

Govt. of West Bengal

Office of the District Inspector of
Schools (Secondary Education)

Bankura



SIKSHA BHAVAN

SCHOOL DANGA, BANKURA

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Memo No. 899/S.

Date: 19/03/2021

From: The District Inspector of Schools (SE), Bankura

To: The HOI of ICT running Schools under this district

Sub: Uploading Profile of ICT Instructors in iosms portal

As per email instruction from Directorate of School Education, remuneration of ICT instructors engaged by different agencies under ICT@School programmes are to be paid through iOSMS. For this purpose the concerned HOI will have to upload their profiles in the iOSMS by 21/03/2021 and DDO will have to finalize the same by 22/03/2021 (6 PM) positively.

Therefore, HOI of ICT running Schools under this district are hereby informed to upload the profile of ICT instructor engaged in their institution as per the DCF (Already available in Download section of iosms & attached herewith). A help file in this regard is also provided in Download section of iosms and with this notification.

After uploading their profile in iosms, HOI will have to send a mail with a certificate (Model certificate is enclosed) in his/her School letter head pad from their school official mail id to osmsbankura@gmail.com (in subject of the mail at first write Sub Division name and then write the subject: Example: **Bankura: Profile Finalization of ICT Instructor**) within 21/03/2021.

for  19.03.21
District Inspector of Schools (SE)
Bankura

Required papers for profile finalization:

- 1) Certificate issued by the HOI.

Memo No.

Date:

*To The District Inspector of Schools(SE)
Bankura*

CERTIFICATE

*This to certify that Sri/Smt..... ICT instructor was engaged under
ICT@School programmes and working in our school w.e.f..... (DD/MM/YY).
I personally verified his/her all documents and found in order and uploaded the profile in iosms.*

Signature of HOI with seal

DEPARTMENT OF SCHOOL EDUCATION
GOVT. OF WEST BENGAL
Staff Information Form
[ICT INSTRUCTOR]

PRIMARY DETAILS OF EMPLOYEE

1. Employee Name:
2. Date of Birth*:
3. Date of Retirement*:
4. Gender: ☐ Male ☐ Female
5. Caste: ☐ General ☐ SC ☐ ST ☐ OBC ☐ OBC-A ☐ OBC-B
6. Voter ID No.:
7. Educational Qualification : ☐ PASS GRADUATE ☐ POST GRADUATE ☐ OTHER
8. Bill Type/Salary Source: ☐ ICT
9. Engagement Letter No:
10. Engagement Letter Date:
11. Bank Name:
12. Bank Branch Name:
13. Bank MICR Code:
14. Bank Account No.:
15. Bank IFSC code:

PERSONAL DETAILS

16. Father's Name:
17. Mothers Name:
18. Religion: ☐ Hindu ☐ Christian ☐ Buddhist ☐ Jain ☐ Muslim ☐ Parsi ☐ Others.
19. Mother Tongue: ☐ Bengali ☐ English ☐ Hindi ☐ Nepali ☐ Santali
☐ Urdu ☐ Others
20. PAN No:
21. Aadhar ID No:

CONTACT DETAILS

1. State:
2. House No.
3. Street:
4. Town/ Village:
5. Post Office:
6. PIN:
7. District:
8. Whether permanent address is same as present address ☐ Yes ☐ No
9. State:
10. House No.
11. Street:
12. Town/ Village:
13. Post Office:
14. PIN:
15. District:
16. Land Tel. no:
17. Mobile no:
18. Email id:

PROFILE ADDITION OF ICT INSTRUCTOR IN OSMS

STEP - 1

Under Master Directory Management
>> ADD NEW ICT INSTRUCTOR

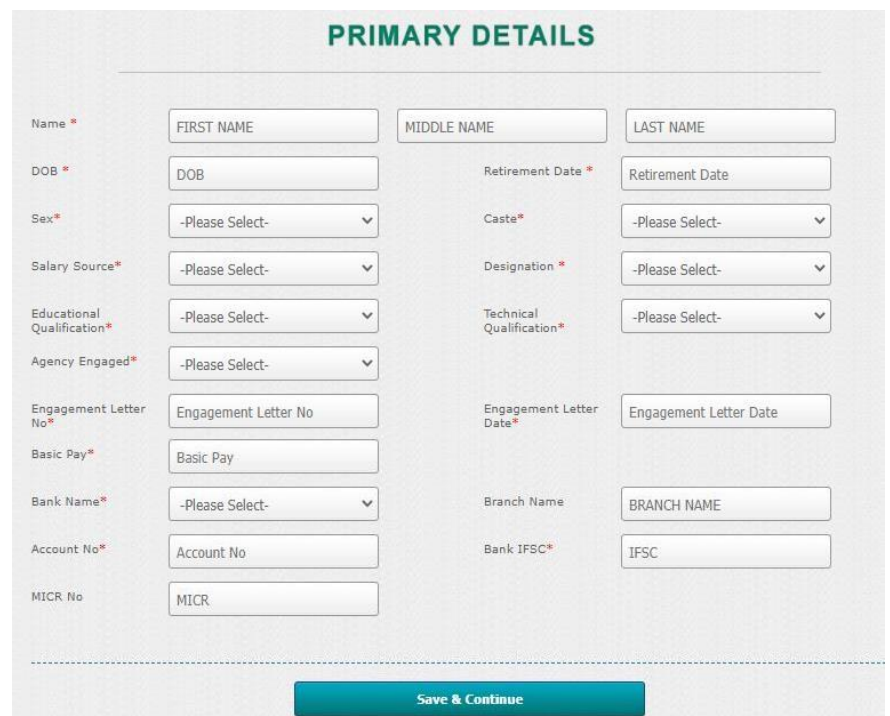


Master Directory Management

- SCHOOL PROFILE UPDATE
- MANAGE SCHOOL PROFILE
- ADD NEW EMPLOYEE
- ADD NEW GUEST TEACHER
- ADD NEW ICT INSTRUCTOR
- EDIT EMPLOYEE PROFILE (BEFORE FINALIZATION)
- EDIT EMPLOYEE PROFILE (AFTER FINALIZATION)
- VIEW EMPLOYEE PROFILE
- SCHOOL INFORMATION
- E-PENSION EMPLOYEE STATUS
- ROPA 2019 TEACHER SELECTION

STEP - 2

Fill up Primary Details
Retirement Date will be
calculated by system
Finally Save & Continue



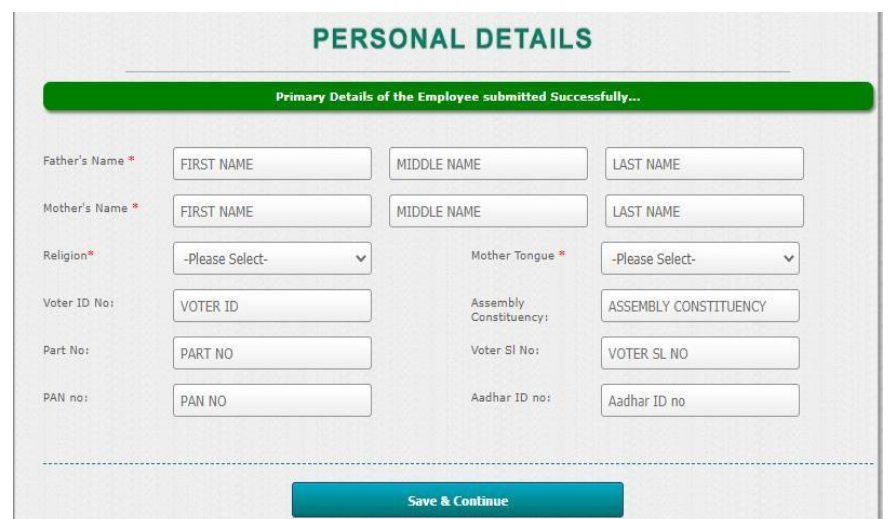
PRIMARY DETAILS

Name *	FIRST NAME	MIDDLE NAME	LAST NAME
DOB *	DOB	Retirement Date *	Retirement Date
Sex *	-Please Select-	Caste *	-Please Select-
Salary Source *	-Please Select-	Designation *	-Please Select-
Educational Qualification *	-Please Select-	Technical Qualification *	-Please Select-
Agency Engaged *	-Please Select-		
Engagement Letter No *	Engagement Letter No	Engagement Letter Date *	Engagement Letter Date
Basic Pay *	Basic Pay		
Bank Name *	-Please Select-	Branch Name	BRANCH NAME
Account No *	Account No	Bank IFSC *	IFSC
MICR No	MICR		

Save & Continue

STEP - 3

Fill up Personal Details
Finally Save & Continue



PERSONAL DETAILS

Primary Details of the Employee submitted Successfully...

Father's Name *	FIRST NAME	MIDDLE NAME	LAST NAME
Mother's Name *	FIRST NAME	MIDDLE NAME	LAST NAME
Religion *	-Please Select-	Mother Tongue *	-Please Select-
Voter ID No:	VOTER ID	Assembly Constituency:	ASSEMBLY CONSTITUENCY
Part No:	PART NO	Voter SI No:	VOTER SL NO
PAN no:	PAN NO	Aadhar ID no:	Aadhar ID no

Save & Continue

STEP - 4

Fill up Contact Details
Finally Save & Continue

CONTACT DETAILS

Personal Details of the Employee submitted Successfully...

Present Address

State *

House No.

Town/ Village *

Pin *

Police Station *

Street

Post Office *

Whether permanent address is equal to present address ☐

Permanent Address

State *

House No.

Town/ Village *

Pin *

Police Station *

Street

Post Office *

Contact Details

Land Tel. No.

Mobile No. *

Email Id

Save & Continue

STEP - 5

Give Professional Qualification (if any)
Select NONE, if no such Qualification
Give Year of passing if other than NONE
Finally Click Save

PROFESSIONAL DETAILS

Contact Details of the Employee submitted Successfully...

Professional Qualification: *

-Please Select-

-Please Select-

BT

B.ED

PGBT

SPED

MPED

SPECIAL B.ED

OTHERS

P.T.T.I.

D. ED.

NONE

Save

Links

HOME

Bikash Bhavan, 5th, 6th & 7th floor DF Block,

Technical Help

support[dot]sed-wb[at]gov[dot]in

STEP - 6

EDIT EMPLOYEE DETAILS

Employee Profile submission completed...

Serial	Employee Name	Primary	Personal	Contact	Professional	Status	Send to DDO
1	SUSANTA SUTRADHAR					SEND TO DDO	

Before Sending to DDO finally. Goto Master Directory Management
Download employee profile under View Employee Profile
Get it checked & signed by ICT Instructor, can be modified here (if required).
If everything is correct click send to DDO
Submit hardcopy of the signed profile as downloaded after sending to DDO.
After acceptance by DDO, salary can be submitted from OSMS