

Annexure I

Observer Registration Procedure and Portal handling guidelines



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

https://sctvesd.wb.gov.in

Type it in any browser and press the "Enter" button

Google






Search Google or type a URL

+

Add shortcut

Below Screen will be appeared. Click on the “Online Application” for Observer Registration option.





← → ↻ sctvesd.wb.gov.in 🔍 📄 ☆ ⋮

 **WBSCTVESD** URGENT REQUIREMENT OF SAW PROF.     🔍 Tt English LOGIN


🏠 About Us ▾ Admission ▾ Academic ▾ Examination ▾ e-Learning ▾ **Online Application ▾** ← Events ▾ Grievance ▾ Student Tracker ▾





Click here



◀ EXAMINATION ▶


Below Screen will be appeared. To fill the registration form ,click the “Observer Registration” button.

**WBSCTVESD**



English

LOGIN

About Us ▾Admission ▾Academic ▾Examination ▾e-Learning ▾Online Application ▾Events ▾Grievance ▾Student Tracker ▾

BGTE-2022

EXHIBITS FROM DEPT. OF TECHNICAL EDUCATION, TRAINING & SKILL DEVELOPMENT

Institute Login

Faculty Login

TOT/SDP Registration

Assessor / Expert Registration

Observer Registration

FDP Registration

Student Admission

Student Registration

Other Diploma Student Registration

Student Transfer

Application for Healthcare Affiliation

Application for Self Sponsored STTC


For Observer Registration Click here


ENTREPRENEURSHIP


Healthcare Course Details


Apply for FDP

Application for Admission to PHARM, HMCT, MOPM [Session 2025-26] NEW









May I Help You

Below Screen will be appeared and fill up your details.

sctvesd.wb.gov.in/observer/registration

WBSCTVESD

Q | T | English | LOGIN

About Us | Admission | Academic | Examination | e-Learning | Online Application | Events | Orfervance | Student Tracker

REGISTRATION FORM FOR OBSERVER

Basic Information

Salutation *

-- Salutation --

First Name *

First Name

Middle Name

Middle Name

Last Name *

Last Name

Gender *

-- Select Gender --

D.O.B *

DDMMYYYY

Language *

-- Select Language --

PAN No. *

PAN No.

ID Type (Alternate) *

-- Select ID Type --

ID No. (Alternate) *

ID No.

Photo Copy of PAN (.PDF only, Max 100KB) *

Choose file | No file chosen

Present Engagement

User Type *

-- Select User --

Engaged As *

-- Select Type of Engage --

Engagement Type *

-- Select Type of engage --

Upload Employee ID Card *

Choose file | No file chosen
(Maximum Size 100 KB)

Institute Code *

Institute Code

Institute / Organization Name *

Institute Name

Contact Information

Mobile No. *

Mobile No.

Landline No

Landline No.

Email ID *

Email ID

I hereby declare that the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understood that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the norms of WB SCTVESD, my application is liable to be cancelled.

Captcha

Captcha Code *

Captcha Code

Submit

Click here to submit. Mobile & Email ID will be verified by OTP.






1. After submission , Observer will receive login ID & Password through mail.

2. Observer is required to access his/her Dashboards through above login credentials in Council portal.

3. After submission, concerned HOI will verify & approve/reject this application.





Type sctvesd.wb.gov.in in any browser and press the "Enter" button. Screen will be appeared.

← → ↻ sctvesd.wb.gov.in 🔍 📌 ☆

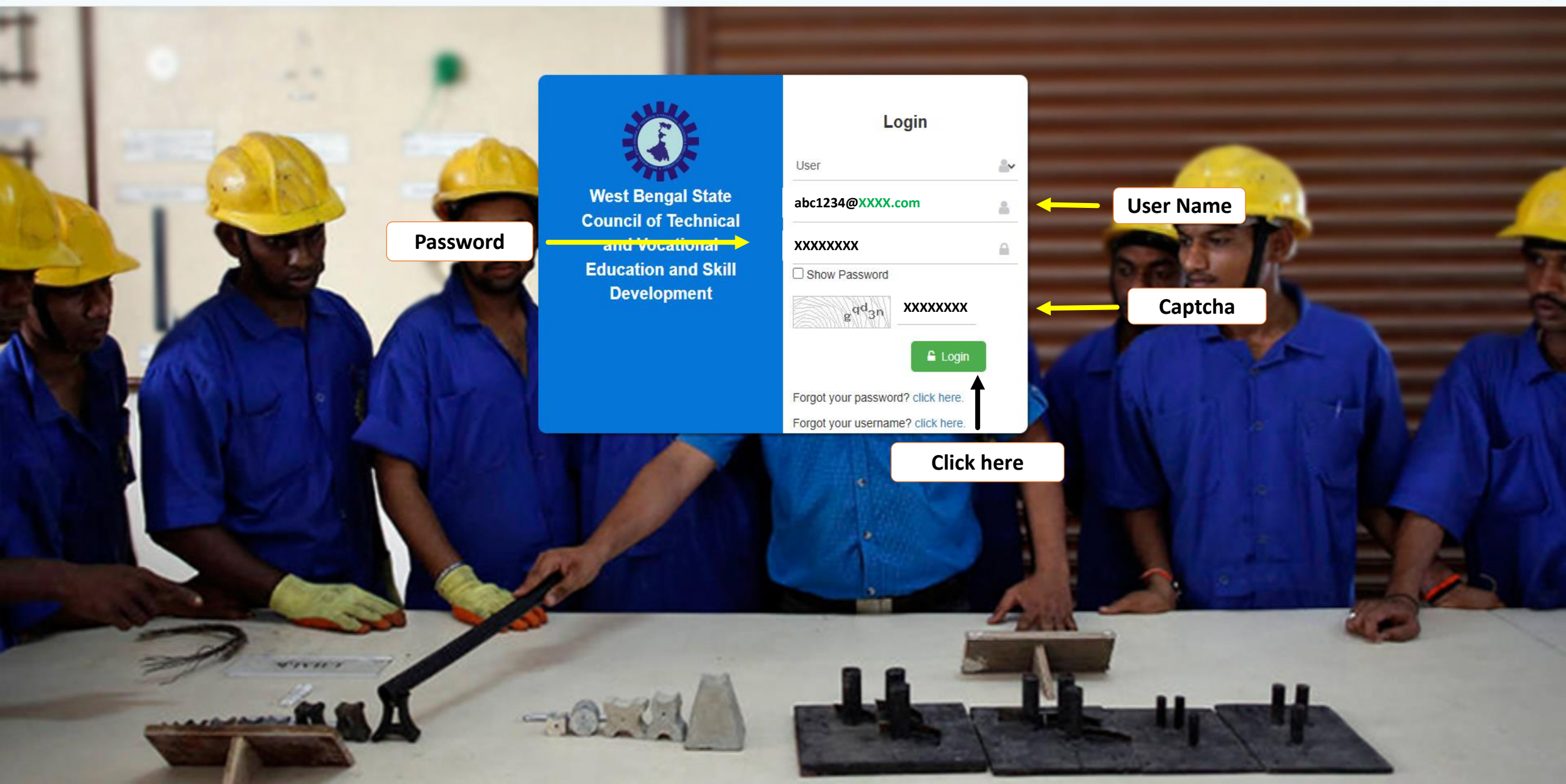
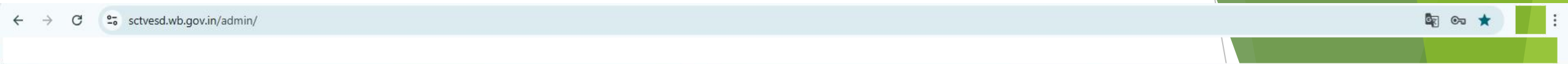
 **WBSCTVESD** URGENT REQUIREMENT OF SAW PROF.     🔍 | Tt | English ▾ **LOGIN** Click here for log In


🏠 About Us ▾ Admission ▾ Academic ▾ Examination ▾ e-Learning ▾ Online Application ▾ Events ▾ Grievance ▾ Student Tracker ▾

EXAMINATION


Below Screen will be appeared







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



Login

User 

abc1234@XXXX.com 

XXXXXXXX 

☐ Show Password

 XXXXXXXX 

[Forgot your password? click here.](#)

[Forgot your username? click here.](#)

Password

User Name

Captcha

Click here

Below Screen will be appeared

sctvesd.wb.gov.in/admin/dashboard

Observer User

XXXXXX XXXXXX

Dashboard

Observer Profile

Observer Batch List

Dashboard

Click here

Dashboard

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Version 1.0.0

Below Screen will be appeared

Click here

Below Screen will be appeared.

←→↺🔍sctvesd.wb.gov.in/admin/observer/observer_profile/registration☆🌱⋮

Observer User☰XXXXXXXX XXXXXX

Dashboard

Observer Profile

Observer Registration

Observer Batch List

Observer Registration Form

Dashboard > Observer Registration Form > Basic Details

Basic

Present Engagement

Residential Address & Contact Information

Final Submit

Basic Information

Salutation *

Mr. ▾

First name *

Middle name

Enter Middle name

Last name *

Gender *

▾

D.O.B *

Language *

▾

PAN No. *

ID Type (Alternate) *

▾

ID No. (Alternate) *

Photo Copy of PAN *

📎

Contact Information

Mobile No. *

Landline No

Enter Landline No

Email ID *

Next >

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Version 1.0.0

https://sctvesd.wb.gov.in/admin/observer/observer_profile/registration

Fill up the fields of Present Engagement status

Present Engagement

BasicPresent EngagementResidential Address & Contact InformationFinal Submit

Present Engagement

User Type *

Engaged As *

Others

Others Engaged Name *

Engagement Type *

Institute / Organization Name *

Upload Relevant Document (Maximum Size 200 KB) *

Choose file

No file chosen

Download

< Previous

Next >

Fill up the fields of Residential Address & Contact Information



- Dashboard
- Observer Profile
- Observer Batch List

Observer Registration Form

Dashboard > Observer Registration Form > Residential Address & Contact Information

Residential Address & Contact Information

Basic Present Engagement Residential Address & Contact Information Final Submit

Present Address

House / Flat / Building / Plot *

Street Name *

Post Office *

Police Station

State *

District *

Block / Municipality *

PIN Code *

Permanent Address

☐ Same as Present Address

House / Flat / Building / Plot *

Street Name *

Post Office *

Police Station

State *

District *

Block / Municipality *

PIN Code *

< Previous

Next >

Observer Registration Form

Final Submit

Basic Present Engagement Residential Address & Contact Information Final Submit

Profile Submission Status



Basic Details



Present Engagement



Residential Address & Contact Information



Bank Details



Photo Upload [\(Click here to Upload Photo\)](#)



Final Submit

< Previous

Application Preview

Final Submit

Only after approval from HOI, Bank details can be uploaded

Observer Registration Form

Final Submit

Basic Present Engagement Residential Address & Contact Information Final Submit

Profile Submission Status



Basic Details



Present Engagement



Residential Address & Contact Information



Bank Details



Photo Upload (Click here to Upload Photo)



Click here



Final Submit

< Previous

Application Preview

Final Submit

Below Screen will be appeared.

- Dashboard
- Observer Profile
- Observer Batch List

Upload Photo

Upload Photo *

Maximum size : 100 KB (.JPEG Only)
Dimension : 3.5 x 4.5 cm (Width x Height)

Choose file No file chosen

← Click here to browse your photo

Upload

Below Screen will be appeared after uploading your photo.

Dashboard

Observer Profile

Observer Batch List

Observer Registration Form

Final Submit

Final Submit

BasicPresent EngagementResidential Address & Contact InformationFinal Submit

Photo Successfully Uploaded

Profile Submission Status

✓Basic Details


✓Present Engagement

✓Residential Address & Contact Information

✓Bank Details

✓Photo Upload

✗Final Submit



< Previous

Application PreviewFinal Submit

Click here to
final submit.

To view the batch list click the "Observer Batch List" button.

← → ↻ sctvesd.wb.gov.in/admin/dashboard

Observer User XXXXXX XXXXXX

Dashboard

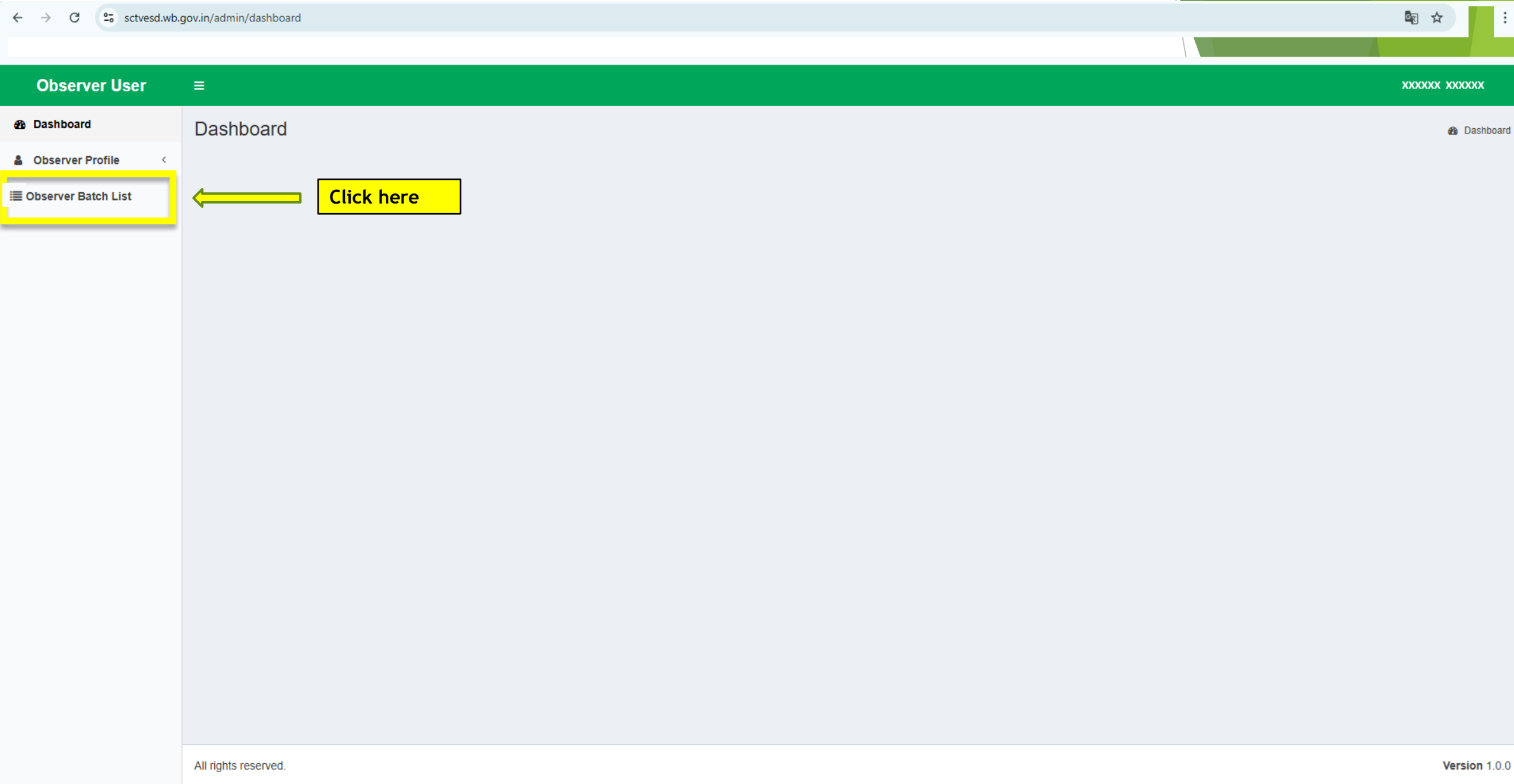
Observer Profile <

Observer Batch List

← Click here

Dashboard

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The image is a screenshot of a web application interface. At the top, there is a browser address bar showing the URL 'sctvesd.wb.gov.in/admin/dashboard'. Below the browser bar is a green header bar with the text 'Observer User' on the left and 'XXXXXX XXXXXX' on the right. A hamburger menu icon is located between them. The main content area has a light blue background. On the left side of this area is a sidebar with three items: 'Dashboard' (with a globe icon), 'Observer Profile' (with a person icon and a back arrow), and 'Observer Batch List' (with a list icon). The 'Observer Batch List' item is highlighted with a yellow rectangular box. A yellow arrow points from a yellow box containing the text 'Click here' to the 'Observer Batch List' item. The main content area is mostly empty, with the word 'Dashboard' at the top left and a 'Dashboard' link with a globe icon at the top right. At the bottom of the page, there is a footer with the text 'All rights reserved.' on the left and 'Version 1.0.0' on the right.

Below Screen will be appeared. To view the batch details click the “Batch Details” button.

sctvesd.wb.gov.in/admin/observer/observer_assessment/assessment_batch

Observer User

DashboardObserver ProfileObserver Batch List

Observer Permission List

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/F

Proposed Assessment Date : 2025-11-23

Observer Name : (

Observer Mobile : '

Status Details

Institution Permission Status : Permission Granted []

Observer Status :

Batch Details

✓ Accept /Reject

Click here

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Assessment Batch Information

Batch Details

TC Details

Assessor Details

| | | |
|---|--|-------------------|
| Vertical Code : HEALTHCARE | 📅 Council Assign Date : 24-11-2025 | |
| Vertical Code : Healthcare Short Term Course | 📅 Tentative Assessment Date : 14-11-2025 | |
| Assessment Scheme Name : HEALTHCARE | 📅 Proposed Assessment Date : 18-12-2025 | |
| Batch Code : 2024-25/001/HC29502/27/STC-HLC/2023/1615 | Assessment Status : | Assessor Approved |
| Sector Name : HEALTH CARE [HLC] | 📍 Preferred District : N/A | |
| Course Name : MEDICAL LAB ASSISTANT [STC-HLC/2023/1615] | 📍 Preferred Location : N/A | |

Trainee List

| # | Profile | Name | Council Trainee Code | User Trainee Code | Mobile | District | Attendance | Action |
|----|---------|---------------------------|----------------------|-------------------|------------|-----------------|------------|---------|
| 1. | | SARKAR IMTIAZ AHMED | TR_0001321268 | HLC2425000270 | 6294959908 | PURBA BARDHAMAN | N/A | Present |
| 2. | | ANISH KUMAR BHATTACHARJEE | TR_0001321263 | HLC2425000150 | 8101207249 | PURBA BARDHAMAN | N/A | Present |
| 3. | | ANUBRATA MANDAL | TR_0001321262 | HLC2425000011 | 9734092356 | PURBA MEDINIPUR | N/A | Present |
| 4. | | ARINDAM SOM | TR_0001321270 | HLC2425000376 | 9339672569 | PURBA BARDHAMAN | N/A | Present |

Assessment Batch Information

Batch Details

TC Details

Assessor Details

TC Name : RURAL TRAINING CENTRE S.T.V.T. PROGRAMME (PARA-MEDICAL)

Council TC Code : TC_0006586

User TC Code : HC29502

TC Mobile : 9474117465

TC Email : acb.rtc@gmail.com

State / District : WEST BENGAL [PURBA BARDHAMAN]

Pincode : 713101

Address : GROUND FLOOR OF C.M.O.(H) OFFICE, J.N. ROY ROAD, KHOSHBAGAN, P.O. – BURDWAN, PIN -713101

Landmark : GROUND FLOOR OF C.M.O.(H) OFFICE, J.N. ROY ROAD, KHOSHBAGAN, P.O. – BURDWAN, PIN -713101






Municipality Name :

Latitude : 0

Longitude : 0

TC representative's Contact number

Trainee List

| # | Profile | Name | Council Trainee Code | User Trainee Code | Mobile | District | Attendance | Action |
|----|---|---------------------------|----------------------|-------------------|------------|-----------------|------------|-------------------------|
| 1. |  | SARKAR IMTIAZ AHMED | TR_0001321268 | HLC2425000270 | 6294959908 | PURBA BARDHAMAN | N/A | Present |
| 2. |  | ANISH KUMAR BHATTACHARJEE | TR_0001321263 | HLC2425000150 | 8101207249 | PURBA BARDHAMAN | N/A | Present |
| 3. |  | ANUBRATA MANDAL | TR_0001321262 | HLC2425000011 | 9734092356 | PURBA MEDINIPUR | N/A | Present |
| 4. |  | ARINDAM SOM | TR_0001321270 | HLC2425000376 | 9339672569 | PURBA BARDHAMAN | N/A | Present |
| |  | | | | | | | |

Assessment Batch Information

| Batch Details | TC Details | Assessor Details |
|--|---------------------------------------|------------------|
| Assessor Name : SWAPAN DANDAPATH | Assessor State : WEST BENGAL | |
| Assessor Code : AS1687874545VM | Assessor District : BANKURA | |
| Assessor Mobile : 9593205109 | Assessor Pincode : 722140 | |
| Assessor Email : sd.khat@gmail.com | Proposed Assessment Date : 18-12-2025 | |
| Assessor Pancard : ACPDP7973C | Assessor Assign Date : 24-11-2025 | |
| Proposed Assessment Date 18-12-2025 | | |
| Assessor Approved Date / Note : 24-11-2025 approved this batch | | |

| Trainee List | | | | | | | | |
|--------------|---------|---------------------------|----------------------|-------------------|------------|-----------------|------------|---------|
| # | Profile | Name | Council Trainee Code | User Trainee Code | Mobile | District | Attendance | Action |
| 1. | | SARKAR IMTIAZ AHMED | TR_0001321268 | HLC2425000270 | 6294959908 | PURBA BARDHAMAN | N/A | Present |
| 2. | | ANISH KUMAR BHATTACHARJEE | TR_0001321263 | HLC2425000150 | 8101207249 | PURBA BARDHAMAN | N/A | Present |
| 3. | | ANUBRATA MANDAL | TR_0001321262 | HLC2425000011 | 9734092356 | PURBA MEDINIPUR | N/A | Present |
| 4. | | ARINDAM SOM | TR_0001321270 | HLC2425000376 | 9339672569 | PURBA BARDHAMAN | N/A | Present |

To approve/decline, click here the “Accept/Reject” button.

- [Dashboard](#)
- [Observer Profile](#)
- [Observer Batch List](#)

Observer Permission List

[Dashboard](#) > [Observer Permission List](#)

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/F

Proposed Assessment Date : 2025-11-23

Observer Name : (

Observer Mobile : '

Status Details

Institution Permission Status : Permission Granted []

Observer Status :

Batch Details

✓ Accept /Reject

Click here

Below Screen will be appeared.

Observer Permission List

| |
|---|
| Batch Details [Assessor Approved] |
| Batch ID : PJ-4/RPL/30259/RPL/TC/STC-THC/FOPR/30 |
| Proposed Assessment Date : 2025-11-23 |
| Observer Name : GOURAB BOSE |
| Observer Mobile : 7980802280 |

Permission Remarks

Approve / Decline :

--Select Status--

Remarks :

Please Enter Remarks

Submit

Close

Below Screen will be appeared. To approve/decline, select Accept or Decline option.

←

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sctvesd.wb.gov.in/admin/observer/observer_assessment/assessment_batch

☆

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Observer User

☰

🏠 Dashboard

👤 Observer Profile

📋 Observer Batch List

Observer Permission List

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/RPL/30259/RPL/TC/STC-THC/FOPR/38

Proposed Assessment Date : 2025-11-23

Observer Name : GOURAB BOSE

Observer Mobile : 7980802280

Batch Details

Accept /Reject

Permission Remarks

✕

Approve / Decline :

--Select Status--

--Select Status--

Accept

Denied

Submit

Close

Dashboard > Observer Permission List

Permission Granted []

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After it, write your comments in remarks box and click the submit button.

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sctvesd.wb.gov.in/admin/observer/observer_assessment/assessment_batch

☆

⋮

Observer User

☰

🏠 Dashboard

👤 Observer Profile

📄 Observer Batch List

Observer Permission List

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/RPL/30259/RPL/TC/STC-THC/FOPR/38

Proposed Assessment Date : 2025-11-23

Observer Name : GOURAB BOSE

Observer Mobile : 7980802280

Batch Details

Accept /Reject

Permission Remarks

Approve / Decline :

Accept

Remarks :

I am ready to go.

Submit

Close

Click here

Dashboard

Observer Permission List

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[Dashboard](#)[Observer Profile](#)[Observer Batch List](#)

Observer Permission List

[Dashboard](#) > [Observer Permission List](#)

| | | | |
|---|---|---|-------------------------------|
| 1 | Batch Details [Certificate Generated] | Status Details | Batch Details |
| | Batch ID : PJ-4/RPL/30259/RPL/TC/STC-THC/FOPR/3805,V2/000127 | Institution Permission Status : Observer Approved [Waiting for Institution Permission] | |
| | Proposed Assessment Date : 2025-11-23 | Observer Status : | |
| | Observer Name : GOURAB BOSE | | |
| | Observer Mobile : 7980802280 | | |

Wait for Approval from HOI

Below Screen will be appeared with 2 new buttons after permission granted from your HOI.

Observer User

XXXXXX XXXXXX

Dashboard

Observer Profile

Observer Batch List

Observer Permission List

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/F

Proposed Assessment Date : 2025-11-23

Observer Name : (

Observer Mobile : `

Status Details

Institution Permission Status : Permission Granted []

Observer Status :

Batch Details

Observer Assessment Complete

Download Form

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Please click on “Download Form” to download Observation report and take a printout.

←

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sctvesd.wb.gov.in/admin/observer/observer_assessment/assessment_batch

☆

Observer User

XXXXXX XXXXXX

Dashboard

Observer Profile

Observer Batch List

Observer Permission List

Dashboard > Observer Permission List

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/F

Proposed Assessment Date : 2025-11-23

Observer Name : (

Observer Mobile : '

Status Details

Institution Permission Status : Permission Granted []

Observer Status :

Batch Details

Observer Assessment Complete

Download Form

Click here

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After completing the Observation duty, you should click on the “Observer Assessment Complete” button.

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sctvesd.wb.gov.in/admin/observer/observer_assessment/assessment_batch

☆

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Observer User

XXXXXX XXXXXX

Dashboard

Observer Profile

Observer Batch List

Observer Permission List

Dashboard > Observer Permission List

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/F

Proposed Assessment Date : 2025-11-23

Observer Name : (

Observer Mobile : '

Status Details

Institution Permission Status : Permission Granted []

Observer Status :

Batch Details

Observer Assessment Complete

Download Form

Click here

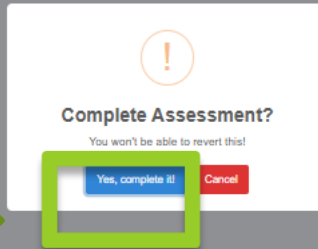
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Version 1.0.0

Observer Permission List

| | | | |
|---|--|---|--|
| 1 | <div><div>Batch Details [Assessor Approved]</div><div><div>Batch ID : PJ-4/RPL/30259/RPL/TC/STC-THC/FOPR/3805,V2/000127</div><div>Proposed Assessment Date : 2025-11-23</div><div>Observer Name : GOURAB BOSE</div><div>Observer Mobile : 7980802280</div></div></div> | <div><div>Status Details</div><div><div>Institution Permission Status : Permission Granted []</div><div>Observer Status :</div></div></div> | <div><div>Batch Details</div><div>Observer Assessment Complete</div><div>Download Form</div></div> |
|---|--|---|--|

Click here



- Dashboard
- Observer Profile
- Observer Batch List

Observer Permission List

Batch Update Success

1

Batch Details [Assessor Approved]

Batch ID : PJ-4/RPL/30259/RPL/TC/STC-THC/FOPR/3805,V2/000127

Proposed Assessment Date : 2025-11-23

Observer Name : GOURAB BOSE

Observer Mobile : 7980802280

Status Details

Institution Permission Status : Permission Granted []

Observer Status : Observer Assessment Complete

Batch Details

Upload Report



Below Screen will be appeared. Fill up, upload required documents and submit it.

Observer User

Dashboard

Observer Profile

Observer Batch List

Observer Report

Observer Report

Name of the Observer

GOURAB BOSE

Date of Visit and Time

dd-mm-yyyy --:--

Observer Institute Name and District

Name of the Centre

MANINDRANATH BANERJEE MEMORIAL SOCIETY - South 24 Parganas - VT

UTC Code / TC Code

PBSSD/VIR/RPL/TC/9187

Batch ID

PJ4/RPL/30259/RPL/TC/STC-THC/FOPR/3805,V2/000127

Sector

TOURISM & HOSPITALITY

Name of the Course

FOOD PRODUCTION - COOK CUM HELPER,V2

Assessor Name & Code

MANDIRA SAHA [ACK172253327PA]

No. of Students Appeared

Observation about Assessment

Details / Remarks

Time of Assessor reached in the exam center

Time of Assessment Started

Assessment procedure followed by the assessor

Student Feedback about the assessment

Remarks of Observer

Observation about the Centre

Details / Remarks

Basic Infrastructure (Class Rooms, Toilets etc.)

Available Instrument for Practical Assessment

Trainer name and highest educational qualification

Upload Type

Choose File

Assessment Photo (.JPG/PNG)

Choose file No file chosen

Attendance Sheet (PDF)

Choose file No file chosen

Observer Report (PDF)

Choose file No file chosen

Observer Self with Institute Banner (JPG/PNG)

Choose file No file chosen

Save Report

Below Screen will be appeared. Fill up, upload required documents and submit it.

Observer User

Dashboard

Observer Profile

Observer Batch List

Observer Report

Observer Report

| | |
|--|---|
| Name of the Observer | GOURAB BOSE |
| Date of Visit and Time | dd-mm-yyyy --:-- |
| Observer Institute Name and District | |
| Name of the Centre | MANINDRANATH BANERJEE MEMORIAL SOCIETY - South 24 Parganas - VT |
| VTG Code / TC Code | PBSSD/VIR/RPL/TC/9187 |
| Batch ID | PJ4/RPL/30259/RPL/TC/STC-THC/FOPR/3805,V2/000127 |
| Sector | TOURISM & HOSPITALITY |
| Name of the Course | FOOD PRODUCTION - COOK CUM HELPER,V2 |
| Assessor Name & Code | MANDIRA SAHA [ACK172253327PA] |
| No. of Students Appeared | |
| Observation about Assessment | Details / Remarks |
| Time of Assessor reached in the exam center | |
| Time of Assessment Started | |
| Assessment procedure followed by the assessor | |
| Student Feedback about the assessment | |
| Remarks of Observer | |
| Observation about the Centre | Details / Remarks |
| Basic Infrastructure (Class Rooms, Toilets etc.) | |
| Available Instrument for Practical Assessment | |
| Trainer name and highest educational qualification | |
| Upload Type | Choose File |
| Assessment Photo (JPG/PNG) | <div>Choose fileNo file chosen</div> |
| Attendance Sheet (PDF) | <div>Choose fileNo file chosen</div> |
| Observer Report (PDF) | <div>Choose fileNo file chosen</div> |
| Observer Self with Institute Banner (JPG/PNG) | <div>Choose fileNo file chosen</div> |

Save Report



Upload required documents

For any assistant, share a mail with stt.assessment@zohomail.in

Thanking you