

1. Employer on-boarding process by public portal:

Step-1: Use the URL <https://www.pbssd.gov.in/>

Step-2: To enrol any employer from public part click on “Rojgar Seva” button

The screenshot shows the homepage of the PBSSD website. At the top, there is a navigation menu with links for 'About Us', 'Schemes', 'Documents', 'Activity & Events', 'Nodal Officers', 'Gallery', 'Recruitment', 'Login For Industry Led Modules', and 'Login For Other Modules'. Below the menu is a banner image featuring three individuals in professional attire. A 'Rojgar Seva' button is highlighted with a blue callout box labeled 'Click Here'. The main content area displays statistics: 184 Total number of Polytechnics, 298 Total number of ITIs, and 2,619 VTCs & VE Schools. A 'View More' button is present next to these statistics. The footer contains copyright information and technical details.

Step-3: Click on “Recruiter Register” button

The screenshot shows the 'Rojgar Seva' registration page. The page is titled 'Rojgar Seva Facilitated by Utkarsh Bangla'. It features three main sections: 'Job-Seekers', 'Institute/Nodal', and 'Recruiter'. The 'Recruiter' section has a 'Register' button highlighted with a blue callout box labeled 'Click Here'. Below the registration options, there is a red text warning: 'Student need not give any fee for this placement/job to anyone.' The page also includes a navigation menu with 'PBSSD', 'MEDIA', and 'CONTACT' links, and a banner image of five workers in blue and yellow uniforms.

The screenshot shows a dashboard with a blue header bar displaying statistics: 'Registered Employer : 4630. Total Vacancy in This Year : 63379. Application Received : 40184.' Below the header, there are three main sections: 'Want to Start Business?' with an 'Entrepreneurship Form' button and a video player; 'Latest Updates/ Notice Board' with a search icon and a '670 This Year Registered Employer' statistic; and 'Media Gallery' with 'Image Gallery' and 'Video Gallery' buttons. A '40184 Application Received' statistic is also visible. At the bottom, there is an 'Issue Tracking System' button.

Step-4: If user selects “Direct Employer” from “Register As’ field, then the form as shown below will appear and user will get option to select **Company Type**.

The screenshot shows a registration form titled "Registration Form". The "Register As" dropdown menu is open, and the "Direct Employer" option is highlighted with a red box. The form contains several input fields: "Name of Employer / Aggregator" (with a sub-field "Employer Name"), "GST No", "Employee Strength", "Name of HR / SPOC", "Designation", "Email Id", "Primary Mobile No", and "Secondary Mobile No".

Field Label	Field Type	Value / Option
Register As *	Dropdown	Direct Employer
Name of Employer / Aggregator *	Text	Employer Name
GST No	Text	GST No
Employee Strength	Text	Employee Strength
Name of HR / SPOC *	Text	Name of HR / SPOC
Designation *	Text	Designation
Email Id *	Text	
Primary Mobile No *	Text	
Secondary Mobile No	Text	

Step-5: Fill-up necessary details, put the correct captcha and click on “Submit” button.



Registration Form

Select Company Type

Register As *
Direct Employer
Company Type *
-- Select Company Type --
Name of Employer / Aggregator *
Employer Name

Registration No
Registration No

PAN No *
PAN No
GST No
GST No
Employee Strength
Employee Strength

Contact Information

Name of HR / SPOC *
Name of HR / SPOC
Designation *
Designation

Email Id *
Email Id
Primary Mobile No *
+91 Primary Mobile No
Secondary Mobile No
+91 Secondary Mobile No

Communication Address

State *
-- Select State --
District *
-- Select District --
Block / Municipality
-- Select Block / Municipality --

PIN Code *
PIN Code
Street Name*
Street Name
Post Office*
Post Office

Police Station*
Police Station

Address *
Address
Nearest Land Mark
Nearest Land Mark

Corporate Office Address Same as Communication Address

State *
-- Select State --
District *
-- Select District --
Block / Municipality
-- Select Block / Municipality --

PIN Code *
PIN Code
Street Name*
Street Name
Post Office*
Post Office

Police Station*
Police Station
Latitude *
Latitude
Longitude *
Longitude

Corporate Office Address *
Corporate Office Address
Corporate Office Nearest Land Mark
Corporate Office Nearest Land Mark

Interested IN*

Job Fair.
 Campus Drive.
 IIP (Through CSR).
 IIP (Through PBSSD).
 Apprenticeship.
 LOI (Through PBSSD).
 Industry Led Training (Through PBSSD).

Are you already Registered in GOI Apprenticeship portal? YES NO

Click here to add Interested In

Disclaimer:

- Employers registered on the portal are not authorized to charge any fees to remuneration from the Trainees.
- The final selection of employees is subject to verification.
- Registration in rojgar seva portal will not give industry any right and not create any relationship over the function of TET and SD department.

Captcha*



Captcha Text

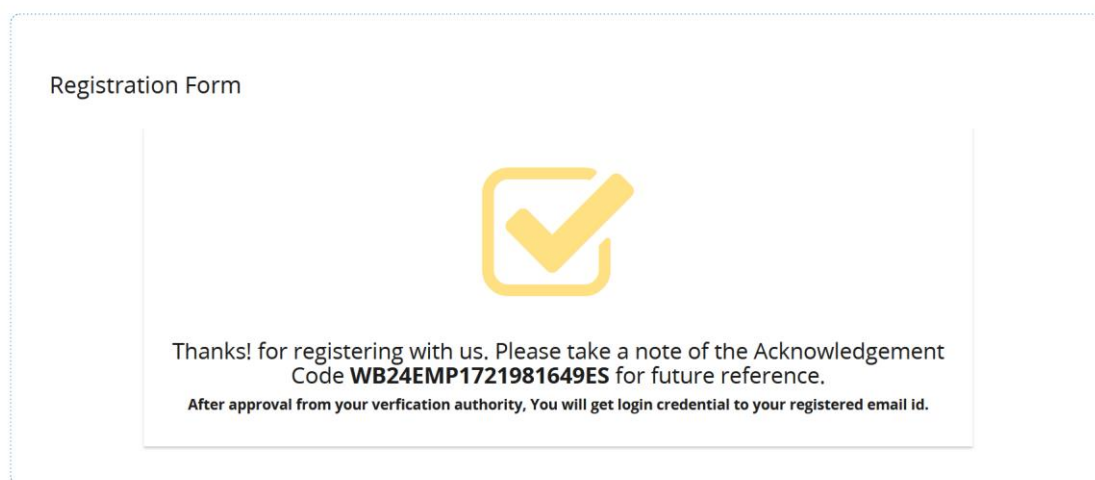
Submit

Click here to final submit

Step-6: After submission and acknowledgement an id will be generated and will be visible on the screen. **Please keep this id for any future reference.**

After verification by competent authority, login id and password will be sent to your registered email address.

An industry can then proceed to the next step of its area of interest through the respective portal automatically on logging in.



Step-7: If user selects “Aggregator” from “Register As’ field, then below mentioned form will appear and user will get option to select **Aggregator As**.

And If user select Aggregator as Employer then the previous step will follow.

If the Aggregator chooses Aggregator as Aggregator then the following Registration Form will open

Registration Form

Register As *
Aggregator

Registration No
Registration No

PAN No *
PAN No

Aggregator As *
Aggregator as Aggregator

Aggregator As Type
-- Select Aggregator As Type--
Aggregator as Aggregator
Aggregator as Employer

Name of Employer / Aggregator *
Employer Name

Employee Strengthn
Employee Strengthn

Contact Information

Name of HR / SPOC *
Name of HR / SPOC

Designation *
Designation

Email Id *
Email Id

Primary Mobile No *
+91 Primary Mobile No


Secondary Mobile No
+91 Secondary Mobile No

Communication Address

Select Aggregator As

Select Aggregator as Aggregator

Step-8: Fill-up necessary details, put the correct captcha and click on “Submit” button.

MAIN HOME HOME

Rojgar Seva/রোজগার সেবা

Facilitated by Utkarsh Bangla
Department of Technical Education, Training and Skill Development
Government of West Bengal

Registration Form

Register As * Aggregator	Aggregator As * Aggregator as Aggregator	Name of Employer / Aggregator * Employer Name
Registration No Registration No	PAN No PAN No	GST No * GST No
Contact Information	Employee Strength Employee Strength	
Name of HR / SPOC * Name of HR / SPOC	Designation * Designation	
Email Id * Email Id	Primary Mobile No * +91 Primary Mobile No	Secondary Mobile No +91 Secondary Mobile No
Communication Address		
State * -- Select State --	District * -- Select District --	Block / Municipality -- Select Block / Municipality --
PIN Code * PIN Code	Street Name* Street Name	Post Office* Post Office
Police Station* Police Station		
Address * Address	Nearest Land Mark Nearest Land Mark	
Corporate Office Address	<input type="checkbox"/> Same as Communication Address	
State * -- Select State --	District * -- Select District --	Block / Municipality -- Select Block / Municipality --
PIN Code * PIN Code	Street Name* Street Name	Post Office* Post Office
Police Station* Police Station	Latitude * Latitude	Longitude * Longitude
Corporate Office Address * Corporate Office Address	Corporate Office Nearest Land Mark Corporate Office Nearest Land Mark	

Name of the Companies with which you are associated						
Name of Company Name of Company	Location Location	Contact No Mobile No	Email Id Email Id	SPOC Name SPOC Name	Company Document Document	Contract
<input type="button" value="Upload Document"/>						
<input type="button" value="+"/>						

Name of the Companies where placement done						
Name of Company Name of Company	No of placement No of placement	Date Jul-2023 - Jul-2024	Upload Document Upload Docu			
			<input type="button" value="Upload Document"/>			
<input type="button" value="+"/>						

Interested IN*

Job Fair.


Apprenticeship.

Are you already Registered in GOI Apprenticeship portal? YES NO

Disclaimer:

- Employers registered on the portal are not authorized to charge any fees to remuneration from the Trainees.
- The final selection of employees is subject to verification.
- Registration in rojgar seva portal will not give industry any right and not create any relationship over the function of TET and SD department.

Captcha*



PBSSD © Copyright 2024. All Rights Reserved. Designed & Developed By **NIC** INDIA

Click here to add more

Upload Contract Document

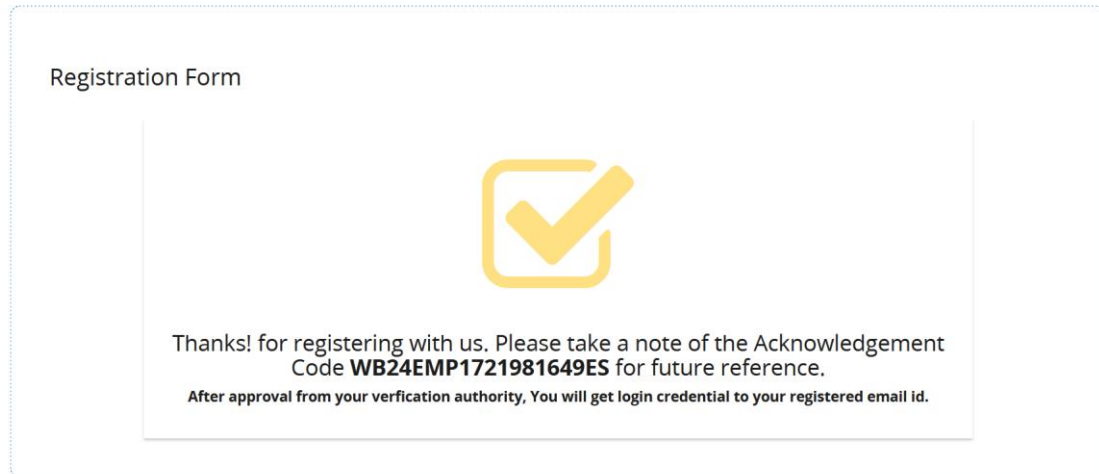
Upload Document

Click here to add more

Click here to final submit

Step-9: After submission an acknowledgement id will be generated and will be visible on the screen. Please keep this id for any future reference.

After verification by competent authority, login id and password will be sent to your registered email address.



Industry Attendance:

Step-1: A QR code will be generated for the industries once the Job Fair is codified and scheduled .

This QR code will be sent to the identified phone number of the SPOC mentioned for the Job Fair by the industry.

Scan QR code will be used for giving Attendance.



Rojgar Seva QR Based Attendance System

Job Fair

Venue :- West Bengal Survey Institute

Date :- 2024-08-08

Room No :- 101

Industry Name :- Creative Engineers

Please Scan QR Code for Industry Attendance



Step-2: Enter mobile number of SPOC and click “Attendance” button for industry Attendance.

A screenshot of a mobile application interface. At the top, there are language options for 'English' and 'বাংলা'. Below this is a blue header with the 'Utkarsh Bangla' logo and name. The main content area is titled 'Industry QR Base Attendance'. It features a text input field labeled 'SPOC Mobile No*' with the placeholder text 'SPOC Mobile No'. To the right of the input field is a blue button labeled 'Click Here' with an arrow pointing to a green button labeled 'Attendance'. At the bottom of the screen, there is a blue footer containing the text 'PBSSD © Copyright 2024. All Rights Reserved.' and 'Designed & Developed by NIC'.

Thank You