



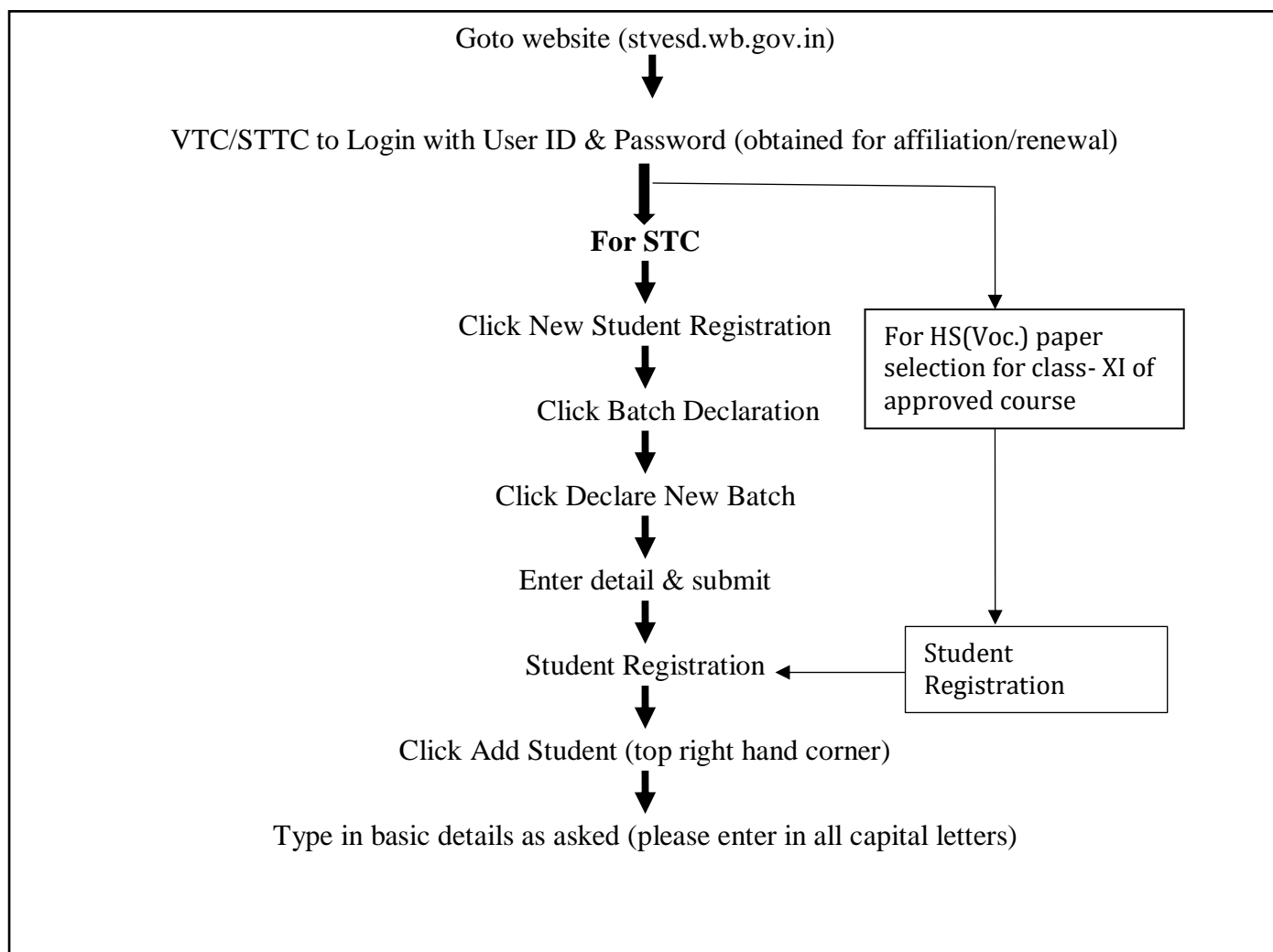
# WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)  
Department of Technical Education, Training & Skill Development, Government of West Bengal  
Karigari Bhavan, 4<sup>th</sup>& 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

## Guidelines for Online Registration of Student /Trainees by VTCs/STTCs.

Registration of individual trainee can only be done in a course if VTC/STTC has completely submitted affiliation/renewal of affiliation online (both Part 1 & 2) and Council has subsequently approved the affiliation/renewal of affiliation.

Registration of trainees will be done only in those trade group(s) which was (were) selected during Affiliation / renewal of affiliation process.





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Goto website (stvesd.wb.gov.in)



VTC/STTC to Login with User ID & Password (obtained for affiliation/renewal)

**For HS (Vocational)**



Paper Selection for Class XI of approved courses.



Student Registration



Click Add Student (top right hand corner)



Type in basic details as asked (please enter in all capital letters)



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The following details of each student admitted a session need to be filled in

- First Name, Middle Name & Last Name
- Father's Name, Mother's Name, Guardian Name, Relationship with Guardian.
- Citizenship (select from drop down menu)
- Aadhar Number
- Mobile Number (10 digit) (do not start with 0)
- Email ID (please give valid email ID of the student).
- Address (line 1 mandatory, Line 2 / Line 3 if needed).
- State of residence of trainee (select from drop down)
- District (select from drop down)
- PIN Code
- Caste (select from drop down) upload Caste Certificate for SC/ST/OBCA/OBCB in PDF 200 MB PDF.
- Religion (select from drop down).
- Physically challenged (select from drop down) (Yes / No) upload document for "Yes" 200 MB PDF.
- Date of Birth (as per Aadhar) click to get calendar and select date from the calendar.
- Upload scanned student's photo (passport photo against plain background in jpg / jpeg Max. 100 KB)
- Upload scanned student's signature (against plain background in jpg/jpeg Max. 50KB).
- Upload Aadhar(scan from original PDF only Max. 200 KB)
- Gender (select from drop down).
- Marital status (select from drop down)
- For female & unmarried give Kanyashree Number (Kanyashree Number is needed to get 50% fees concession in student registration under H.S. (Vocational) Course.
- Select course name from drop down menu.
- **For Short Term Courses**
- Select Group / Trade name from drop down menu.



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- Particulars of the last academic examination passed (select from drop down menu) upload certificate or marksheet of last academic qualification in PDF 200 KB.
- If trainee was previously registered with Council give Registration Number of previous registration.

### **For H.S. (Vocational) Course**

- ❖ Select Group / Trade name from drop down menu.
- ❖ Select Paper I from drop down menu.
- ❖ Put year of passing Class X – Name of School/Board from drop down list – upload Class X Marksheet PDF (within 200 KB).
- ❖ Select state of location of school from which passed Class X. For state other than West Bengal – upload migration certificate.
- ❖ Give total marks of Class X examination and aggregate marks obtained. The following three options are to be marked:-
  - Have you ever registered under WBSCTVESD for H.S. (Vocational) (Yes / No). If previous registration year is 2019 or later students registration will need to be done under a different module named “Readmission Module”.
  - Have you ever registered for Higher Secondary or equivalent course under any Board / Council / University? For ‘Yes’ – Migration Certificate need to be uploaded.
  - Have you ever passed H.S. or equivalent examination or an examination superior to H.S. Examination..... if answer is Yes - student registration will not be allowed.
- ❖ After submitting all above data for a trainee and uploading relevant documents (wherever asked for), click on “Submit Student Registration” button. Message will come “Student Added Successfully” in Green Box at the top.
- ❖ Check whether trainee name is recorded by clicking on “Student Registration” button on left side panel. Name of the trainee with his trade will come in a list. Click on view button against each trainee to view details of trainees entered. The detail can be edited and updated till HOI approves the trainee. During edit of student detail, updated documents can be checked, fresh documents may be uploaded if it is detected that initially wrong file was uploaded.
- ❖ Next trainee can be added by clicking on “Add Student” button on top right hand corner of screen and following the above procedure. Thus, one by one all trainees details will be entered.
- ❖ HOI to approve / reject all trainees individually by clicking on the “Approve / Reject Button” given against each trainee shown in the list of trade wise. Please ensure correction in name / father’s name / mother’s name / Aadhar Number / Date of Birth as per Aadhar / Photo / Signature before clicking “Approve” button. Once approved, trainees detail cannot be further changed / updated. For whatsoever reason, if any trainee name is rejected, HOI is to state the



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reason for such rejection.

- ☀ Once HOI approves minimum 15 students in any trade (exempted for special category institutes) student payment option will be enabled. Click on “Student Payment” button on left side panel. Payment page will open. Here number of students already approved by HOI against all trades will be shown.
- ☀ Click on “Proceed to Payment” button which will come beside each trade row only after HOI approves at least 15 trainees (not for special category institutes) in a trade.
- ☀ Registration fees will be paid at one to all trainees in a batch. The details of all trainees for a trade, batch must be submitted before registration fees payment is initiated. Once paid, no further students can be added in a particular batch.
- ☀ Once “Proceed to Payment” button in payment page is clicked, it will show details of payment and will ask for payment. Clicking on this will take VTC / STTC to SBI e-payment page from where payment can be done by various means (Net Banking / UPI / Credit Card / Debit Card etc.). Please follow the payment page guideline thoroughly. Once transaction is completed please note down the transaction ID and download transaction document for further reference.
- ☀ When payment against any trade / group is completed, number of trainees against whose payment is made will be shown below “Payment Student” column against the corresponding trade.
- ☀ HOIs are to ensure that payment is made against all trainees entered by institute.
- ☀ After payment, VTC / STTC will take print out of each trainee data clicking on Print Symbol Button appeared against each payment trainee. This is to be signed by concerned trainee. This document will be preserved by VTC / STTC concerned.
- ☀ Also, once payment is done, VTC / STTC will get an option to download a PDF with consolidated list of all trainees’ trade wise. HOI of VTC / STTC will sign below the consolidated list with his / her seal and submit the same to the concerned Nodal. The Nodal Office in turn will submit all such consolidated list to the Council’s office within 10 days of the last date of Registration. For STTCs, WBSCTVESD Office (Karigari Bhawan, 4<sup>th</sup> Floor, Action Area III, New Town, Rajarhat, Kolkata-700160) will be the nodal.