



**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-700160

Memo No: SCTVSD-16021/1/2024-AO(WBSCTVESD):309

Date: 28th January, 2005

NOTIFICATION

Sub: Online Registration of Short Term Healthcare Courses for affiliated institutes

Ref: Earlier notification no: 16021/1/2024-AO(WBSCTVESD):280

dated, 6th January, 2025

This is to inform all Heads of Institutes (HOIs) of training centers, including affiliated VTCs, conducting Short-Term Healthcare Courses under the Council's affiliation, that the Online Portal for student registration for these courses is open on the Council's website <sctvesd.wb.gov.in>.

Affiliated institutes that have already admitted trainees but have not yet registered them are advised to complete the registration process promptly. Institutes can log in to the portal using their credentials and select correct choice under the "Initiate Training" tab to proceed further.

Registration fees for admitted trainees must be paid through the portal using the "Registration Fees" tab. Institutes are required to create course-wise batches before making payments.

The deadline for registering admitted trainees is **4th February 2025**.

After successfully completing the payment of registration fees for all trainees in a trade, institutes must print the consolidated trainee list, have it signed by the HOIs, affix the institute seal, and submit it to the Council Office no later than **21st February 2025**, along with documents collected during admission.


**Chief Administrative Officer
WBSCTVESD**

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

Memo No SCTVSD-16021/1/2024-AO(WBSCTVESD):309

Date: 28th January, 2005

Copy forwarded for information and necessary action to:-

- The Chairperson, WBSCTVESD
- All HOIs of Training Institutes affiliated to run Short Term Healthcare Courses
- Office copy


**Chief Administrative Officer
WBSCTVESD**

Annexure to Memo No: SCTVSD-16021/1/2024-AO(WBSCTVESD):309 dated 28th January, 2005

Guideline for online students/ trainee registration.

1)

- Go to sctvesd.wb.gov.in -> Click on Login -> Give user name, Password, Captcha -> enter into your dashboard.

The screenshot shows a web browser window with the URL sctvesd.wb.gov.in/admin/user_health_portal/batch_declare/. The page has a dark green header with 'Health Care' and a 'TEST USER' label. A sidebar on the left contains a menu with options like 'Dashboard', 'Application', 'Inspection', 'Affiliation Fees', 'Affiliation Letter', 'Student Admission', and 'Initiate Training'. The main content area is titled 'Batch Declare List' and features a 'Batch Declare' button. A modal window titled 'HOI Details & OJT Details' is open, containing the following fields:

- HOI Name * (text input)
- HOI Email * (text input)
- HOI Mobile No * (text input)
- SPOC Details for Clinical Establishment where OJT will be arrange (red text)
- Name * (text input)
- Email * (text input)
- Mobile No * (text input)

At the bottom of the modal are 'Submit' and 'Close' buttons. The footer of the page includes 'All rights reserved.' and 'Version 1.0.0'.

- log in to the portal using their credentials and select correct choice under the "Initiate Training" tab to proceed further.
- Fill-up HOI Details and OJT details then Submit.

Health Care

TEST USER

Batch Declare List

Dashboard > Batch Declare List

Batch Declare

SL	Registration Year	Batch	Course Name	Total Applicant	Action
No Batch Declare					

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2)

- Click on “Batch Declare” button
- Fill-up Batch Declare List (save your data frequently to avoid data loss due to login time out error).

Health Care

TEST USER

Batch Declaration

Dashboard > Batch Declaration

Add New Batch

Academic Year *
Select academic Year

Select Course Name *
Select course name

Tentative Batch Start Date*
dd-mm-yyyy

Tentative Batch End Date*
dd-mm-yyyy

Submit Batch Declaration

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- You need to declare separate batch for separate course name for which admission of trainees was made. For each batch start date and a Tentative Batch end date need to be mentioned. Please consider Theory, Practical, OJT duration while putting tentative batch end date. Please remember OJT duration in hours has to be completed not before the mandatory no of months as mentioned in course curriculum.

Health Care TEST USER

Batch Declare List

Batch Declare

SL	Registration Year	Batch	Course Name	Total Applicant	Action
1.	2024-25	1	BLOOD COLLECTION ASSISTANT	1	Click Here to Eligible Student
2.	2024-25	1	ECG TECHNICIAN ASSISTANT	1	Click Here to Eligible Student

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3)

- Once batch is declared, go for registration of trainees by clicking on “Click here to Eligible Student” button beside each course name.

Health Care TEST USER

Student List

Eligible to Registration Fee

SL	Student Name	Mobile No	Aadhar No	Batch Phase	Select All
1.	AMIT BISWAS	9123456789	XXXXXXXX8792	1	☐ Select

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- The display will show names of all trainees admitted in a particular course. Select trainees for which you will proceed for registration. Click on “Select all” to select all admitted trainees.
- Click on “Eligible to Registration Fees” only after selecting all eligible trainees at one go.

Health Care

TEST USER

Dashboard

Application

Inspection

Affiliation Fees

Affiliation Letter

Student Admission

Initiate Training

Initiate Training

Student Registration

Student Payment

Payment List

Dashboard > Payment List

SL	Course Name	Batch Phase	Paymented Student	New Student Count	Year of Registration	Eligible For Registration	Action
1.	BLOOD COLLECTION ASSISTANT	1	1	0	2024-25	2	Pay Registration fees View Transaction & Receipt For Registration

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4)

- Click on “Pay Registration Fees” to go for Payment of Registration Fees for a batch
- You may view transation history also.

Health Care

TEST USER

Dashboard

Application

Inspection

Affiliation Fees

Affiliation Letter

Student Admission

Initiate Training

Initiate Training

Student Registration

Student Payment

Affiliation

Dashboard > New Student List > Transaction History

Transction History

#	Merchant Ref Number	Batch No	Payment Date	Action
1	F8UP4J6PN5	1	2025-01-08 13:46:33.406197	Check Status
2	8QG123N546	1	2025-01-08 14:03:03.457174	Check Status
3	9T1935311K	1	2025-01-08 13:40:06.843198	Check Status Download Receipt
4	HVMT9C557X	1	2025-01-08 15:17:07.860323	Check Status
5	9TVN8304YO	1	2025-01-08 15:22:27.482449	Check Status
6	34HS8Z2K96	1	2025-01-08 15:23:33.90632	Check Status
7	U4NG6KNB7Y	1	2025-01-08 15:25:06.883349	Check Status
8	O134C4AOV9	1	2025-01-08 15:31:19.853725	Check Status Download Receipt
9	W5267LN820	1	2025-01-08 16:07:26.511238	Check Status Download Receipt
10	NSJ2WRGW94	1	2025-01-09 11:47:03.13756	Check Status

Health Care

TEST USER

Batch Declare List

Batch Declare

SL	Registration Year	Batch	Start Date	End Date	Course Name	Total Applicant	Action
1.	2024-25	1	13-Dec-2024	31-Jan-2025	BLOOD COLLECTION ASSISTANT	2	Click Here to Eligible Student Download Consolidated List
2.	2024-25	1	13-Dec-2024	31-Jan-2025	ECG TECHNICIAN ASSISTANT	0	Click Here to Eligible Student

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5)

- Click on “Student Registration” Tab. “Download Consolidated List” button will appear only after successful payment of Registration Fees for a batch.
- Click as this button to get a print out of list of students registered.
- This list need to be submitted to council under seal & signature of Head of Institutes along with documents collected during admission.