



Govt. of West Bengal
Directorate of Vocational Education & Training
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Memo. No. 447-VET/2019-20

Dated , Kolkata, 19th August, 2019

**NOTIFICATION FOR EMPLOYEE PROFILE UPDATION OF VTC
TEACHERS/INSTRUCTORS FOR VIII+ COURSES ONLY IN iOSMS PORTAL**

This is to state that it is felt necessary for updating Employee Profile for VIII+ level Courses in iOSMS Portal due to Examination purpose by West Bengal State Council of Vocational Education, Training & Skill Development e.g.

- (i) Professional Qualification with year of Passing.
- (ii) Mobile number & e-mail ID.

Note : For X+ Level courses : No work to be done at present.

Head of the respective VTCs are requested to log in iOSMS Portal & Click User manual and follow the procedures.

This work will commence on 21.08.2019 and will continue up to 29.08.2019.

A sample of User Manual is enclosed.

Cooperation from all Head of the VTCs imparting VIII+ Courses is solicited.

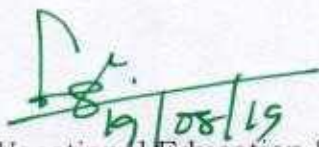

Director of Vocational Education & Training,
West Bengal

Memo. No. 447 (09) -VET/2019-20

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Copy forwarded for information and necessary action to :-

1. Additional Secretary, TET&SD Dept., Karigari Bhawan, Kol- 160
2. The Chief Administrative Officer, WBSCT&VE&SD, Karigari Bhawan, Kol- 160
3. Dr. Pradip Chakrabarti (Technical Expert), WBSCT&VE&SD, Karigari Bhawan, Kol-160
4. Administrative Officer (Registration), WBSCT&VE&SD, Karigari Bhawan, Kol- 160
5. Principal/Officer-in-Charge & Nodal Officer - **(20 Nodal Polytechnics)**
6. Mr. S Mahajan, Scientist B, NIC.
7. State Nodal Officer, iOSMS Cell., DVET.
8. PS to Hon'ble MIC, TET&SD Dept.
9. Sr. PA to the Principal Secretary, TET&SD Dept.


Director of Vocational Education & Training
West Bengal

Employee Details Update

Step 1 : After login the following pop up will be shown . In this popup there have two links, one is for update employee details and second is for following the user manual. Otherwise you can't click on any other details. After complete the all employee details update process you can do anything on dashboard.

The screenshot shows the OSMS dashboard interface. At the top left is the logo of the Government of West Bengal with the text "Integrated OSMS For Grant-in-Aid Re Govt of West Bengal An initiative of Director". At the top right is the "OSMS" logo and "Department". A navigation bar contains "Home", "About Us", and "Guidelines". A central pop-up message reads: "Head of the respective VTC to must update details Teachers / Instructors in VIII+ level courses please [Click here](#). For those VTCs It is already updated , pop up form will not be viewed and accordingly there is no action by those VTCs. Please check [user manual](#) if required." To the right of the pop-up is a list: "1. Download the user manual", "2. Click here for employee view". Below the pop-up is a "WELCOME: VTC TEST, TEST DISTRICT, WEST BENGAL" banner. The main dashboard area has a left sidebar with menu items: "Master Directory Management", "Transaction Directory Management", "Bank Details Update", "Account Management", and "Recurring Grant Management". On the right, there are "Logout", "9493004036 (Mon-Fri, 11am-5pm)", and "Email:support@gov.in" buttons. At the bottom, there are two summary boxes: "Employee Profile : Employee Waiting for Edit : 3" and "Remuneration August,2019 : Total Saved Remuneration : 0".

Step 2 : After Click on the [click here](#) link , the following employee list will be appeared and click on individual employee edit icon.

Govt of West Bengal
An Initiative of Directorate of Vocational Education & Training under Technical Education Training & Skill Development department

Home About Us Guideline FAQ Contact Us

Back Dashboard Logout

WELCOME: VTC
TEST TEST, TEST DISTRICT, WEST BENGAL

VIEW EMPLOYEE DETAILS

Serial No.	Employee ID	Employee Name	Status	View	Edit
1	VE2019000121	AMITAV BACCHAN	APPROVED BY COUNCIL		Click Here For Update
2	VE2019000122	ROHIT SHARMA	APPROVED BY COUNCIL		
3	VE2019000123	VRAT KOHALI	APPROVED BY COUNCIL		
4	VE2019000125	VIN DIESEL	APPROVED BY COUNCIL		
5	VE2019000127	KUNTAL KUMAR SINGH	APPROVED BY COUNCIL		
6		RAKESH SINGH	PROFILE IS WAITING FOR EDIT		

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/noi/employee_view_list.php

Step 3 : After click on edit icon this modal will be appeared user have to give Professional Qualification , year of possessing the professional qualification , email id and mobile number details. Those fields are mandatory.

Employee Details Update

Professional Qualification : TEST

Year of possessing the professional qualification : 08-02-2016

Email Id : exam@gmail.com

Mobile No : 8001894669

Update

Close

Serial No.	Employee Name	Status	View	Edit	
1	VE2019000122	ROHIT SHARMA	APPROVED BY COUNCIL	ⓘ	✎
2	VE2019000123	VIRAT KOHALI	APPROVED BY COUNCIL	ⓘ	✎
3	VE2019000125	VIN DIESEL	APPROVED BY COUNCIL	ⓘ	✎
4	VE2019000127	KUNTAL KUMAR SINGH	APPROVED BY COUNCIL	ⓘ	✎
5		RAKESH SINGH	PROFILE IS WAITING FOR EDIT	ⓘ	✎

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Callout: Edit button will show for X+2 Le employee