



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, 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/150

Dated - 06/08/2024

**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 following courses (trades).

1. Short term courses in Healthcare sector (Admission Session: July, 2023 to December, 2023)
2. Short term courses in all other sectors (Admission Session: July, 2023 to December, 2023)

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](http://sctvesd.wb.gov.in)) on **08.08.2024** and shall remain active till **28.08.2024**. 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**.

After successful payment of assessment fee for their registered trainees, all VTCs/STTCs have to create trade-wise batch(es) and push the batch(es) online to the Council for assessment of the trainees. 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**.

Sl. No.	Activity	Schedule
1	Fee payment & Batch creation & pushing	08.08.2024 to 28.08.2024
2	Both Assessment dates to be given by the VTCs/STTCs	01.09.2024 to 30.09.2024

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

Heads of all VTCs/STTCs are requested to take note of the above and arrange to push all batches to the Council within the given time limit. Once the portal is closed on **28.08.2024**, no further scope will be given to the VTCs/STTCs to push batch(es) to the Council.

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

Chief Administrative Officer  
WBSCTVESD

No.SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/150

Dated - 06/08/2024

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'

### **Guidelines for VTCs / STTCs to pay assessment fees and to create / push batch for assessment**

#### **1) How to pay assessment fees for registered students**

- i) After successful login VTC / STTC dashboard will open.
- ii) VTC/STTC will view trade group list by clicking on “Registered Students” sub menu under “New Student Registration” main menu.
- iii) VTCs/STTCs will view students list (trade group wise) by clicking on “Mark Eligible for Exam” button.
- iv) List of registered students for that trade group with registration number will appear. VTCs/STTCs will select eligible students by ticking check box against each student and VTCs/STTCs will then click on “Eligible to Exam Fees” button to allot selected students for assessment fee payment.
- v) VTCs / STTCs will click on “Student Payment” sub menu under “New Student Registration” main menu.
- vi) VTCs/STTCs will pay the trade group wise assessment fee by clicking on “Pay Exam Fee” button. This button will disappear upon successful payment of fees.

*Note:* “Pay Exam Fee” button in “Student Payment” sub menu under “New Student Registration” main menu will appear only when eligible (for assessment) student’s count for a trade group becomes more than 0.

#### **2) How to create batch and push it to Council for assessment**

Only one batch will be created for each trade group in a VTC / STTC. VTC/STTCs are therefore advised to ensure that payment of assessment fees in respect of all eligible trainees for a particular trade is completed before creating a batch for that trade group.

- i) After payment of assessment fees, VTCs/STTCs will view batch list by clicking on “Back List” sub menu under “Assessment Batch” main menu. This will open a page showing all previous and current batches created by VTC/STTC and their assessment status.
- ii) VTCs/STTCs click on “Create Batch” button on this page to view trade group wise new job role list.
- iii) Next VTCs/STTCs will click “Create Batch” button beside role list to create trade group/job role wise batch. This will open a page for one job role / trade group along with list of trainees against whom payment has been made.

- iv) Next VTCs/STTCs will fill up “Start Date”, “End Date”, “Batch Tentative Date” for that job role / trade group and click on “Create Batch” button.
- v) VTCs/STTCs may now view the created batch in “Batch List” sub menu under “Assessment Batch” main menu.
- vi) VTCs/STTCs will push the newly created batch by clicking on “Batch Push” button appearing against each trade group.
- vii) One pop up will appear and VTCs/STTCs will fill up “Preferred Assessment Date 1 and Preferred Assessment Date 2”.
- viii) VTCs/STTCs will submit the preferred assessment date by clicking on “submit” button. This will send the batch list to the Council end for initiating assessment.
- ix) Thereafter, the Council will arrange for assessment of the batch.

***Note : Point (ii) to (viii) under Sl.No.2 above will need to be repeated for each trade group.***