

**Govt. of West Bengal**  
**Directorate of Vocational Education & Training**  
**Karigari Bhawan**

Plot – B/7, Action Area – III, New Town, Rajarhat, Kolkata – 700 160

Memo No.: 602 –VET/2017-18

Dated, Kolkata 17<sup>th</sup> November, 2017

To: The Head of the Institute (HOI),  
All Vocational Training Centers,

Sub: Verification of Teacher/Instructor Profile data & Survey of Vocational Training Centres

Sir/Madam,

The Govt. in TET & SD Department has issued an order for conducting physical verification of profile data of VTC Teacher/Instructor in running VTCs for implementation of IFMS complied on-line requisition process through iOSMS portal <https://wbvoc.gov.in/index.php>. You are requested to get in touch with the concerned Nodal Centre for actual date of visit of the Nodal Official & and also follow the procedure for smooth conduction of the above process as mentioned below:

**Procedure of Profile Data Verification**

1. Head of the Institute (HOI) are instructed to login into iOSMS portal <https://wbvoc.gov.in/page/login.php> portal by selecting user role "Head of the Institute". Provide four digit VTC code (add prefix zeros in case VTC below four digit) as user id and password as 'P@ssword123'.
2. Then click "Master Directory Management" option to view Employee details.
3. Click on individual employee to view details & download pre filled Profile Data Verification Sheet.
4. Download & print the prefilled Profile Data Verification Sheet before the inspection date
5. Kindly intimate inspection date as decided by Nodal Centre to all Teacher/Instructor of your VTC and ask them to be present physically on the date on inspection at VTC along with all **required documents/Photograph** (both in Xerox & in Original).
6. In case, any VTC teacher/instructor is unable to present at his/her VTC on the pre-decided inspection date, the concerned person must meet the Inspecting Staff at concerned Nodal Centre at his/her own means.
7. All Teacher/Instructors must be instructed to cross check data, affix photograph & write missing data in CAPS in the place provided in the Profile Data Verification Sheet.
8. All Teacher/Instructor must be instructed to sign physically in presence of inspecting staff & HOI.
9. HOI must cross verify data as per his/her office record & handover Profile Data Verification Sheets of Teacher/Instructor after due seal & signature.

It may be noted that new Districts like Alipurduar, Jhargram, Kalimpong Districts will be covered by Nodal Centres under Jalpaiguri Polytechnic Institute, ICV Polytechnic and Siliguri Govt. Polytechnics respectively. While will conducting verification job as stated above by Nodal Staff, they will simultaneously collect required information as per given format for survey of VTCs.

Contact phone number & email id for the Help Desk is 9433004036 (within 12 noon to 4.00 pm on all Office working days) & [support.vociosms-wb@gov.in](mailto:support.vociosms-wb@gov.in).

Please extend your necessary co-operation for timely completion of stated activities.

Director, VE & T, WB

Dated, Kolkata 17<sup>th</sup> November, 2017

Memo No.: 602/1(2) –VET/2017-18

Copy Forwarded for information and necessary action to:

1. Sr. A.O(VE), WBSCTVE & SD, Karigari Bhawan with a request to display the notification in the Council's website

Director, VE & T, WB