



Govt. of West Bengal
Directorate of Vocational Education & Training
Action Area : III, Plot : B-7 , New Town, Rajarhat, Kolkata-700160
E-mail : wbdvet @ gmail . com

Memo No. 445-VET/2020-21

Dated, Kolkata, the 11th Feb, 2021

Important Notice for Empanelment of Assessor Under WBSCTVE&SD

With reference to the online orientation Programme for Empanelment of Assessors by WBSCTVE&SD, please find the following documents attached herewith,

1. Application Form
2. Eligibility Criteria of all job roles.

All concerned VTC Teachers/Instructors are requested to kindly download the application form, fill it up in your own handwriting & send us the scan copy of the same by **Email Id: assessment.wbsctvesd@wbscte.ac.in** immediately within 15/02/2021.

You are also requested to send the following documents in a separate single pdf file:

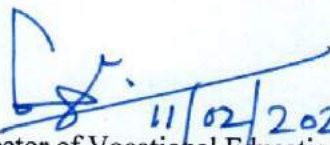
1. Curriculum Vitae (CV)
2. Passport Photo
3. Photo copy of PAN
4. Educational Qualification (both minimum desired qualification & maximum qualification, if different from desired qualification)
5. Work Experience Certificate
6. Assessor / Expert Experience Certificate (if applicable)

Note: 2 single PDFs (1st pdf of Application form & 2nd pdf of required documents) need to be sent within 15.02.2021, positively.

Mail Subject should be like: <SECTOR> - <NAME> - ASSESSOR APPLICATION

Example: AUTOMOTIVE - SUBHANKAR DAS - ASSESSOR APPLICATION

Your co-operation is kindly solicited.


11/02/2021
Director of Vocational Education & Training
West Bengal

**West Bengal State Council of Technical and Vocational Education
and Skill Development**

Assessor Registration Form

Job role applied for _____

Sector _____

A. Basic Details:

1. Salutation (Mr./Mrs./Dr.)* : _____
2. First Name * : _____
3. Middle Name: _____
4. Last Name * : _____
5. Gender (Male/Female/Other)* : _____
6. DOB*: _____
7. Language Known (English/Bengali/Hindi)*: _____
8. PAN No*: _____
(Attach copy of PAN)
9. Alternative ID Type(Aadhaar Card/Voter Card/Divining
License/Passport/Digital Ration Card) * : _____
10. Alternative ID No*: _____
11. Mobile No * : _____
12. Landline No: _____
13. Email ID * : _____

B. Course:

1. Educational Qualification*: _____
(Related to sector and job role applied for, pl do not give highest qualification))
2. Domain Experience*: (no. of years) _____
(In area related to sector and job role applied for – please do not give total experience)
3. Domain Name*: _____
(Area of experience related to job role applied for, **pl refer assessor qualification criteria of Council**)
4. Applying For (Assessor/Expert – Academic / Expert – Industry /Trainer
of Trainers) * : _____
(pl specify ASSESSOR for offline mode of application)

5. Job Role*: _____

6. Sector*: _____

7. Job role Specific other Qualification (pl specify): _____

C. Qualification and Professional Experience:

1. Are you an assessor certified under any assessment body? (Y/N) _____
(attach relevant document in support, if "Y")

2. Highest Educational Qualification: _____

3. Discipline: _____

4. Any Other Qualification: _____

5. Current Employment Status: (Employed / Not employed) _____

D. Contact Information:

Present Address*:

1. House / Flat / Building / Plot*: _____

2. Street Name*: _____

3. Post Office*: _____

4. Police Station*: _____

5. State*: _____

6. District*: _____

7. Block/Municipality*: _____

8. Pin*: _____

Permanent Address:

(If different from Present address)

1. House / Flat / Building / Plot*: _____

2. Street Name*: _____

3. Post Office*: _____

4. Police Station*: _____

5. State*: _____

6. District*: _____

7. Block/Municipality*: _____

8. Pin*: _____

E. Work Experience *:

Sl No	Organization Name	Area of Work	Length of experience	
			Yrs	Months

F. Assessor / Expert Experience: (if any)

Sl No	Job Role	NSQF Level	Length of experience	
			Yrs	Months

G. Present Engagement:

1. Are you working with VTC/PBSSD/ CSS-VSE School? (Y / N) ___

If answer to above is "Y", then fill up the following table:

VTC / PBSSD / CSS VSE <i>(pl mention)</i>	Centre Code / School code	Centre Name / School Name	TP name (if any)

H. Required Documents to be submitted along with the application:

1. CV*:
2. Passport Photo*:
3. Photocopy of PAN*:
4. Educational Qualification (*both desired and maximum qualification, if any*)
5. Work Experience Certificate:
6. Assessor/Expert Experience Certificate (if applicable):

I. Declaration:

I have read and I agree to the terms and conditions of the Council with regard to the empanelment of Assessors / expert (whichever is applicable) and also with regard to subsequent assessment work / other work as will be assigned to me.

**Signature of
Applicant with date**

ASSESSOR ELLIGIBILITY CRITERIA FOR CSS VSE

SL. NO	SECTOR	QP NAME	QP CODE	MINIMUM EDUCATIONAL QUALIFICATION OF THE ASSESSOR	DOMAIN EXPERIENCE (IN YEAR)	Domain area
1	AGRICULTURE	Solanaceous crop Cultivator	AGR/Q0402	Diploma in Agriculture /BSc Agriculture/ Horticulture / Botany/Forestry)	4 YRS FOR DIPLOMA/3 YRS FOR B Sc	CULTIVATING SOLANACEOUS CROP
2	APPAREL	SEWING MACHINE OPERATOR	AMH/Q0301	ITI IN DRESS MAKING TRADE OR ITI IN SEWING TECHNOLOGY TRADE / H.S WITH DIPLOMA IN FASHION FIELD	3 YEARS FOR H.S. WITH DIPLOMA / 4 YEARS FOR ITI EXPERIENCE IN RELEVANT FIELD	SINGLE NEEDLE LOCK STITCH MACHINE / MOTORIZED SEWING MACHINES / NEEDLES AND THEIR OPERATIONS / STICHING GARMENTS / HOMEFURNISHING ARTICLES
3	AUTOMOBILE	AUTOMOTIVE SERVICE TECHNICIAN LEVEL 3	ASC/Q1401	B.E/B.TECH IN MECHANICAL ENGINEERING / DIPLOMA IN MECHANICAL ENGINEERING OR AUTOMOBILE ENGINEERING / ITI IN MECHANIC MOTOR VEHICLE TRADE	4 YEARS FOR BE/B.TECH/DIPLOMA, 6 YEARS FOR ITI	SERVICE, MAINTENANCE & REPAIR OF VEHICLE
4	AUTOMOBILE	AUTOMOTIVE SERVICE TECHNICIAN LEVEL 4	ASC/Q1402	B.E/B.TECH IN MECHANICAL ENGINEERING / DIPLOMA IN MECHANICAL ENGINEERING OR AUTOMOBILE ENGINEERING / ITI IN MECHANIC MOTOR VEHICLE TRADE	4 YEARS FOR BE/B.TECH/DIPLOMA, 6 YEARS FOR ITI	SERVICE, MAINTENANCE & REPAIR OF VEHICLE
5	BEAUTY & WELLNESS	ASSISTANT BEAUTY THERAPIST	BWS/Q0101	GRADUATE WITH COSMETOLOGY / DIPLOMA IN BEAUTY	1 YEAR EXPERIENCE FOR GRADUATE WITH COSMETOLOGY / 2 YEARS FOR DIPLOMA IN BEAUTY / 5 YEARS FOR H.S.	MANICURE,PEDICURE,FACE CARE,SALE OF SALON PRODUCTS
6	CONSTRUCTION	ASSISTANT MASON	CON/Q0102	M.TECH IN CIVIL ENGINEERING OR CONSTRUCTION ENGINEERING / B.TECH IN CIVIL ENGINEERING OR CONSTRUCTION ENGINEERING / DIPLOMA IN CIVIL ENGINEERING / ITI MASON TRADE IN BUILDING CONSTRUCTION / GRADUATE WITH LEVEL 4 CERTIFICATE IN RELEVANT FIELD	2 YEAR FOR M.TECH, BE/B.TECH, 4 YRS FOR DIPLOMA , 5 YEARS FOR ITI / GRADUATE WITH LEVEL 4 CERTIFICATE	CIVIL CONSTRUCTION WORK
7	ELECTRONICS	FIELD TECHNICIAN - OTHER HOME APPLIANCE	ELE/Q3104	B.E/B.TECH IN ELECTRONICS / COMPUTER SCIENCE / IT/ DIPLOMA IN ELECTRONICS / COMPUTER/ IT / ELECTRICAL ENGINEERING / ITI IN ELECTRONICS MECHANIC TRADE / ITI IN INSTRUMENT MECHANIC TRADE	2YEARS FOR BE/B.TECH, 3 YEARS FOR DIPLOMA / ITI	REPAIR AND SERVICING OF HOME APPLIANCES
8	HEALTH CARE	GENERAL DUTY ASSISTANT	HSS/Q5101	MBBS/ BAMS / BHMS / B.SC. NURSING / GNM	2 YEAR FOR MBBS / BAMS / BHMS / 3 YEARS FOR B.SC. NURSING / 4 yrs for GNM	PATIENT CARE, PATIENT HEALTH&SAFETY

ASSESSOR ELLIGIBILITY CRITERIA FOR CSS VSE

SL NO	SECTOR	QP NAME	QP CODE	MINIMUM EDUCATIONAL QUALIFICATION OF THE ASSESSOR	DOMAIN EXPERIENCE (IN YEAR)	Domain area
9	IT AND IT RELATED SERVICES	Domestic IT Helpdesk Attendant	SSC/Q0110	Diploma/BE BTech in Computer Scienc	2 YRS FOR DIPLOMA/1YR FOR BE BTECH	1. DATABASE MANAGEMENT SYSTEM 2. HARDWARE AND NETWORK MANAGEMENT
10	IT AND IT RELATED SERVICES	Domestic Data entry Operator	SSC/Q2212	Diploma/BE BTech in Computer Scienc	2 YRS FOR DIPLOMA/1YR FOR BE BTECH	1. DATABASE MANAGEMENT SYSTEM 2. HARDWARE AND NETWORK MANAGEMENT
11	Management & Entrepreneurship and Professional Skills	Unarmed Security Guard	MEP/Q7101	Graduate with experience in relevant field / Ex Army (qualification may be relaxed for experience over 10 yrs)	5 YRS IN RELEVANT FIELD for graduate	1. EMERGENCY AND SAFETY SERVICES 2. SECURITY OF PERSONNEL AND PROPERTY
12	PLUMBING	PLUMBER GNERAL	PSC/Q0104	BE/B.TECH IN CIVIL ENGINEERING / CONSTRUCTION ENGINEERING / MECHANICAL ENGINEERING / DIPLOMA IN CIVIL ENGINEERING / ITI IN PLUMBER TRADE	2 YEARS FOR BE/B.TECH, 3 YEARS FOR DIPLOMA , 4 YEARS FOR ITI	PLUMBING WORK
13	POWER	CONSUMER ENERGY METER TECHNICIAN	PSS/Q0107	ME/M.TECH IN ELECTRICAL ENGINEERING / B.TECH IN ELECTRICAL ENGINEERING / DIPLOMA IN ELECTRICAL ENGINEERING / ITI IN ELECTRICIAN TRADE	1 YEAR FOR ME/M.TECH OR BE/B.TECH, 3 YEARS FOR DIPLOMA , 5 YEARS FOR ITI .	LV ELECTRICAL CONNECTION
14	RETAIL	Retail Store Operation Assistant	RAS/Q0101	GRADUATE ANY STREAM / DIPLOMA (3 YEARS) IN ANY STREAM	2 YRS IN RELEVANT FIELD	RETAIL STORE OPERATION AND SALES /INVENTORY MANAGEMENT
15	RETAIL	RETAIL SALES ASSOCIATE	RAS/Q0104	DIPLOMA IN ANY STREAM 3 YEARS / GRADUATE ANY STREAM / HIGHER SECONDARY	4 YEARS IN RELEVANT FIELD	RETAIL STORE OPERATION AND SALES
16	TRAVEL, TOURISM & HOSPITALITY	Food and Beverage Service-Trainee	THC/Q0307	DIPLOMA IN FOOD AND BEVERAGE / DIPLOMA IN HOTEL MANAGEMENT / ITI IN FOOD BEVERAGE TRADE	5 YRS IN RELEVANT FIELD	FOOD AND BEVERAGE SERVICE IN HOTEL/RESTAURANT