



**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

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/52

Dated :20.05.2024

**NOTIFICATION**

**Sub: Commencement of online Registration of Short Term Courses for the session 2023 -24  
(Jan to June 24)**

This is for information of all concerned Head of the Institute (HOI) of Vocational Training Centres (VTC) and Short Term Training Centres (STTC) running Short Term Courses under the affiliation of this Council that Online Portal for student Registration of Short Term Courses for the session 2023-24(2<sup>nd</sup> phase) will be live in Council's website <[sctvesd.wb.gov.in](http://sctvesd.wb.gov.in)> from 21.05.2024 to 06.06.2024

VTCs/STTCs will register trainees by logging into the affiliation / renewal portal with their login credential. VTCs/STTCs that got renewal of affiliation from the Council will be able to get students registered in approved courses. Steps to be followed for registration of students for Short Term Courses are given in Annexure – I. Detailed guidelines for online registration of students /trainees are available in download section of the Council website <[sctvesd.wb.gov.in](http://sctvesd.wb.gov.in)>.

Following documents/information in respect of each trainee will have to be updated:-

- 1) Student ID generated from Bangla Sikshya Portal.(for age below 22 years)
- 2) Photo (full face view in plain white / blue background) in jpg (within 100 KB).
- 3) Signature (full signature in plain background) in jpg (within 50 KB).
- 4) Aadhar Card in PDF (within 200 KB) scanned from original.
- 5) Last academic examination passing document in PDF (within 200 KB) scanned from original.
- 6) Cast certificate in PDF (if applicable) within 200 KB scanned from original.
- 7) Physically Challenged (PC) certificate in PDF (if applicable) within 200 KB scanned from original.

After submission of data of all trainees trade wise (15 or more) HOI will verify and approve all entered data and then go to "Student Payment" - Group wise Payment Page – Click on "Proceed to Pay" and deposit requisite registration fees which will be auto calculated by system as per following:-

**Details of Fees to be paid per student**

**For STC in VTC:**

Rs. 60/- per trainee.

**For STC in STTC(Private):**

Rs. 200/- per trainee.

All registration fees will need to be paid through online payment gateway (Debit Card / Credit Card / Net Banking / UPI) linked to Council Portal. Before initiating payment of registration fees, VTC / STTC must ensure that details of all trainees for a particular batch have been entered and approved. Once registration fees for a group/ trade batch is paid, no further registration of trainees in that batch will be allowed.



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Registration forms of each trainee (after approval by HOIs) can be downloaded / printed from portal. These forms need to be signed by trainees and countersigned by HOIs and to be kept at institutes for further reference.

Upon successful payment of all trainees of a trade, VTCs / STTCs will take a print out of consolidated list of trainees and submit the same with signature of HOIs and seal of institutes to respective nodal office (Council office for all STTCs).

For any clarification, VTCs may write to **voc.affiliation@gmail.com** or may contact at **9147339498** during office hours.

**Chief Administrative Officer  
WBSCTVESD**

Encl: Annexure for guideline for online students/ trainee registration.

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/52(7)

Dated :20.05.2024

Copy forwarded for information and necessary action to:-

- a) The Chairperson, WBSCTVESD
- b) The Director, DVET, WBSCTVESD
- c) Sr. Administrative Officer(TED), WBSCTVESD
- d) Sr. Administrative Officer(EXAM.), WBSCTVESD
- e) All Nodal Officers
- f) All HOIs of VTCs/STTCs conducting HS(Vocational) and /or Short Term Course.
- g) Office copy

**Chief Administrative Officer  
WBSCTVESD**



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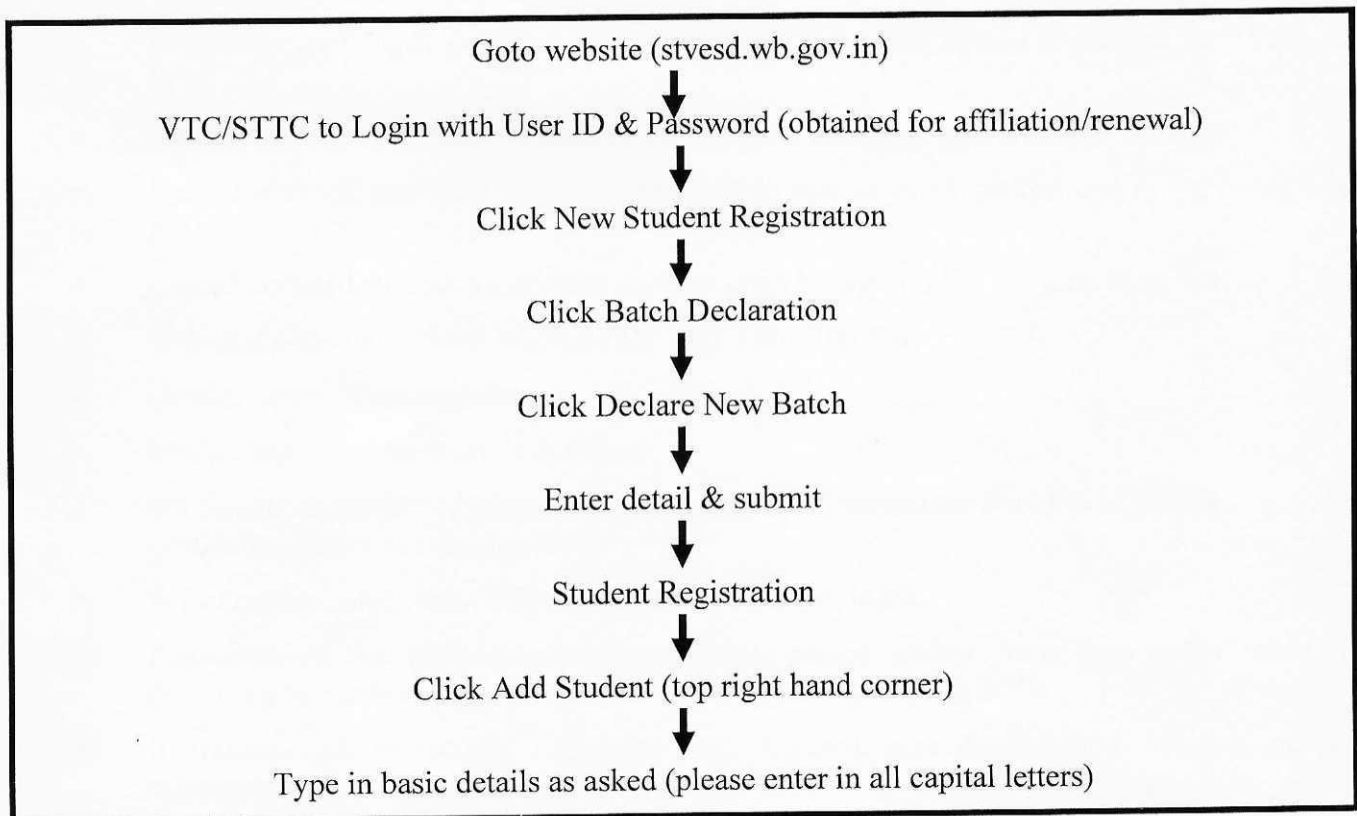
Annexure I to Memo No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/ Dated :20.05.2024

**Registration of Trainees by VTCs/STTCs admitted for Short Term Training from January 2024  
onwards for the Academic Session 2023-24.**

**Guidelines for Online Registration of trainees of Short Term Courses by VTCs/STTCs.**

Registration of individual trainee can only be done if VTC/STTC has completely submitted affiliation/renewal of affiliation online (both Part 1 & 2).

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



The following details of each trainee admitted in Short Term Training during ..... 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



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- 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).
- Select course name (only VIII+STC) from drop down menu.
- 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.
- ❖ 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.



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- ❖ 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 reason for such rejection.
- ☀ Once HOI approves minimum 15 students in any trade, 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 for 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 printout of each trainee's data clicking on the Print Symbol Button that appears against each payment trainee. This is to be signed by the 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.