



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

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/157

Dated - 21/08/2024

NOTIFICATION

Sub: Online payment of assessment fee and creation of trade wise batches for assessment

This for information of all Heads of VTCs/STTCs that the Council will soon activate online portal for online payment of assessment fee and creation of trade-wise batches for the Admission Session: January 2024, to June 2024.

After generation of registration number for the eligible students (who paid registration fee), the online portal will be activated in the Council's website (sctvesd.wb.gov.in) on **22.08.2024** and shall remain active till **31.08.2024**. Then, the portal will be closed.

For VTCs, assessment fee is **Rs.110/-** per trainee and for STTCs, assessment fee is **Rs.250/-** per trainee. Total assessment fee will be auto-calculated by the system. Assessment fees have to be paid through online payment gateway linked to the Council's portal by **Debit Card / Credit Card / Net Banking / UPI**.

Before the payment of assessment fees, for their registered trainees, all VTCs/STTCs have to put two preferred assessment dates and then need to pay the assessment fees. After successful payment, batch will automatically come to the Council portal. Assessment will be done in the month of **September, 2024**. So, all VTCs/STTCs shall provide two suitable assessment dates (at least 10 days gap between two dates) in **September, 2024 only**.

Detailed procedure for batch creation and payment of assessment fees has been given in 'Annexure A' of this notification.

Heads of all VTCs/STTCs are requested to take note of the above and complete the batch creation & payment within the given time limit. Once the portal is closed on **31.08.2024**, no further scope will be given to the VTCs/STTCs for batch creation and assessment.

For any clarification, VTCs/STTCs may write to voc.affiliation@gmail.com or contact at **033-23247534** during office hours.

Chief Administrative Officer
WBSCTVESD

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/157

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Copy forwarded for information & necessary action to:-

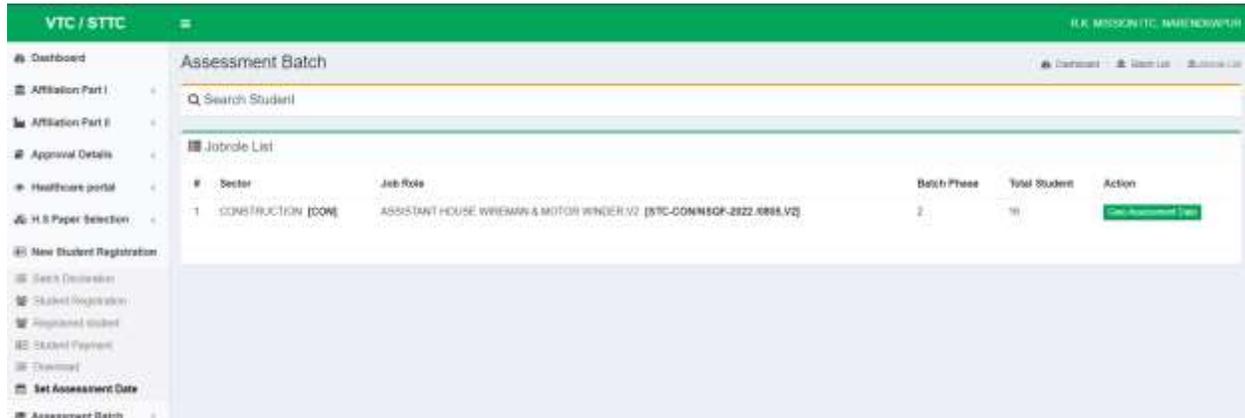
1. Chairperson, WBSCTVESD
2. Director, DVET
3. All Nodal Officers
4. All HOIs of VTCs/STTCs
5. Office Copy

Chief Administrative Officer
WBSCTVESD

Annexure A

Guideline for payment of assessment fees and batch creation of VTCs/STTCs

1. Click the “Set Assessment Date” under “New Student Registration” menu item. The following screen appears which shows the newly created batches. Click on the “Give Assessment Date” button.



The screenshot shows the 'Assessment Batch' interface. On the left is a navigation menu with 'Set Assessment Date' selected. The main area displays a 'Jobrole List' table with the following data:

S.No	Sector	Job Role	Batch Phase	Total Student	Action
1	CONSTRUCTION (CON)	ASSISTANT HOUSE WIREMAN & MOTOR WINDER V2 [STC-COMNSQP-2022-0888.V2]	2	10	Give Assessment Date

2. Your batch details will be shown, including student list for cross check. Now, click again on the “Give Assessment Date” button for entering the preferred dates of assessment.



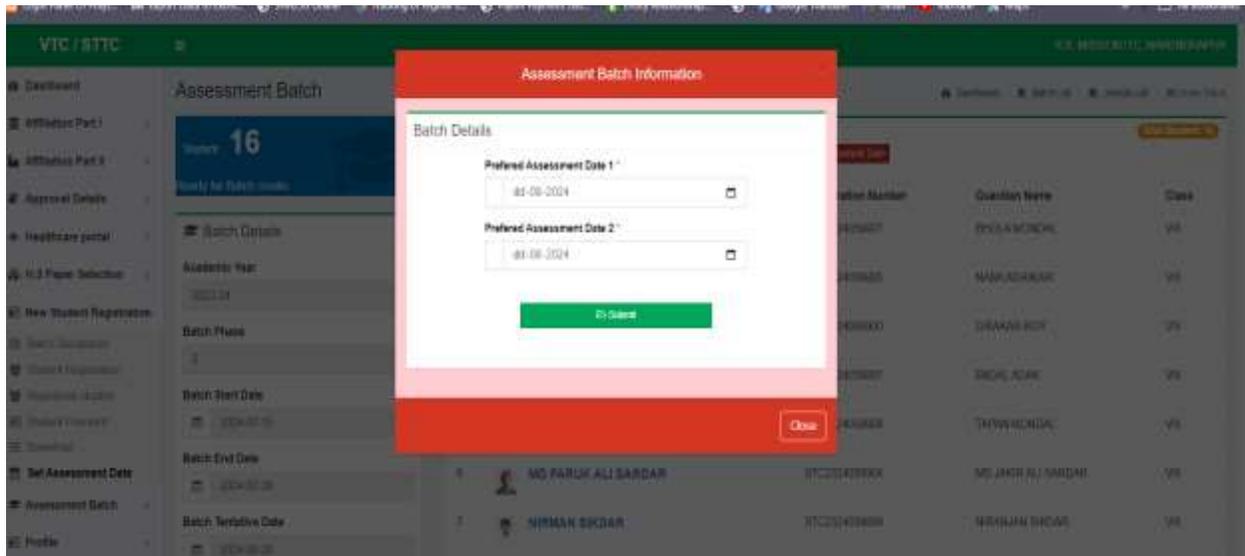
The screenshot shows the 'Assessment Batch' interface with 'Batch 16' selected. The 'Batch Details' section shows:

- Academic Year: 2023-24
- Batch Phase: 2
- Batch Start Date: 2024-07-19
- Batch End Date: 2024-07-26

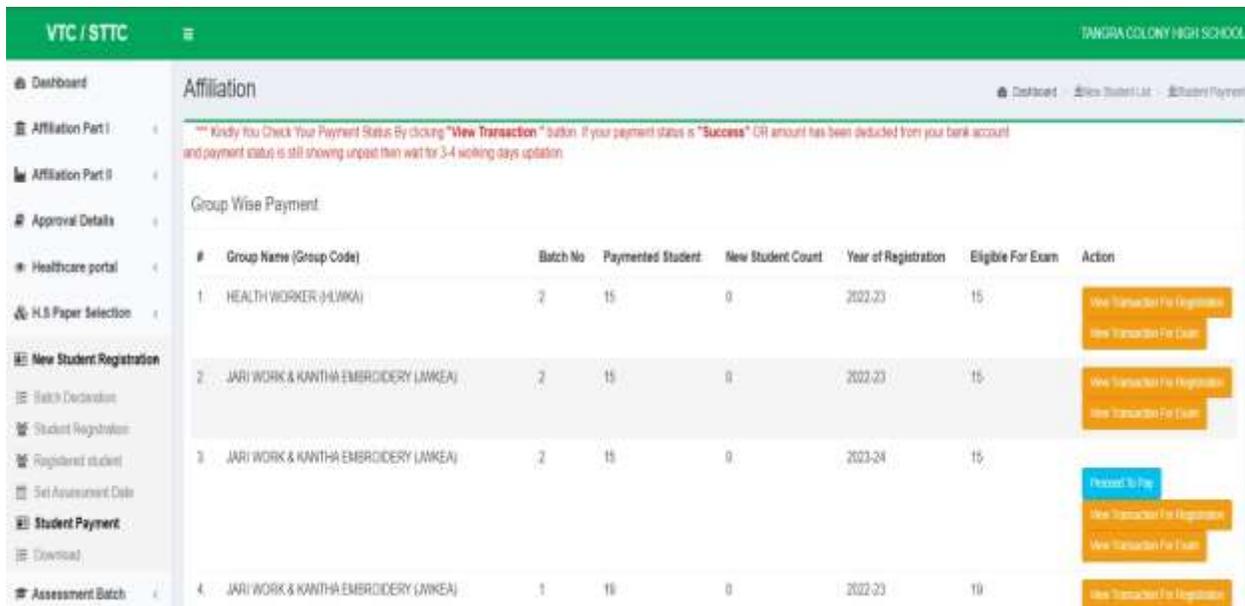
The 'Student List' table shows the following students:

S.No	Student Name	Registration Number	Gender Name	Class
1	BIJOY MONDAL	BTCE230000007	MUSHA MONDAL	VE
2	CHAYAN ADHARI	BTCE230000006	NADA ADHARI	VE
3	DEBJIT ROY	BTCE230000000	DEBANGI ROY	VE
4	MADHUSUDAN ADAK	BTCE230000007	BADAL ADAK	VE
5	MANOJSH MONDAL	BTCE230000000	TAPAN MONDAL	VE
6	MD FARUK ALI BARDAR	BTCE230000004	MEJAN ALI BARDAR	VE

3. Enter your “Preferred assessment date1” and “Preferred assessment date2” in the given format and “Submit”.



4. Press **“Proceed for Pay”** button (blue) to initiate Batch Push activity. You will be redirected to the payment screen of SBI Payment Gateway. Make the payment using the gateway. On **successful payment**, the **batch is automatically pushed for assessment**. The blue button will disappear and you will be able to see the batch list under **“Assessment Batch”** menu.



5. If the blue button is still shown, kindly check your Payment Status by clicking **“View Transaction”** button. If your payment status is **“Success”** or amount has been deducted from your bank account and payment status is still showing unpaid, please wait for 3-4 days for status updation.