



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

GBSHSE/EXAM/HSSC-SSC/TEAC.INFO/2025

Date: 07/01/2025

CIRCULAR NO: 02

To

All Heads of Recognized
Secondary & Higher Secondary Schools
Under the Jurisdiction of this Board

Sub: Updation of Teachers information regarding.....

Sir/Madam,

With reference to the subject cited above, it has been observed by this office that **some of the institutions have not updated the teachers' information** on the School Login Portal as required.

This is a reminder that the **updation of all teachers' information, categorized by subject, must be completed by 13/01/2025**, without fail. It has also been observed that many institutions have not updated details regarding the subjects being taught for **Std. X or Std. XII**, as applicable. This information must be updated on a priority basis.

Please take note:

1. **Failure to adhere to this circular will result in the downgrading of ratings** allotted to the school, which in turn may affect recognition period.
2. Non-disclosure or incomplete disclosure of teachers' information shall attract the **relevant provisions of the Goa Prevention of Malpractice at University, Board, and Other Specified Examination Act, 1991.**

We seek your urgent attention and cooperation to ensure compliance with this directive. This will enable the smooth execution of assessment work for the upcoming HSSC and SSC examinations.

Detailed Guidelines for updation of Teachers information may be seen at Annexure (as enclosed).

Thank you for your prompt action on this matter.

Yours faithfully,

(Vidhydatta B. Naik)
Secretary

Annexure

Steps for Updating Teachers' Information

Follow the steps below to ensure the information is updated accurately in the Teachers' Information System:

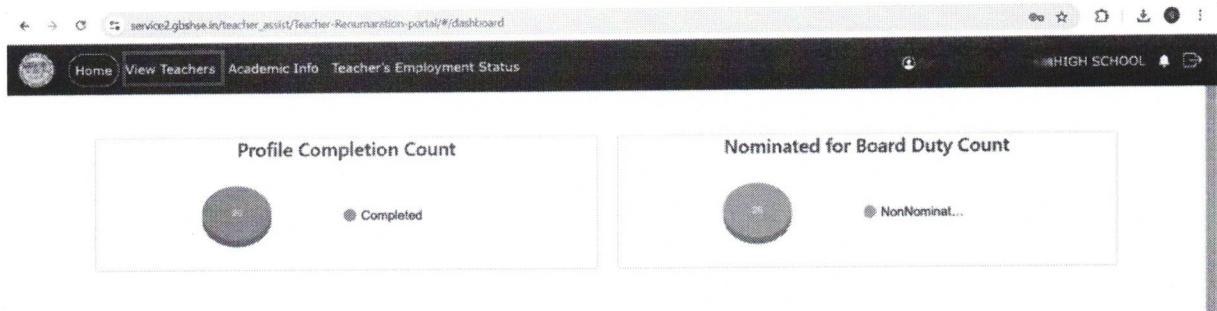
1. Login to the Teachers' Information System

- Visit the official website: www.gbshse.in.
 - Navigate to **Services** and select **Teachers Information System**.
- Alternatively, directly access the portal using this link: [Teacher Remuneration Portal](#).
- Log in using your **school code** and **password**.
- **Role Selection:** Choose **SchoolAdmin** as your role during login.

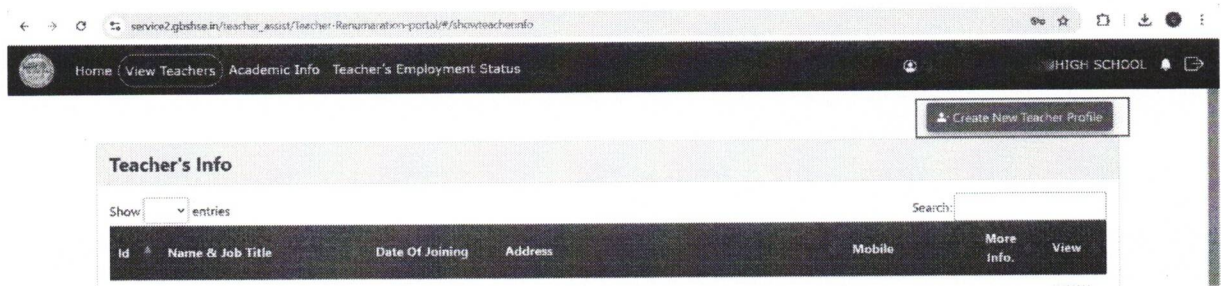
2. Adding a New Teacher

To add a new teacher to the system:

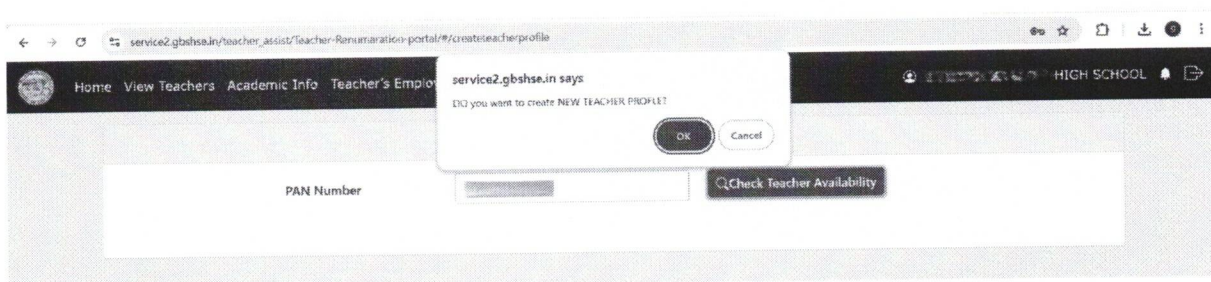
1. Click on **View Teachers** in the menu or dashboard.



2. Select the option to **Create New Teacher Profile**.



3. Search for Teacher's PAN number, the system will prompt to create new teacher profile. Click Ok .

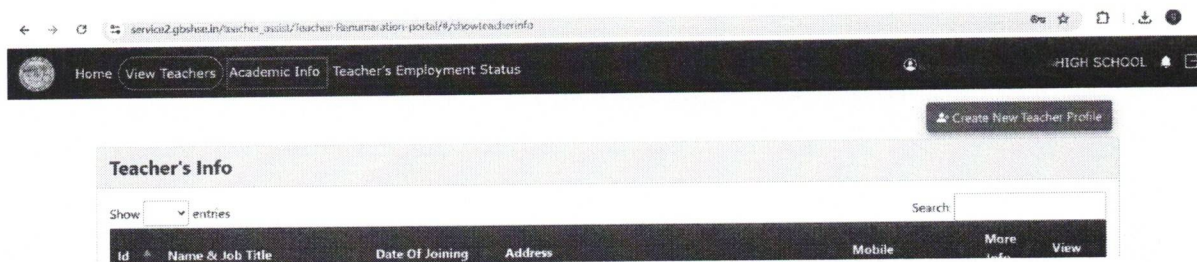


4. Fill in all required information pertaining to teacher
5. Verify the entered details for accuracy.
6. Click **Save** to create the new teacher profile.

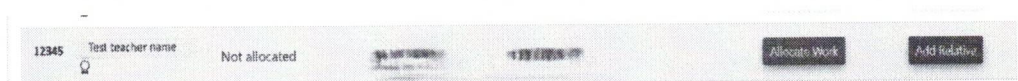
3. Adding Subject Details for a Teacher

To assign subjects and workload to a teacher:

1. Click on Academic Info



2. You will see a list of teachers currently teaching at your institution.
3. For each teacher teaching **Class X/Class XII**, locate their name and click the **Allocate Work** button next to it.



4. Specify the following details:
 - Subjects they are teaching.
 - Number of classes or periods assigned.
 - Other relevant workload details.
5. Confirm all assignments are accurate.
6. Click **Save** to finalize the workload allocation.

4. Adding Relative Information (if applicable)

If a teacher has close relatives appearing for Board Examinations this year, the information must be disclosed:

1. Locate the teacher's profile in the system.
2. Click the **Add Relative** button available in their details.
3. Enter the following information:
 - Relative's name.
 - Relationship to the teacher (e.g., sibling, child).
 - Examination details, such as roll number, class, or subject.
4. Review and confirm the details for accuracy.
5. Click **Save** to record the information in the system.

5. Adding/ Updating Past Board Experience for teachers

1. Click on View Teachers
2. You will see a list of teachers currently teaching at your institution
3. Click on **View** button available in their details to open the profile of the teacher.
4. Click on **Past Experience with Board** and then click on Edit button just above it.

The screenshot shows a web application interface for a teacher's profile. The top navigation bar includes 'Home', 'View Teachers', 'Academic Info', and 'Teacher's Employment Status'. The right side of the header shows 'HIGH SCHOOL' and a user profile icon. Below the navigation bar, there are several tabs: 'Personal Details', 'Educational Details', 'Current Employment', 'Previous Employment', 'Additional SkillSet', and 'Past Experience with Board'. The 'Past Experience with Board' tab is highlighted with a red box. Above this tab, there is an 'Edit' button. Below the tabs, the 'Personal Details' section is visible, containing fields for 'Salutation' (Mrs.), 'First Name (As/Appointment order)' (TEST), 'Middle Name', and 'Last Name' (TEST).

5. Now add past experience by clicking **+** sign and filling in relevant details.

The screenshot shows the 'Board Duties Completed' section of the teacher's profile. It features a table with three columns: 'Subject Name', 'Role', and 'Number of Times'. The table contains two rows of data. Below the table, there is a field for 'Date on which Teaching Career started' with the value '01-07-1993'. At the bottom right, there are 'Save' and 'Previous' buttons.

Subject Name	Role	Number of Times
2021/Mathematics Level -1 (E)	Moderator examination	1
2021/Mathematics Level -1 (E)	Examiner examination	26

Date on which Teaching Career started: 01-07-1993