



**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
KarigariBhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

No: SCTVSD-16021/1/2024-AO(WBSCTVESD/227

Date:25.11.2024

NOTICE

All Heads of Institutes of training centers affiliated with this Council to offer Healthcare-related short-term courses are hereby notified that the admission process for these courses will begin on Wednesday, 27th November 2024.

The admission process will take place in two phases. In the first phase, this Council will conduct admissions through an online counseling system. Candidates who have registered with the Council for admission will be assigned ranks based on their marks in Class X, Class XII (Biology and Chemistry), or Class XII (Commerce/Mathematics), as applicable. Students will have the opportunity to select their preferred institutes and courses. The schedule for the online counseling process is provided in Annexure A of this notification. Based on the preferences submitted, the Council will allocate institutes and courses to applicants according to their ranks. Once the counseling results are published, students can download their allotment letters and proceed to the respective institutes for admission. Guidelines for institutes to follow during the admission process are detailed in Annexure B of this notice, and strict adherence to these guidelines is expected.

All are requested to cooperate.

Chief Administrative Officer

Encl: As stated

No: SCTVSD-16021/1/2024-AO(WBSCTVESD/227/1(6)

Date:25.11.2024

Copy forwarded for information to:-

1. The Chairperson, WBSCT&VE&SD, KarigariBhawan, 5th Floor, Kolkata-160.
2. P.A. to the Hon'ble MOS(IC), TET&SD Deptt. KarigariBhawan, 2nd Floor, Kolkata-160.
3. Sr. P.A. to the Addl. Chief Secretary, TET&SD Deptt., KarigariBhawan, 2nd Floor, Kolkata-160 – *with a request to kindly inform the A.C.S.*
4. Sr. P.A. to the Principal Secretary, Deptt. of Health & Family Welfare, SwasthyaBhawan, Salt Lake City, Kolkata-160 – *with a request to kindly inform the Pr. Secretary.*
5. Sr. Special Secretary, TET&SD Deptt., KarigariBhawan, 3rd Floor, Kolkata-160.
6. Office Copy

Chief Administrative Officer

Schedule of admission process to Healthcare Short Term Courses:

25-11-2024	:	Notification Issue for online counselling
27-11-2024	:	Start Choice Filling
01-12-2024	:	Close Choice Filling
02-12-2024	:	Declaration of Allotment result
03-12-2024	:	Start Admission (1st Round)
05-12-2024	:	Close Admission (1st Round)
07-12-2024	:	Declaration of Allotment result (2 ND Round)
08-12-2024	:	Start Admission (2nd Round)
10-12-2024	:	Close Admission (2nd Round)
11-12-2024	:	Notification Issue for Spot Counseling
12-12-2024	:	Start Spot Counseling
16-12-2024	:	Close Spot Counseling

Guideline for Admission of Trainees in Affiliated Institutes for Healthcare Short-Term Training

The admission process for Healthcare Short-Term Training in Council-affiliated institutes will proceed in two phases:

1. **Phase 1: Online Counseling**
2. **Phase 2: Spot Admissions**

Phase 1: Admission through Online Counseling

1. The Council will conduct online counseling for candidates who has already applied via the Council portal in response to its advertisement for into Short-Term Healthcare Courses.
2. Based on priority choices and eligibility, the Council will issue allotment letters to trainees.
3. Trainees with allotment letters must approach their allotted institutes for admission.
4. Institutes will log into the Council's portal using their credentials to access the admission portal.
5. The trainee's details will be visible upon entering their Aadhaar number. Institutes must verify these details, including educational qualifications, against original documents.
6. After verification, institutes will confirm the admission in the portal.
7. A document containing the admitted trainee's details will be generated in the portal. This document must be signed by both the trainee and an institute authorized representative (with seal of the institute). One copy will be retained by the institute, and another will be given to the trainee.

Phase 2: Admission through Spot Counseling

After online counseling concludes, spot admissions may be conducted by institutes, only upon receiving notification from the Council. Spot admissions are not allowed before this notification.

1. Institutes will input trainee details into the Council's portal and upload all relevant documents.
2. The following eligibility criteria must be adhered to:
 - **Class X pass:** Eligible for all assistant/attendant type courses.
 - **Class XII with Biology and Chemistry:** Eligible for associate courses and assistant/attendant courses.
 - **Class XII with Commerce or Mathematics:** Eligible for Hospital Administrative Associate courses and assistant/attendant courses.
3. Institutes may admit trainees up to the intake limit approved by the Council.
4. For each trainee admitted, a document with their details will be generated in the portal. This document must be signed by the trainee and an institute authorized representative, with one copy retained by the institute and another provided to the trainee.

General Admission Procedures

1. Institutes must collect two self-attested photocopies of the following documents:
 - Allotment letter (if applicable).
 - Aadhaar card.
 - Admit card of Madhyamik (or equivalent exam) or birth registration certificate.
 - Mark sheet of Madhyamik (or equivalent exam).

- Mark sheet of Higher Secondary (or equivalent exam), if applicable.
 - 2. Institutes will also collect two passport-sized photographs from each admitted trainee.
 - 3. Boards or Councils recognized by WBSCTVESD for Madhyamik/Higher Secondary or equivalent exams are listed in **Annexure I**.
 - 4. Institutes admitting students will submit a report to council within 7 days after closure of admission process which will contain the following:
 - (a) List of all students admitted (course wise) signed by Head of the Institute
 - (b) One set of all documents (photocopies) collected from students.
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Registration Fee Collection and Transfer

- **Registration Fee Structure:**
 - Government/Government-sponsored institutes (with zero course fees): **Rs. 60 per trainee**
 - Private/self-sponsored institutes: **Rs. 200 per trainee**
- Institutes must transfer the collected registration fees to the Council's account through the portal once the admission process is completed. Notification regarding the transfer timeline will be issued by the Council.

Annexure I

The following Boards or Councils are recognized by WBSCTVESD for Madhyamik / Higher Secondary or equivalent examination

Sr No	Board / Council Name
1	Andhara Pradesh Open School Society
2	Directorate of School Education, Government of Arunachal Pradesh
3	Assam Higher Secondary Education Council
4	Assam Board of Secondary Education
5	Assam State Open School
6	Bihar School Examination Board
7	Bihar Sanskrit Siksha Board
8	Bihar State Madrasa Education Council
9	Bihar Board of Open Schooling and Examination
10	Bihar Intermediate Education Council
11	Chhattisgarh Board Secondary Education, Raipur
12	Chhattisgarh State Board Open School, Raipur
13	Chhattisgarh State Open School, Raipur
14	Goa Board of Secondary and Higher Secondary Education
15	Gujarat Secondary and Higher Secondary Education Board
16	Gujarat State Open School
17	Haryana Board of Education
18	Haryana Open School, Bhiwani
19	Himachal Pradesh Board of School Education
20	Himachal Pradesh State of Open School
21	J & K State Board of School Education
22	J & K State Open School
23	Jharkhand Academic Council, Ranchi
24	Karnataka Secondary Education Examination Board
25	Karnataka Board of Pre-University Education
26	Karnataka Open School, JSS Maha Vidyapeeth, Mysore
27	Kerala Board of Public Examinations
28	Kerala Board of Higher Secondary Education, Thiruvananthapuram
29	Kerala State Open School, Thiruvananthapuram
30	Madhya Pradesh Board of Secondary Education
31	Madhya Pradesh State Open School
32	Maharshi Patanjali Sanskrit Santhan , Bhopal
33	Madhya Pradesh Madrasa Board
34	Maharashtra State Board of Secondary & Higher Secondary Education
35	Manipur Board of Secondary Education, Imphal / Board of Secondary Education, Manipure
36	Meghalaya Board of School Education
37	Mizoram Board of School Education
38	Nagaland Board of School Education
39	Board of Secondary Education, Odisha
40	Punjab School Education Board / Punjab State Education Board

41	Rajasthan Board of Secondary Education, Ajmer / Board of Secondary Education, Rajasthan
42	Rajasthan State Open School, Jaipur
43	Tamil Nadu Board of Secondary Education
44	Tamil Nadu State Open School
45	Telangana Board of Secondary Education
46	Telangana State Open School
47	Telangana Open School Society
48	Tripura Board of Secondary Education
49	Madhyamik Shiksha Parishad, Uttar Pradesh / Board of High School & Intermediate Education, Uttar Pradesh
50	Board of School Education Uttarakhand, Ramnagar, Nainital / UttanchalShikshaEvmParikshaParishad, Ram Nagar, Nanital / Uttarakhand Board of Secondary Education
51	West Bengal Board of Secondary Education
52	The West Bengal Council pf Rabindra Open Schooling
53	West Bengal Board of Madarsah Education
54	Visva-Bharati
55	Gujarat State Board
56	Central Board of Secondary Education (CBSE), Delhi
57	Council for the Indian School Certificate Examinations (CISCE), New Delhi
58	National Institute of Open Schooling (NIOS), New Delhi [formerly National Open School (NOS), New Delhi]
59	Directorate of Army Education, New Delhi
60	BanasthaliVidyapith, Banasthali, Rajasthan
61	Gurukul Kangri Vishwavidyalaya, Haridwar
62	Rashtriya Sanskrit Sansthan, New Delhi
63	Aligarh Muslim University, Aligarh
64	JamiaMiliyaHamdardUnivercity
65	JamiaMiliyaIslamia, New Delhi
66	IGCSE Programme from University of Cambridge (International Exam.) five passes with grade A,B & C.
67	International Baccalaureate - Asia Pacific
68	Board of Intermediate Education, Andhra Pradesh
69	Board of Secondary Education, Andhra Pradesh
70	Board of School Education, Haryana
71	Chhattisgharh Madrasa Board
72	Council of Higher Secondary Education, Manipur
73	Directorate of Vocational Education & Training
74	Kerala Board of Vocational Higher Secondary Examination/Vocational Higher Secondary Education Department, Kerala
75	Madhya Pradesh State Open School Education Board
76	National Council for Vocational Training, NCVT
77	Rajiv Gandhi University of Knowledge Technologies
78	State Board of Higher Secondary Examinations, Tamil Nadu / Tamil Nadu Board of Higher Secondary Education, Chennai
79	State Board of School Examinations (Sec.), Tamil Nadu / Tamil Nadu Board of Secondary Education, Chennai
80	Uttarpradesh Board of Secondary Sanskrit Education Council

81	Uttarpradesh State Open School Board
82	West Bengal Council of Higher Secondary Education
83	West Bengal State Council of Vocational Education & Training / West Bengal State Council of Technical & Vocational Education & Skill Development (Vocational Education division) / West Bengal State Council of Technical & Vocational Education & Skill Development
84	Board of open schooling & skill education, govt of Sikkim