



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

No.SCTVESD-14014/4/1/2023-SAO(WBSCTVESD)/ 629

Dated, 09 November, 2023

From : *The Chief Administrative Officer & Member Secretary*

To : *The Head of the Institute,
Vocational Training Centre.*

Sub: *Conduction of Practical Assessment of Skill Certificate Course of Class
XII of H.S. (Vocational) Examination, 2024.*

Sir / Madam,

The Assessment Guideline in connection with the conduction of practical assessment of skill certificate course of Class XII of H.S. (Vocational) Examination 2024 is mentioned in the Annexure I. The user manual for creation of batch and pushing the same to the Council's portal is attached herewith.

To carry out the assessment within the stipulated period, the Head of the Institution of the respective VTCs are advised to adhere to the schedule of various activities mentioned below:-

- | | | |
|---|---|-------------------|
| a) Online Portal will be opened for batch creation and submission | : | 23/11/2023 |
| b) Submission of student details with creation of batch | : | 02/12/2023 |
| c) Pushing of batch mentioning two preferred assessment dates | : | 04/12/2023 |

Efforts may please be made so that assessment can be completed by **23/12/2023**.

Yours faithfully,

[Signature]
Chief Administrative Officer & Member Secretary

Enclo : As stated

No.SCTVESD-14014/1/2023-SAO(WBSCTVESD)/ 629

Dated, 09 November, 2023

Copy forwarded for information to:-

1. Sr. P.A. to the Additional Chief Secretary, Deptt. of TET&SD, Karigari Bhawan, 2nd Floor, Kolkata-160.
2. The Chairperson, WBSCT&VE&SD, Karigari Bhawan, 5th Floor, Kolkata-160.
3. Nodal Officer - *with a request to follow up with HOI of respective VTCs to make the mentioned schedule to be adhered to.*
4. Office Copy.

[Signature]
Chief Administrative Officer & Member Secretary



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ANNEXURE I

ASSESSMENT GUIDELINES FOR THE ASSESSMENT OF SKILL CERTIFICATE COURSE FOR THE STUDENTS OF CLASS XII OF H.S. (VOCATIONAL) 2024.

Sl No	Discipline	Group Name	Group Code	Skill Certificate Course Name	Vocational Paper component #1 Name	Vocational Paper component #1 Code	Vocational Paper component #2 Name	Vocational Paper component #2 Code
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
1	AG	ANIMAL HUSBANDRY	AGAH	ANIMAL HEALTH WORKER 1	ANIMAL HEALTH WORKER	AHWR	DAIRY FARM MANAGER	DAFM
2	AG	ANIMAL HUSBANDRY	AGAH	ANIMAL HEALTH WORKER 2	ANIMAL HEALTH WORKER	AHWR	POULTRY FARM MANAGER	POFM
3	AG	ANIMAL HUSBANDRY	AGAH	FARM MANAGER	DAIRY FARM MANAGER	DAFM	POULTRY FARM MANAGER	POFM
4	AG	CROP MANAGEMENT	AGCM	CROP MANAGER 1	CROP NUTRIENT MANAGER	CRNM	JR PLANT PROTECTION EXPERT	JPPE
5	AG	CROP MANAGEMENT	AGCM	CROP MANAGER 2	CROP NUTRIENT MANAGER	CRNM	SEED PRODUCTION PROGRAMMER'	SPPR
6	AG	CROP MANAGEMENT	AGCM	CROP MANAGER 3	JR PLANT PROTECTION EXPERT	JPPE	SEED PRODUCTION PROGRAMMER'	SPPR
7	AG	CROP MANAGEMENT	AGCM	AGRICULTURE FARM ASSISTANT 1	FARM MACHINERY OPERATOR	FMOP	SEED PRODUCTION PROGRAMMER	SPPR
8	AG	CROP MANAGEMENT	AGCM	AGRICULTURE FARM ASSISTANT 2	CROP NUTRIENT MANAGER	CRNM	FARM MACHINERY OPERATOR	FMOP
9	AG	CULTIVATIONS OF FRUITS & VEGETABLES	AGCF	FRUIT & VEGETABLE PRODUCER 1	FRUIT AND VEGETABLE PROCESSOR	FVPR	FRUIT GROWER	FRGR
10	AG	CULTIVATIONS OF FRUITS & VEGETABLES	AGCF	FRUIT & VEGETABLE PRODUCER 2	FRUIT AND VEGETABLE PROCESSOR	FVPR	VEGETABLE GROWER	VGGR
11	AG	FISH FARMING	AGFF	INTEGRATED FARM MANAGER	FISHERY MANAGER	FHMR	POULTRY FARM MANAGER	POFM
12	AG	FISH FARMING	AGFF	FISH FARMER	ANIMAL HEALTH WORKER	AHWR	FISHERY MANAGER	FHMR

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: 2 :

Sl No	Discipline	Group Name	Group Code	Skill Certificate Course Name	Vocational Paper component #1 Name	Vocational Paper component #1 Code	Vocational Paper component #2 Name	Vocational Paper component #2 Code
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
13	AG	HORTICULTURE	AGHC	HORTICULTURE SUPERVISOR 1	GROWER AND PROCESSOR OF SPICES, MEDICINAL AND AROMATIC PLANTS	SMAG	PROPAGATION AND NURSERY MANAGEMENT PROGRAMMER	PNMP
14	AG	PLANT MANAGEMENT	AGPM	HORTICULTURE SUPERVISOR 2	GROWER AND PROCESSOR OF SPICES, MEDICINAL AND AROMATIC PLANTS	SMAG	JR PLANT PROTECTION EXPERT	JPPE
15	BC	LIBRARY & INFORMATION SCIENCE	BCLS	LIBRARY ASSISTANT	JUNIOR ASSISTANT IN LIBRARY MANAGEMENT	JALM	JUNIOR LIBRARY AND INFORMATION ASSISTANT	JLIA
16	BC	RETAIL SERVICE & OPERATIONS	BCRS	RETAIL ASSISTANT	MARKET DEVELOPMENT ASSOCIATE PART II	MDA2	RETAIL STORE & ECOMMERCE ASSOCIATE PART II	RSE2
17	BC	TAXATION & MANAGEMENT	BCTM	ACCOUNTING ASSISTANT	MARKET DEVELOPMENT ASSOCIATE PART II	MDA2	TAX ACCOUNTING ASSISTANT PART II	TAA2
18	BC	TRAVEL, TOURISM & EVENT MANAGEMENT	BCTE	EVENT MANAGEMENT ASSISTANT	ASSOCIATE EVENT MANAGEMENT PART II	EMA2	HOSPITALITY OPERATIONS ASSOCIATE PART II	HOA2
19	ET	AUTOMOBILE TECHNOLOGY	ETAT	MOTOR VEHICLE MECHANIC / TECHNICIAN	JUNIOR MOTOR VEHICLE MECHANIC	JMVM	MOTOR VEHICLE TECHNICIAN	MVTN
20	ET	BUILDING CONSTRUCTION MAINTENANCE	ETBC	ASSISTANT SUPERVISOR CIVIL 1	ASSISTANT SUPERVISOR - ESTIMATING & MATERIAL TESTING FOR CIVIL CONSTRUCTION	SEMT	CIVIL CONSTRUCTION & MAINTENANCE ASSISTANT	CCMA

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Sl No	Discipline	Group Name	Group Code	Skill Certificate Course Name	Vocational Paper 4omponent #1 Name	Vocational Paper component #1 Code	Vocational Paper 4omponent #2 Name	Vocational Paper 4omponent #2 Code
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
21	ET	BUILDING CONSTRUCTION MAINTENANCE	ETBC	ASSISTANT SUPERVISOR CIVIL 2	ASSISTANT SUPERVISOR – ESTIMATING & MATERIAL TESTING FOR CIVIL CONSTRUCTION	SEMT	LAND SURVEYING ASSISTANT	LSAS
22	ET	BUILDING CONSTRUCTION MAINTENANCE	ETBC	SURVEYOR ASSISTANT	CIVIL CONSTRUCTION & MAINTENANCE ASSISTANT	CCMA	LAND SURVEYING ASSISTANT	LSAS
23	ET	COMPUTER MAINTENANCE & NETWORKING	ETCM	WEB PAGE DEVELOPER	COMPUTER MAINTENANCE & NETWORKING ASSISTANT	CMNA	JUNIOR WEB PAGE DEVELOPER	JWPD
24	ET	COMPUTER MAINTENANCE & NETWORKING	ETCM	COMPUTER NETWORKING ASSISTANT	COMPUTER MAINTENANCE & NETWORKING ASSISTANT	CMNA	VISUAL BASIC PROGRAMMER	VBPR
25	ET	CONSUMER ELECTRONICS	ETCE	NETWORKING TECHNICIAN 1	COMPUTER MAINTENANCE & NETWORKING ASSISTANT	CMNA	DIGITAL AND CABLE TV TECHNICIAN	DCTT
26	ET	CONSUMER ELECTRONICS	ETCE	NETWORKING TECHNICIAN 2	COMPUTER MAINTENANCE & NETWORKING ASSISTANT	CMNA	MOBILE/SMART PHONE REPAIR ASSISTANT	SPRA
27	ET	CONSUMER ELECTRONICS	ETCE	ELECTRONIC SERVICE TECHNICIAN 1	DIGITAL AND CABLE TV TECHNICIAN	DCTT	MOBILE/SMART PHONE REPAIR ASSISTANT	SPRA
28	ET	CONSUMER ELECTRONICS	ETCE	ELECTRONIC SERVICE TECHNICIAN 2	DIGITAL AND CABLE TV TECHNICIAN	DCTT	WATER PURIFIER, MICROWAVE OVEN AND INVERTER SERVICING TECHNICIAN	PMIS

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: 4 :

Sl No	Discipline	Group Name	Group Code	Skill Certificate Course Name	Vocational Paper component #1 Name	Vocational Paper component #1 Code	Vocational Paper component #2 Name	Vocational Paper component #2 Code
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
29	ET	ELECTRICAL MAINTENANCE & INSTALLATION	ETEM	ELECTRICAL TECHNICIAN 1	ASSISTANT RURAL ELECTRICIAN	ASRE	DOMESTIC WIREMAN AND MOTOR INSTALLATION TECHNICIAN	WMIT
30	ET	ELECTRICAL MAINTENANCE & INSTALLATION	ETEM	ELECTRICAL TECHNICIAN 2	ASSISTANT RURAL ELECTRICIAN	ASRE	ELECTRICAL HOME APPLIANCES REPAIR TECHNICIAN	HART
31	ET	ELECTRICAL MAINTENANCE & INSTALLATION	ETEM	ELECTRICAL TECHNICIAN 3	DOMESTIC WIREMAN AND MOTOR INSTALLATION TECHNICIAN	WMIT	ELECTRICAL HOME APPLIANCES REPAIR TECHNICIAN	HART
32	ET	ELECTRICAL MAINTENANCE & INSTALLATION	ETEM	ELECTRICAL TECHNICIAN 4	ELECTRICAL HOME APPLIANCES REPAIR TECHNICIAN	HART	SOLAR INSTALLATION TECHNICIAN ASSISTANT	SITA
33	ET	IT APPLICATION	ETIA	COMPUTER PROGRAMMER 1	DATABASE MANAGEMENT SYSTEM ASSISTANT	DMSA	JUNIOR WEB PAGE DEVELOPER	JWPD
34	ET	IT APPLICATION	ETIA	COMPUTER PROGRAMMER 2	DATABASE MANAGEMENT SYSTEM ASSISTANT	DMSA	VISUAL BASIC PROGRAMMER	VBPR
35	ET	IT APPLICATION	ETIA	COMPUTER PROGRAMMER 3	JUNIOR WEB PAGE DEVELOPER	JWPD	VISUAL BASIC PROGRAMMER	VBPR
36	ET	REFRIGERATION & AIR-CONDITIONING	ETRA	SERVICE TECHNICIAN - REFRIGERATION & AIRCONDITIONING	ASSISTANT SERVICE TECHNICIAN (AIR-CONDITIONER)	STAC	ASSISTANT SERVICE TECHNICIAN (REFRIGERATOR)	STRF

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: 5 :

Sl No	Discipline	Group Name	Group Code	Skill Certificate Course Name	Vocational Paper component #1 Name	Vocational Paper component #1 Code	Vocational Paper component #2 Name	Vocational Paper component #2 Code
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
37	HS	COMMUNITY HEALTHCARE	HSCH	COMMUNITY HEALTH WORKER 1	COMMUNITY HEALTH COUNSELOR	COHC	PATIENT CARE ASSISTANT	PTCA
38	HS	COMMUNITY HEALTHCARE	HSCH	COMMUNITY HEALTH WORKER 2	COMMUNITY HEALTH COUNSELOR	COHC	PUBLIC HEALTH AND EMERGENCY CARE ASSISTANT	PHEC
39	HS	COMMUNITY HEALTHCARE	HSCH	COMMUNITY HEALTH WORKER 3	PATIENT CARE ASSISTANT	PTCA	PUBLIC HEALTH AND EMERGENCY CARE ASSISTANT	PHEC
40	HS	FOOD AND NUTRITION	HSFN	ASSISTANT SUPERVISOR FOOD PROCESSING 1	FOOD PROCESSING TECHNICIAN	FPTN	MUSHROOM PRODUCING TECHNICIAN	MPRT
41	HS	HOME MANAGEMENT	HSHM	DESIGN ASSISTANT	ASSISTANT GARMENT DESIGNER	ASGD	INTERIOR DECORATION & DESIGN ASSISTANT	IDDA

PART I

- HOIs of VTCs is required to access their Dashboards through their VTC Login credentials of affiliation portal.
- The school wise student details of Class XII registered for H.S. (Vocational) 2023 will be available at HOI's Dashboard.
- The photograph of each student is required to be uploaded from HOI's Dashboard.
- HOI is requested to check the above Student details along with course wise student count as displayed at his / her Dashboard.
- If the same is okay, then he / she has to click " Create batch " option Button.
- On clicking " Create batch " option Button, job role wise batch will be created automatically by the system.
- After batch creation, HOI needs to push the batch from HOI Dashboard to council portal for assessment, by clicking "Push Batch" option. HOI has to mention preferred Assessment Date 1 & preferred Assessment Date 2 for assessment and then click "Submit" button.

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PART II

- 1) The assessor will be assigned for the assessment of each batch from the Council.
- 2) The assessment of each trade of a VTC to be held in a single day which will have two parts – written and hands on. The written part will be for one hour duration and hands on part will be held for the duration of remaining part of the day.
- 3) The assessment will be held as per Council's norms.
- 4) The attendance sheet of the student during assessment is to be signed by HOI along with assessor.
- 5) All students must complete the assessment process and then leave the centre.
- 6) WBSCTVESD will issue Skilling Certificates to the students who have successfully completed the skilling assessment as per Council's norms.


Chief Administrative Officer & Member Secretary