



GOA BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION
(A Corporate Statutory Body constituted by an Act of the State Legislature)

GBSHSE/EXAM/SSC-HSSC/2023-2024/

Date: 31/08/2023

CIRCULAR NO. 60

To,
The Head of all recognized
Secondary & Higher Secondary Schools
Under the jurisdiction of this Board

Sub: Updation of Teachers information regarding...

Sir/Madam,

With reference to above cited subject, it is requested to Enter/update the information of all the teachers teaching Class X and XII for the academic year 2023-24 of your Institution on the official portal: https://service2.gbshse.in/teacher_assist/Teacher-Renumaration-portal/#/login by 15/09/2023.

The School Admin can:

- ❖ Create a new teachers profile and enter all the details that included Personal details, Educational details, Current Employment, Previous Employment, Additional Skillset and Past Experience with Board.
- ❖ Edit/updation of existing teachers information.
- ❖ Academic info - allocation of work (add/update/delete) and relative details of teacher appearing for board exam in the current academic year.
- ❖ Teachers employment status – select existing teacher of the school, select the current employment status, last working date and enter reason for leaving.
- ❖ In case of any queries schools may contact:
Asst Programmer: Valzino Lobo
Email-ID: goaboard.teacherinformation@gmail.com



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Procedure for updating of Teachers information is at Annexure – I
Kindly treat this as urgent matter.


01/9/23

(V.B.Naik)
Secretary

Encl: Annexure - I



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Annexure – I

School admin will be able to login to the system using credentials provided by the Board Admin. An authenticated user will land on dashboard of school admin module.

URL- https://service2.gbshse.in/teacher_assist/Teacher-Renumaration-portal/#/login

Username- <as provided by the board>

Password- <as provided by the board>

Select Role as “School Admin”

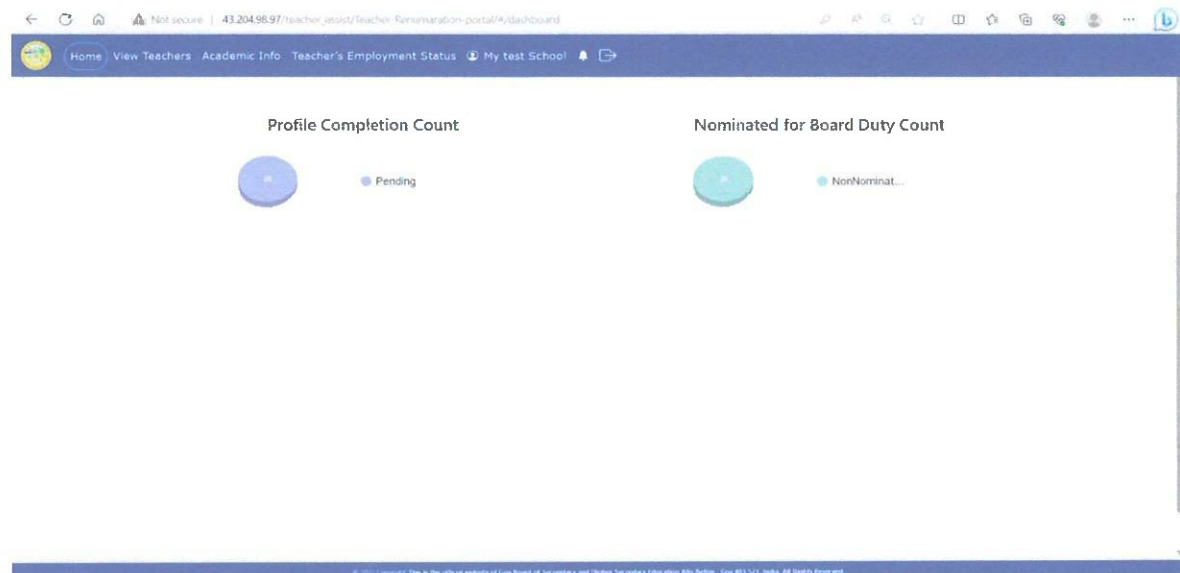
School admin will be able to,

1. Create new teacher’s profile which includes personal details, educational details and board duties.
2. Edit existing teacher’s profile
3. Fetch the details of any teacher associated with Goa Board and has resigned from previous organization/ school.
4. Once School Admin completes the profile (fields marks mandatory (*) have to be entered) he/ she can allocate the work for current academic year for the respective teacher. Work allocation will be number of periods assigned to the teacher for the selected subject teacher will be teaching during the current academic year.
5. School admin is also supposed to submit the relative details of any teacher appearing for board exams (Class 10 and Class 12) in the current academic year.
6. School should validate and confirm mobile number, email address and account details of the teacher. Mobile and email will be used by the board for communication with the teachers and bank account will be used to make any payment by the board for any assigned confidential duties.
7. School Admin has a facility to change teacher’s employment status as resigned if teacher resigns from the school



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Home Page



The top menu in the blue band shows different options to navigate in the system

- 1) **View Teachers:** School admin can view all the details of the teachers associated with the school and the data of the teacher is fed in the system. Edit option is provided to update any information of the selected teacher as and when necessary (view & edit button with toggle function is provided).

The screenshot shows the 'View Teachers' page. It includes a 'Create New Teacher Profile' button and a table of teacher information. The table has columns for Id, Name & Job Title, Date Of Joining, Address, Mobile, More Info., and View. There are 6 entries listed, each with a 'View' button. The footer contains a copyright notice for 2021.

Id	Name & Job Title	Date Of Joining	Address	Mobile	More Info.	View
9215	Sonal M. Patil Associate Teacher	08/03/2023	pune	9423369360		View
9216	Seema GGS Vice Principal	05/03/2023	a	1111111111		View
9217	Neha RAMESH Teacher	08/03/2023	q	2222222222		View
9232	Rachha Ramesh Pote Teacher	31/03/2023	Pune	8554989465		View
9233	Mihir Patil Teacher	31/03/2023	pune	1234067895		View



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School Admin is able to create new teacher profile using **Pan Number** of teacher. PAN number will be considered as unique identity number in the system. If any teacher is associated with different school, then his/ her record will be restricted and school admin will not be able to pull and add that teacher to their school. Only teachers who have resigned and are tapped with the Goa Board or new teacher will be allowed by the system for profile creation. Once new profile is opened, school admin can enter or update teacher's personal information and save the changes.

Search Teacher By PAN Number

PAN Number: Enter PAN Number

Teachers Profile

Personal Details

Salutation * First Name(Az/Appt.order) * Middle Name Last Name

Mobile Number * Email Address *

Birth Date * Pancard Number *

Residence Address *

Taluka * Village/Town/City * Pincode *



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- 2) **Teacher's Academic Information:** School admin can view work allocation of teacher and also allocate subject wise workload to teachers. Board duty as per subject allocated by school will be allocated to the teachers.

As per workload assign to teacher, teachers are appointed for board duties according to workload.

Teacher's Academic Info

ID	Name & Job Title	Allocation Status	Address	Mobile	Work Allocation	Add Relative
9215	sonal M. Patil	Not allocated	pune	9423369360	Allocate Work	Add Relative
9216	Seema GGG	Not allocated	a	1111111111	Allocate Work	Add Relative
9217	Neha RAMESH	single allocated	q	2222222222	Allocate Work	Add Relative
9232	Radha Ramesh Pote	Not allocated	Pune	8554989465	Allocate Work	Add Relative
9233	Mihir Patil	Not allocated	pune	1234067895	Allocate Work	Add Relative

Showing 1 to 5 of 36 entries

[Export to Excel](#)

Allocation of work

Work Allocation for 8073/Rashmi

Select Subject Name	No. of periods allocated	No. of periods in a week	Remark
413-Mathematics	120	2	
414-Science	200	3	as per subject
1212-English(M)	100	2	

[Edit Workload](#) [Assign Workload](#)

Note: Teacher must be assign at least one subject, and first row should not be blank!



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3) Add Relative Information:

Here school admin can add and edit the relative information of teacher's current academic year.

Student_Id	Standard	Exam Month-Year	Relation with student
9216	Not allocated	a	1111111111
9217	single allocated	q	2222222222
9232	Not allocated	Pune	8554989465
9233	Not allocated	pune	1234067895

Update Teachers employment Status

Update Teacher's Employment Status

Select Teacher:

Last Working Date:

Current Employment Status:

Reason Of Leaving: