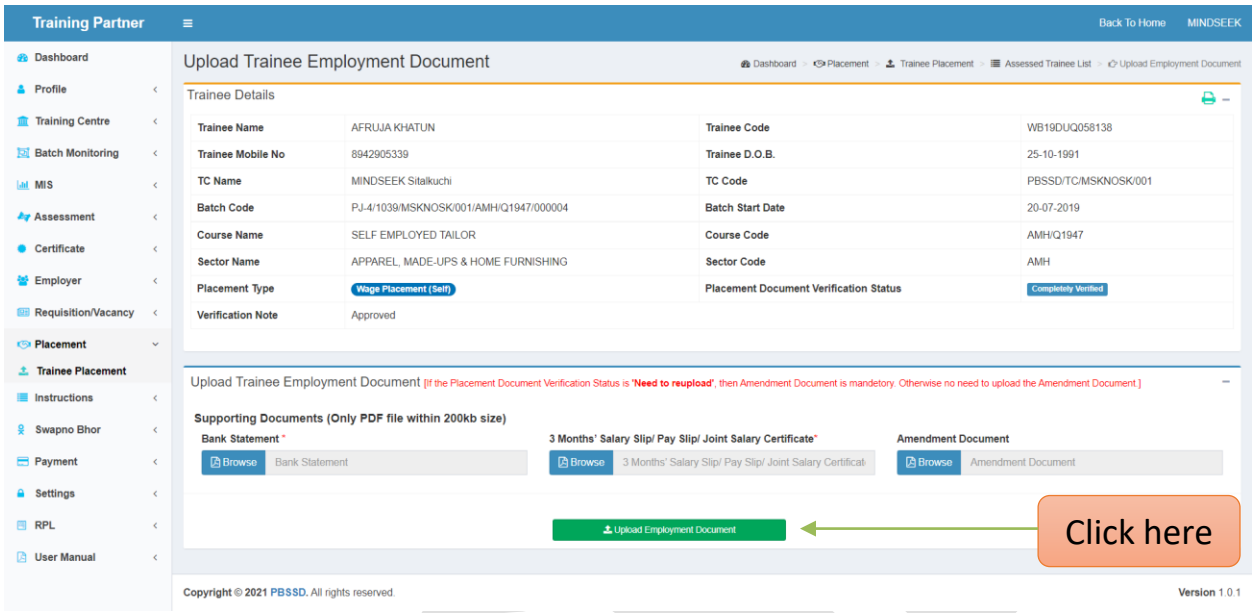
Step-8: Please click on "Employment document" tab to upload the employment details.



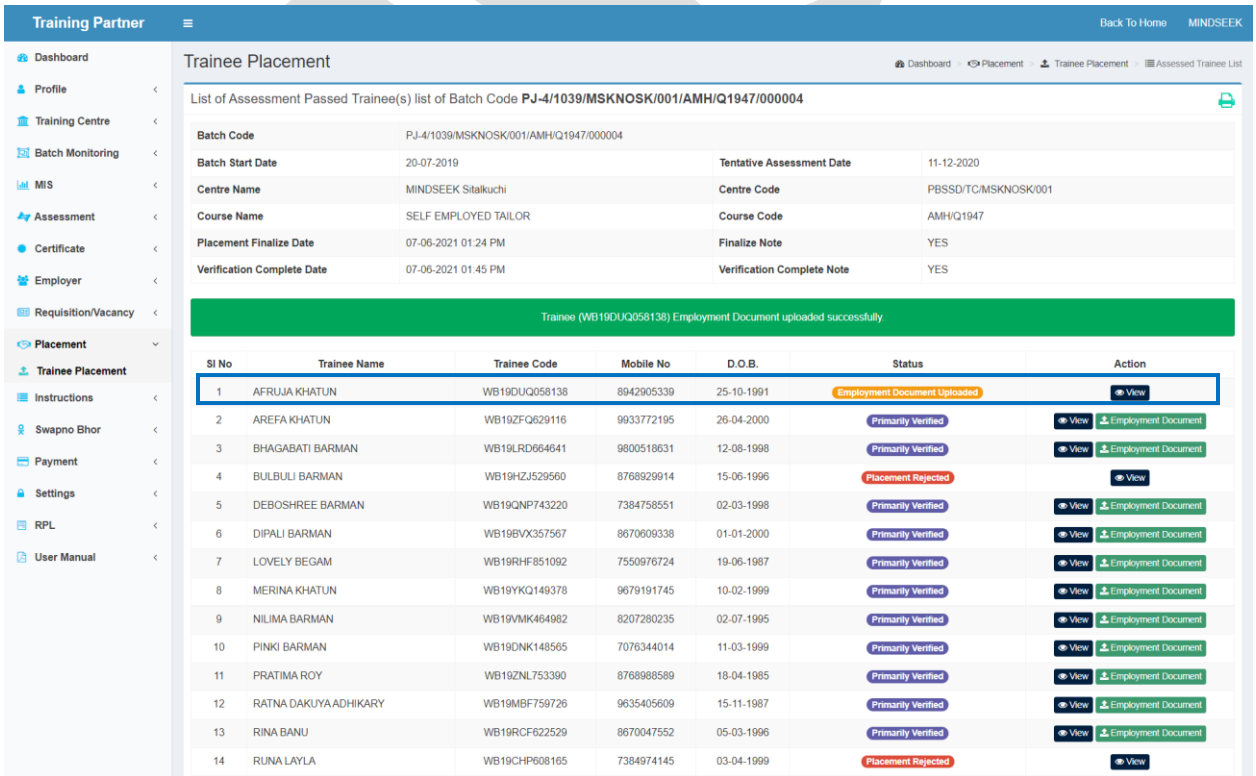
Step-9: After that Upload trainee employment document page will appear. If placement document status will show "Completely Verified" then only upload bank statement and 3 month salary slip. If the Placement document status will show "Need to re-upload" then please upload trainee placement document in "Amendment Document" section.



Step-10: After attached the supporting documents, then click on "Upload Employment Document" tab.

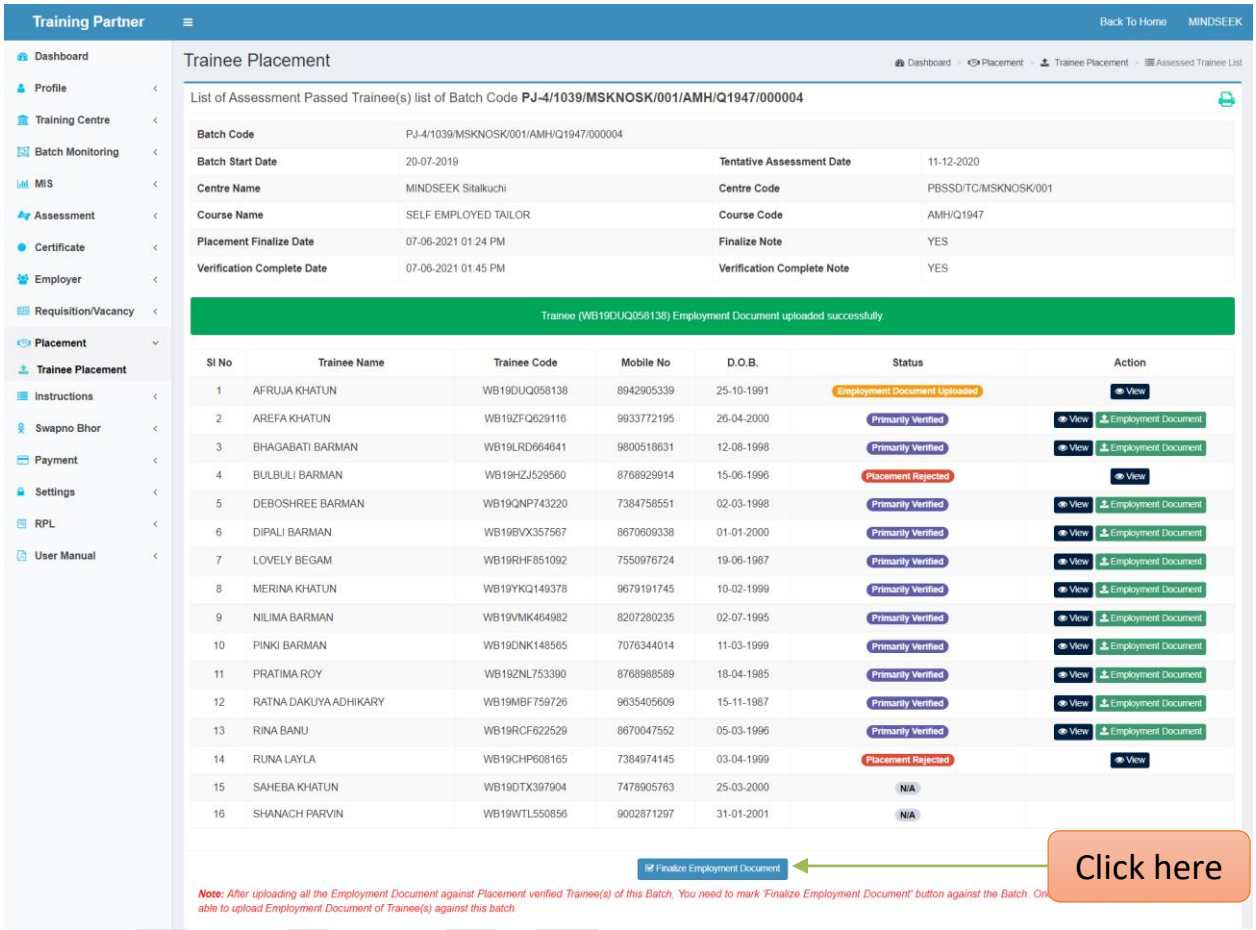


Step-11: One success message will appear and trainee status will be updated.

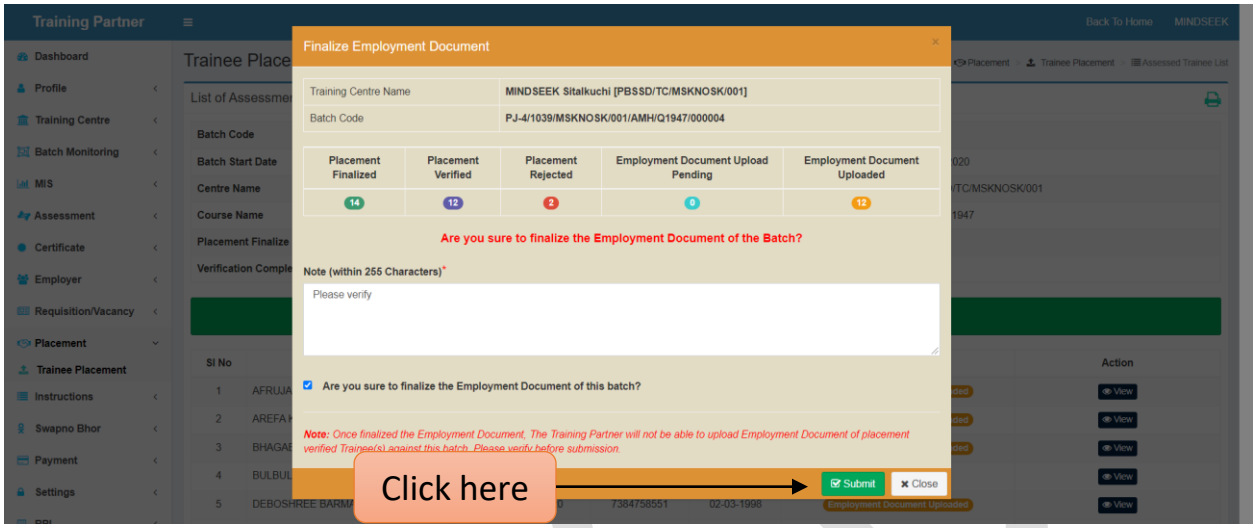


Step-12: After upload the employment document of all trainees, please click on "Finalized Employment Document tab".

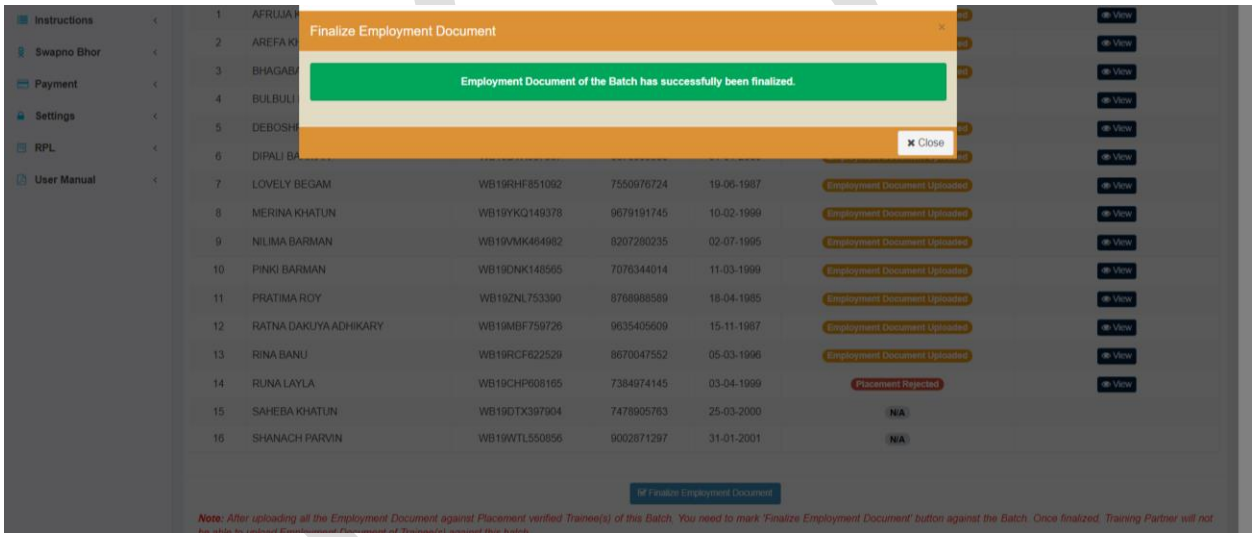
Note: Once the employment document is finalized, TP will not able to upload trainee employment documents for this particular batch.



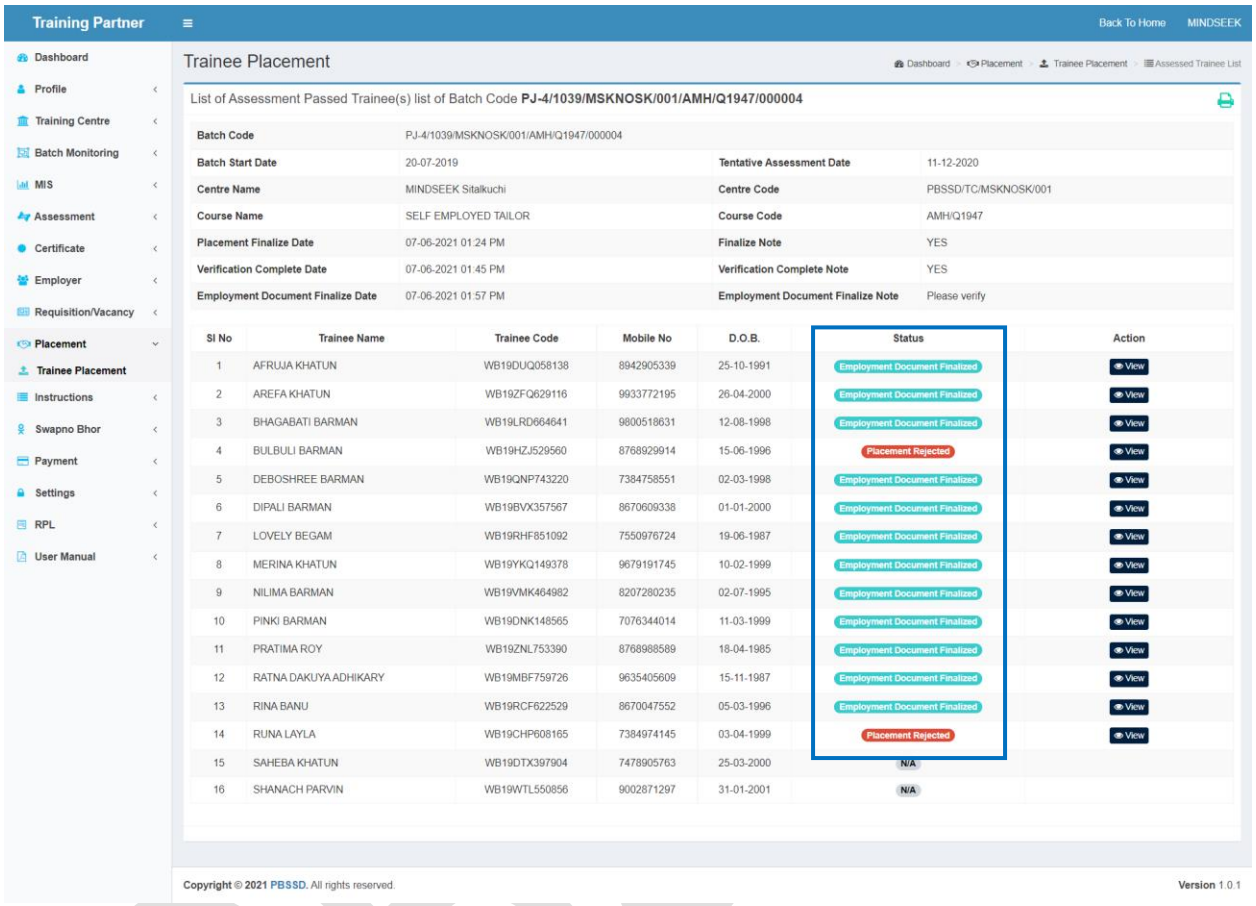
Step-13: One confirmation pop-up will open, please give a note and click on "Submit" button after select the check box.



Step-14: After clicking on "submit" button one success message will appear.



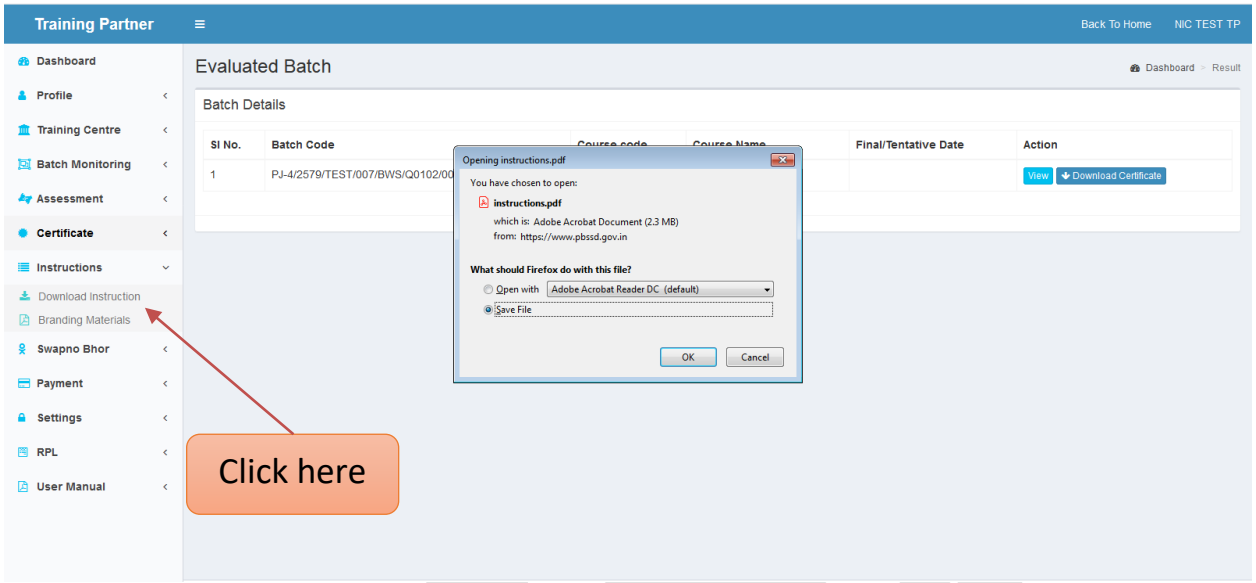
Step-15: After finalization of the employment placement document, Trainee status will be updated.



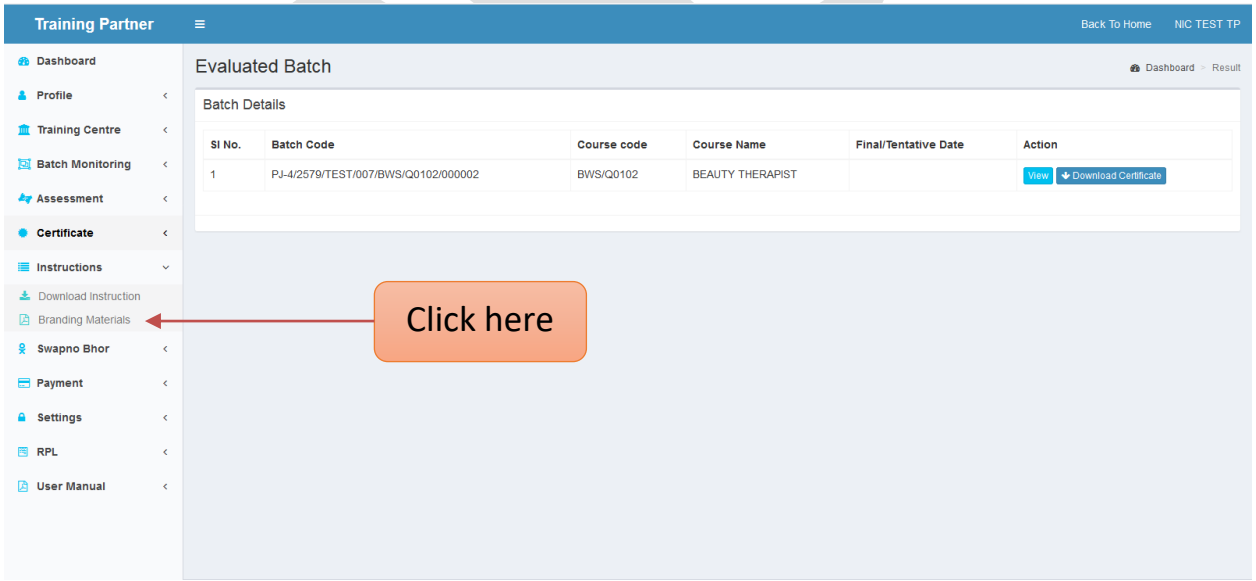
Note: After submission of the Placement employment document of a batch, batch will be shown for Final placement verification in District Magistrate dashboard.

14. Instruction and Branding Material download process.

Step-1: Please click on Download Instruction under Instruction menu.

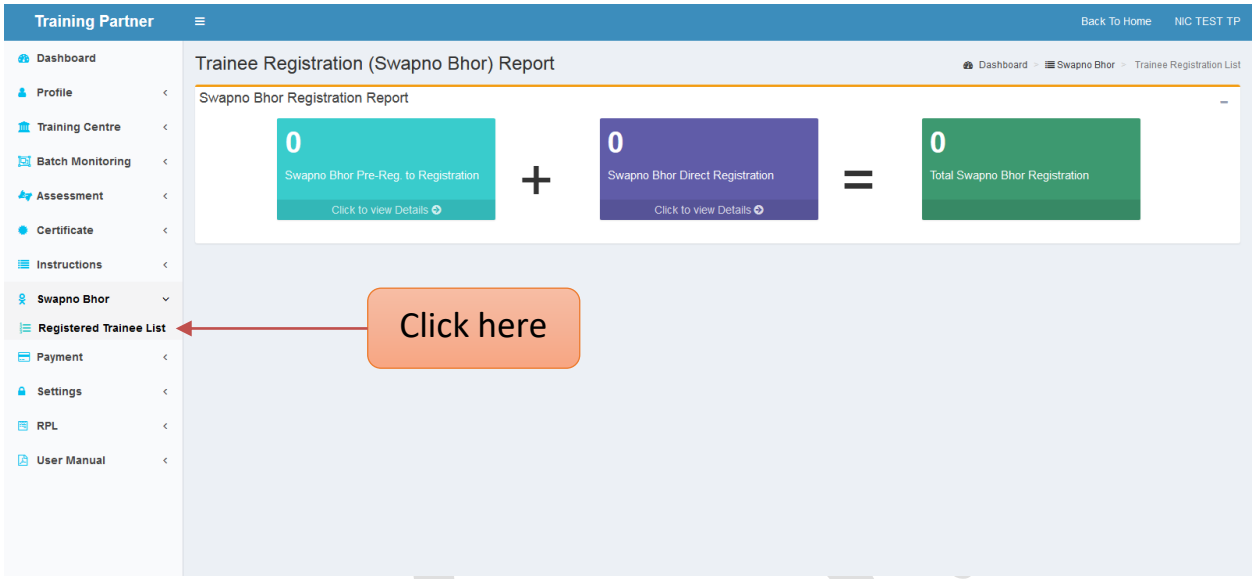


Step-2: Please click on Branding Material under Instruction menu.



15. Swapno Bhor Trainee Registration Report.

Step-1: Please click on Register Trainee List under Swapno Bhor.



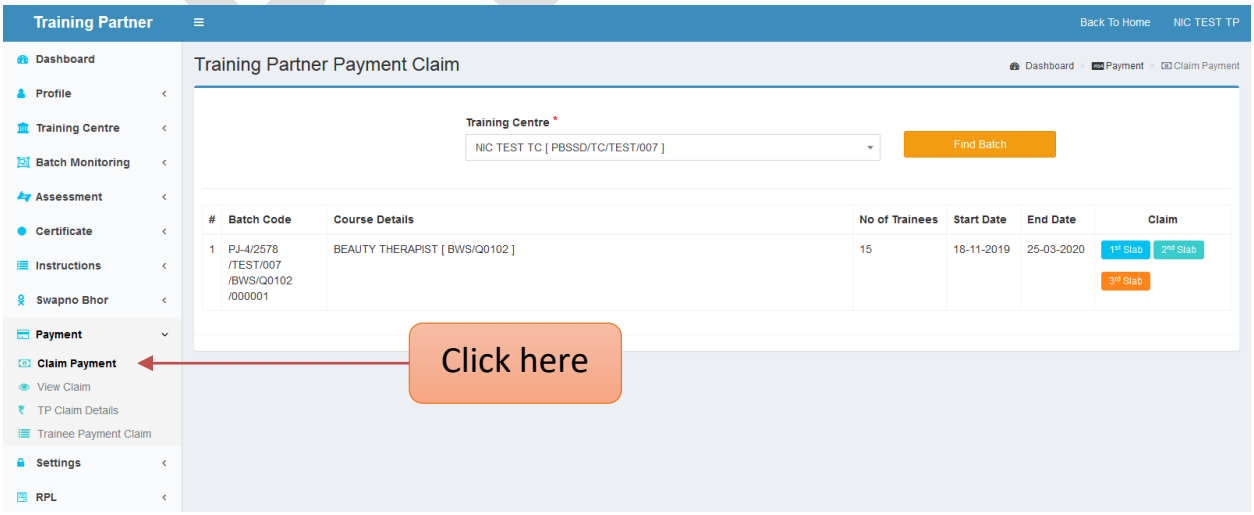
16. TP Claim procedure.

Note: Please follow the same procedure for DSRI and RTD and RPL under separate sub-menu.

Step-1: Please click on Claim Payment under Payment menu.

Step-2: Choose Training Centre name then click on Fine Batch tab.

Step-3: As per requirement TP can apply claim for 1st, 2nd and 3rd.

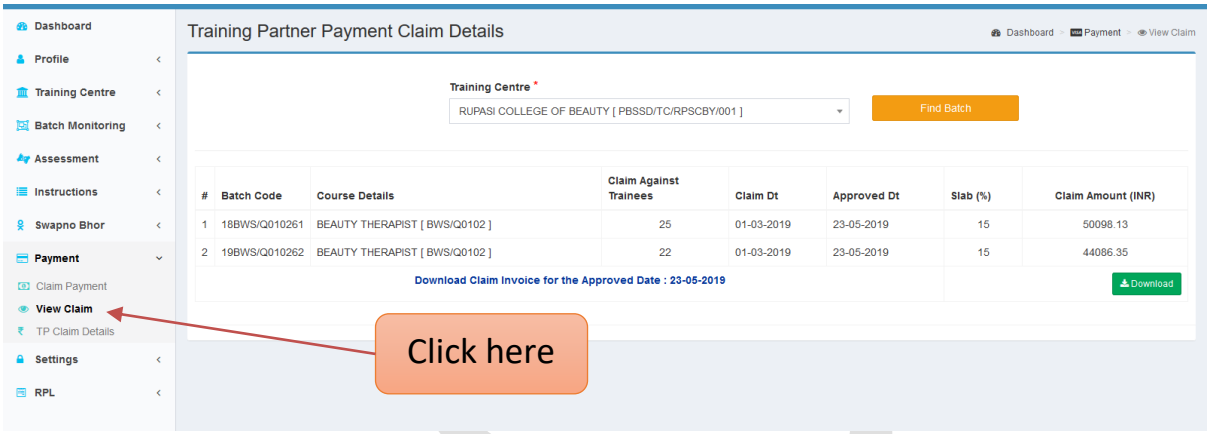


17. View Claim procedure.

Note: Please follow the same procedure for DSRI and RTD under separate sub-menu.

Step-1: Please click on View Claim under Payment menu.

Step-2: Choose TC name then click on Find Batch. We can view claim details status.

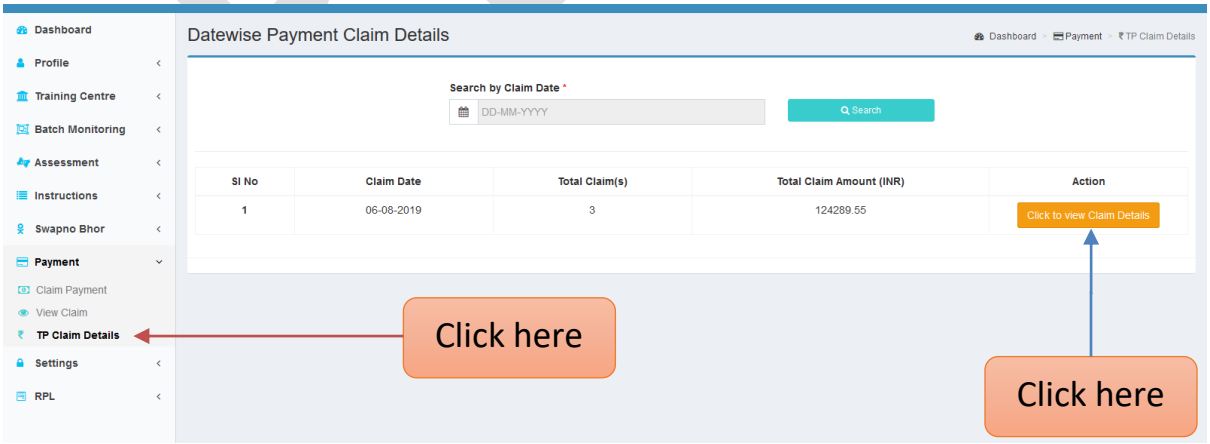


18. TP Claim Details procedure.

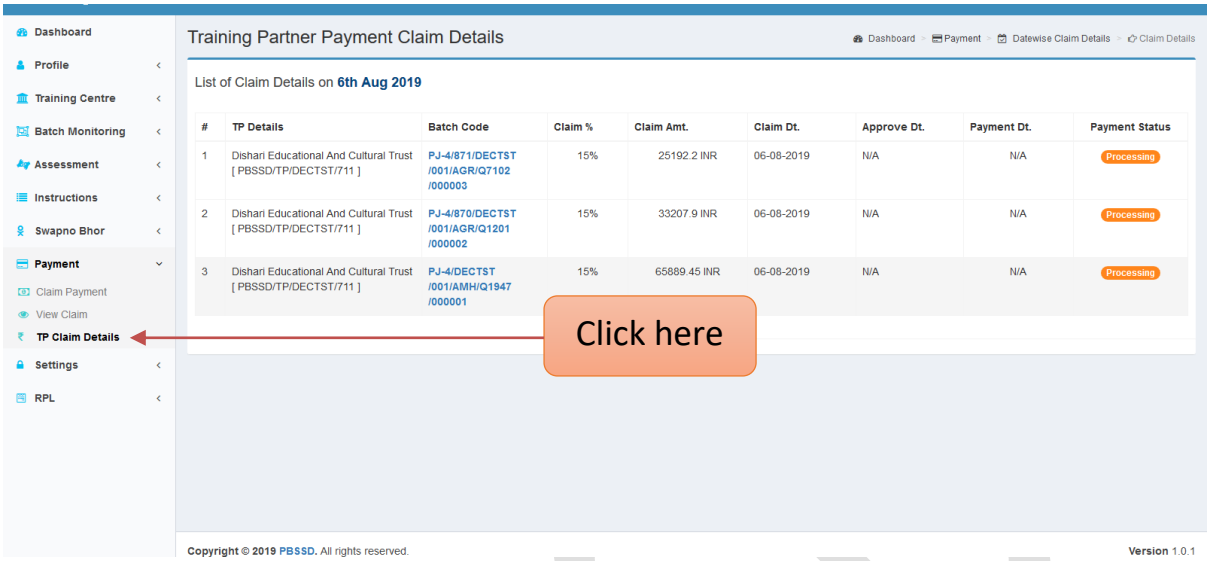
Note: Please follow the same procedure for DSRI and RTD under separate sub-menu.

Step-1: Please click on TP Claim Details under Payment menu.

Step-2: Now click on Click to view claim details tab.

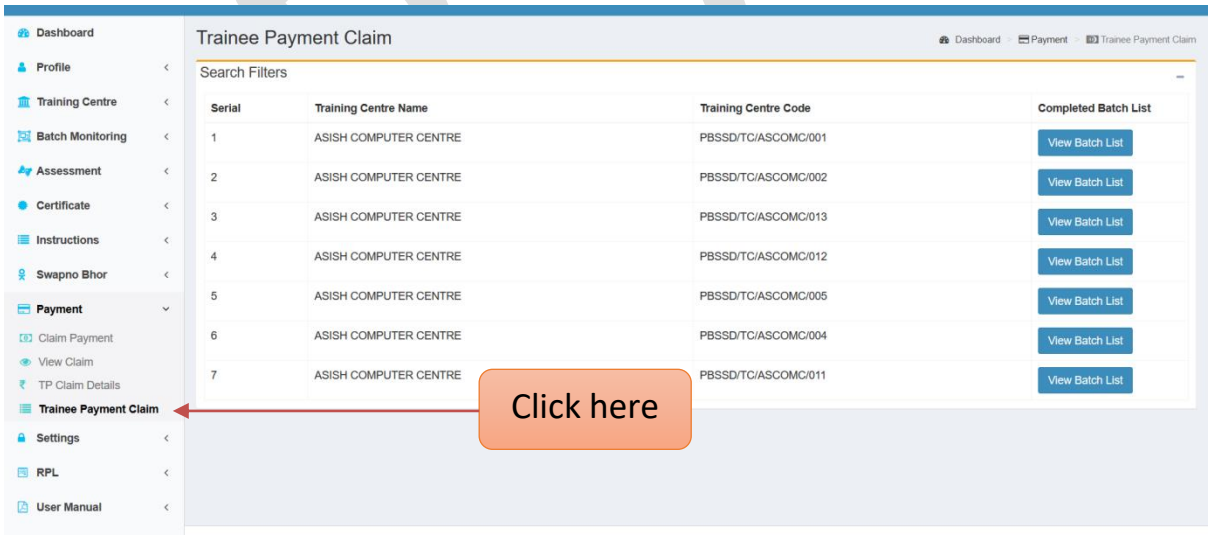


Step 3: Now we can check our payment status.



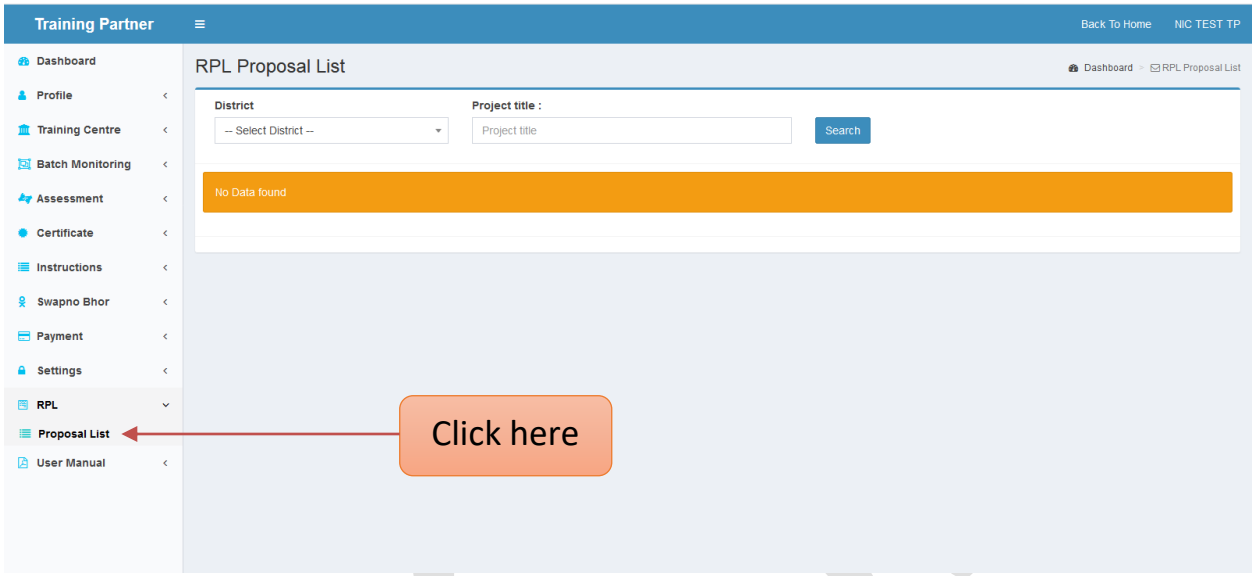
19. Trainee Payment Claim view process.

Step 1: Please click on Trainee Payment Claim to view the status of Trainee Payment.



20. RPL proposal List View Process.

Step-1: Please click on Proposal List under RPL menu.

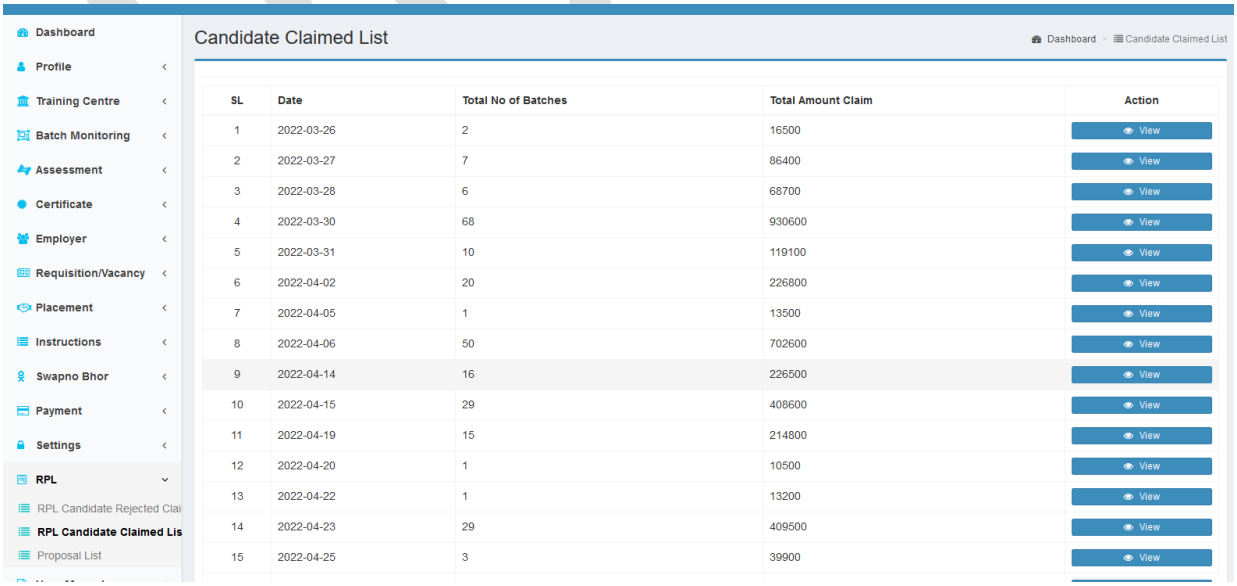


21. RPL Candidate claim list view procedure:

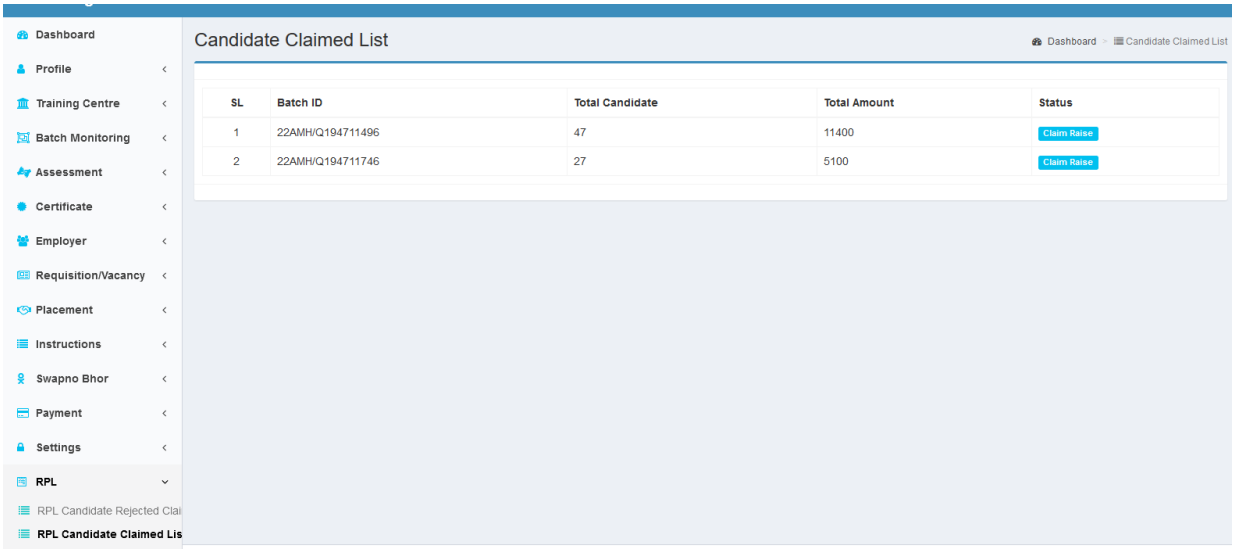
Step-1: Click on the sub-menu "RPL Candidate Claim List" under "RPL" menu.

Step-2: Date wise claimed list will be open.

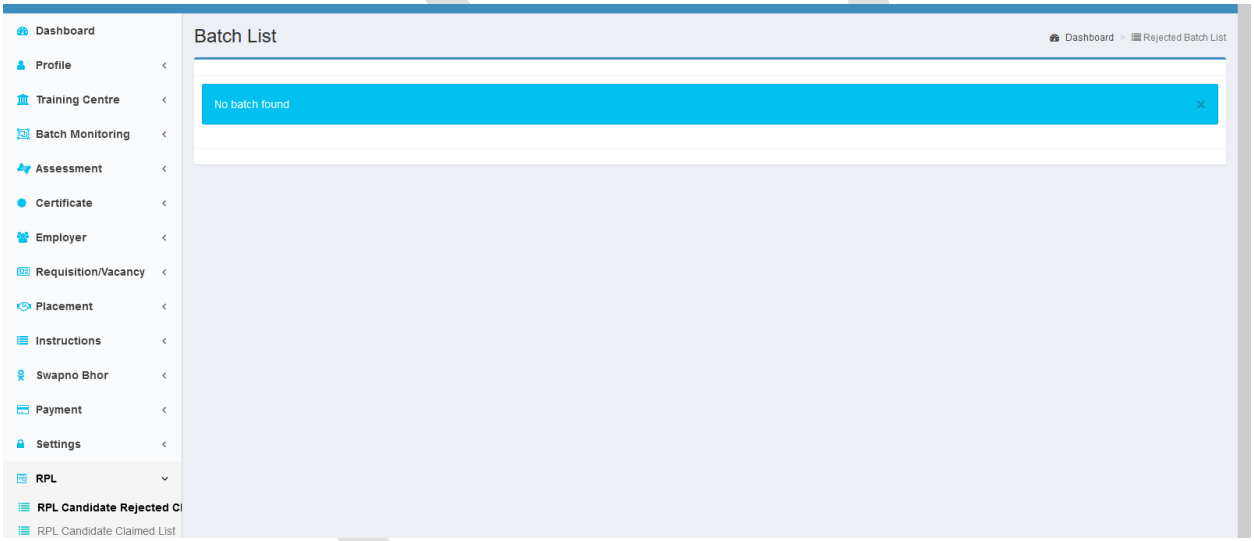
Step-3: Click on view button for batch details.



Step-4: Batch list will be shown under this claim.



Step-5: To view the RPL candidate Rejected claim, click on the sub-menu "RPL candidate Rejected Claim List" under RPL menu.



Thank You