

# 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. SCTVSD-14014/1/2022-OSD(WBSCTVESD)-WBSCTVESD/119

Dated - 03/07/2025

#### **NOTIFICATION**

Sub: Re-opening of portal for online payment of assessment fee and creation of trade wise batches for assessment

This is for information of all Heads of VTCs/STTCs that the Council will re-open the portal for online payment of assessment fee and creation of trade-wise batches for the Admission Session: January 2025 to June 2025 of academic session 2024-2025.

The online portal will be activated in the Council's website (sctvesd.wb.gov.in) on 4<sup>th</sup> July 2025 and shall remain active till 9<sup>th</sup> July 2025. 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 from 14<sup>th</sup> July 2025 and should be completed by 14<sup>th</sup> August 2025. So, all VTCs/STTCs shall provide two suitable assessment dates (at least 10 days gap between two dates) between 14<sup>th</sup> July 2025 to 14<sup>th</sup> August 2025.

Detailed procedure for batch creation and payment of assessment fees have 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 09.07.2025, no further scope will be given to the VTCs/STTCs for batch creation and assessment.

For any clarification, or batch creation related issue, VTCs/STTCs are requested to visit Council office with relevant documents from 04<sup>th</sup> July 2025 to 09<sup>th</sup> July 2025.

Chief Administrative Officer WBSCTVESD

No. SCTVSD-14014/1/2022-OSD(WBSCTVESD)-WBSCTVESD/119

Dated - 03/07/2025

Sarkan

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 BATCH CREATION AND ASSESSMENT FEE PAYMENT

### **Step -1 (Set trade wise Eligible Student list for Assessment)**

- 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.
- v) VTCs / STTCs will then click on "<u>Eligible for Exam"</u> button to allot selected students for assessment fee payment.

## **Step -2 (Set trade wise Assessment Dates)**

- i) VTCs / STTCs will click on "<u>Set Assessment Date</u>" sub menu under "<u>New Student Registration</u>" main menu.
- ii) One pop up will appear and VTCs/STTCs will fill up "Preferred Assessment Date 1 and Preferred Assessment Date 2" (at least 10 days gap between two dates and should be between 14<sup>th</sup> July 2025 to 14<sup>th</sup> August 2025).
- iii) VTCs/STTCs will submit the preferred assessment dates by clicking on "submit" button.

**Please Note:** Once you set the Assessment Date by clicking "submit" button, no farther date change or student addition will be accepted for that trade.

### Step -3 (Trade wise Assessment Fees payment )

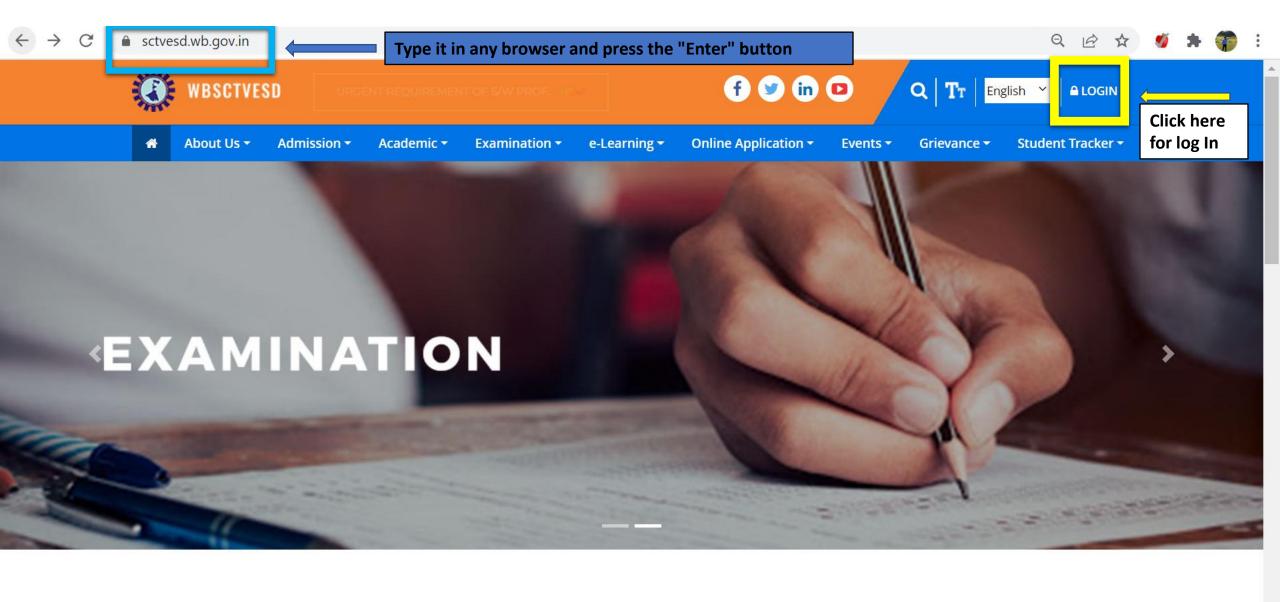
- i) VTCs / STTCs will click on "<u>Student Payment</u>" sub menu under "<u>New Student</u> Registration" main menu.
- ii) VTCs / STTCs will pay the trade group wise assessment fee (auto calculated by the system) by clicking on "<u>Pay Exam Fee</u>" button. This button will disappear upon successful payment of fees.
- iii) Once the payment is received by the Council, **Admit cards** will be generated for that trade and batch will be **automatically sent to the Council portal** for assessment.
- iv) VTCs / STTCs have to download the **Admit card**s from portal and distribute those to the concerned students.

### Please Note:

1) If payment is not received by the Council, Admit cards will not be generated.

- 2) If the payment fails and the assessment fees amount is deducted from the bank account, VTC/STTCs have to wait for three working days and then again check the status.
- 3) If the deducted amount is credited back to the VTCs / STTCs , then VTC/STTCs have to try for re-payment.
- 4) If the deducted amount is not credited back to the VTCs / STTCs, then immediately VTC/STTCs have to visit Council Office with all the relevant documents.

N.B. -Step 1, 2 & 3 will be repeated for the batch creation of each trade.



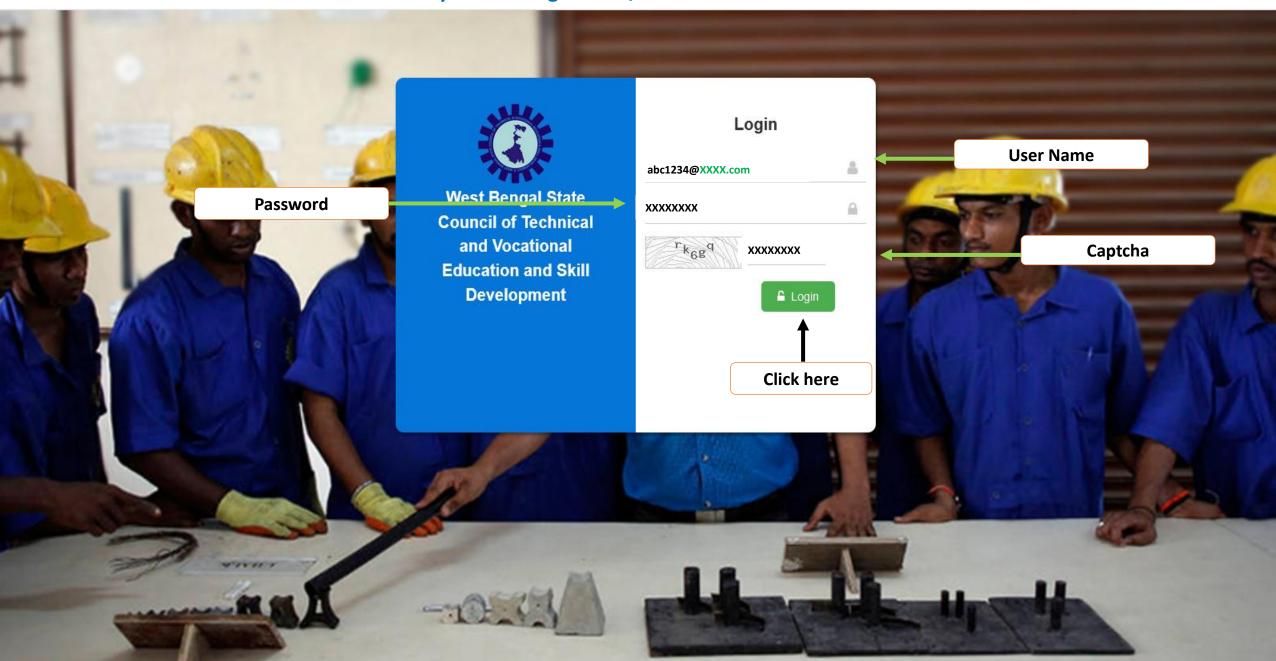


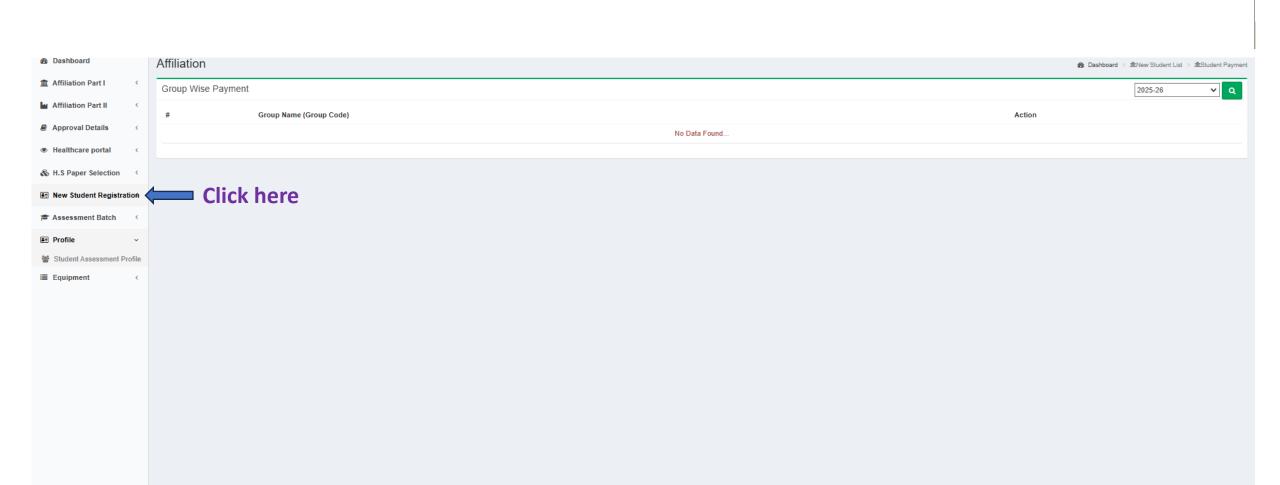




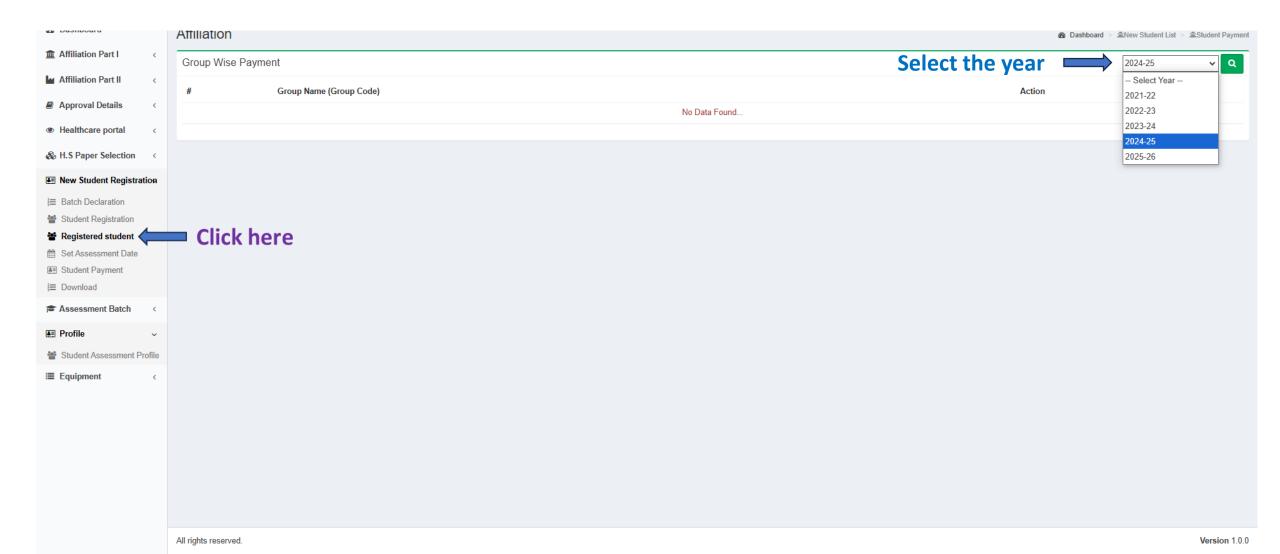


Put your existing user ID/Name & Password



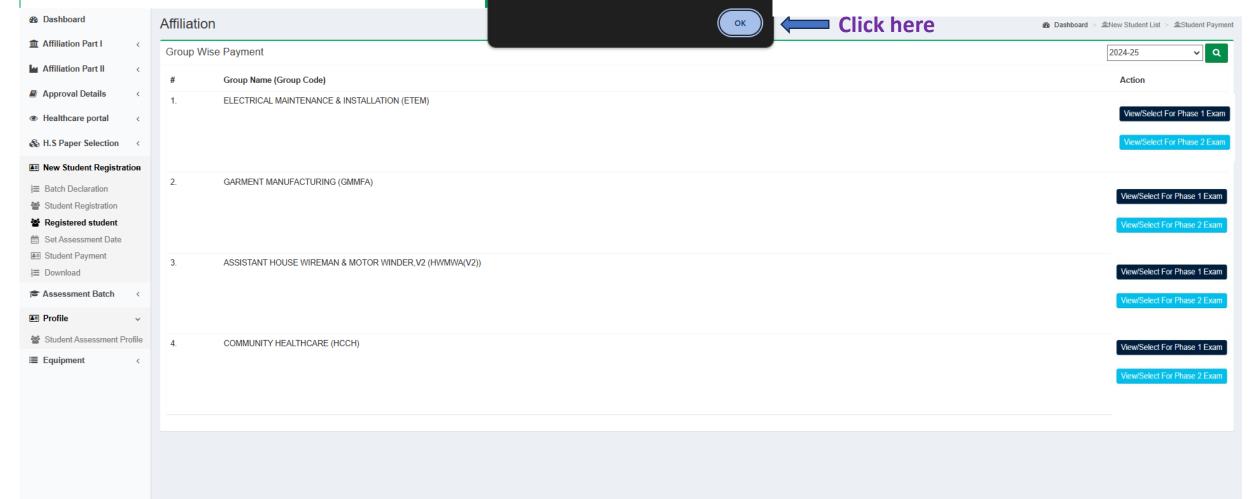


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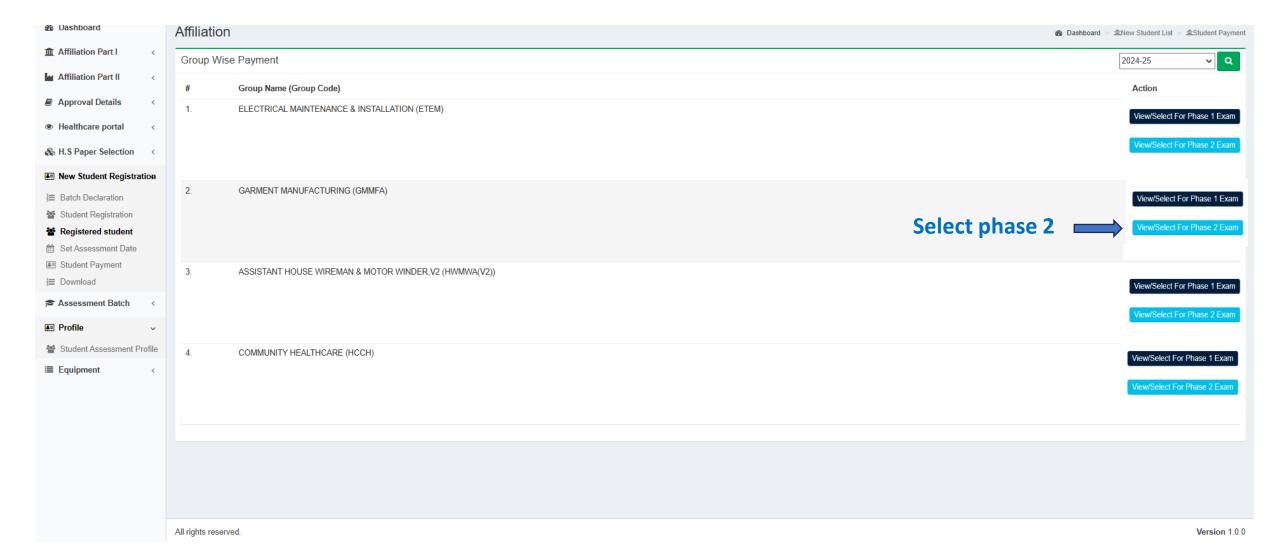




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Version 1.0.0



sctvesd.wb.gov.in says

Show Your Data!! Please click OK

♠ Dashboard	
⚠ Affiliation Part I	
Affiliation Part II	
■ Approval Details	
Healthcare portal	
& H.S Paper Selection	
■ New Student Registration	3
Batch Declaration	
Student Registration	
Registered student	
E Student Payment	
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Assessment Batch	
<b>₽</b> Profile	
Student Assessment Profil	е
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# Click here

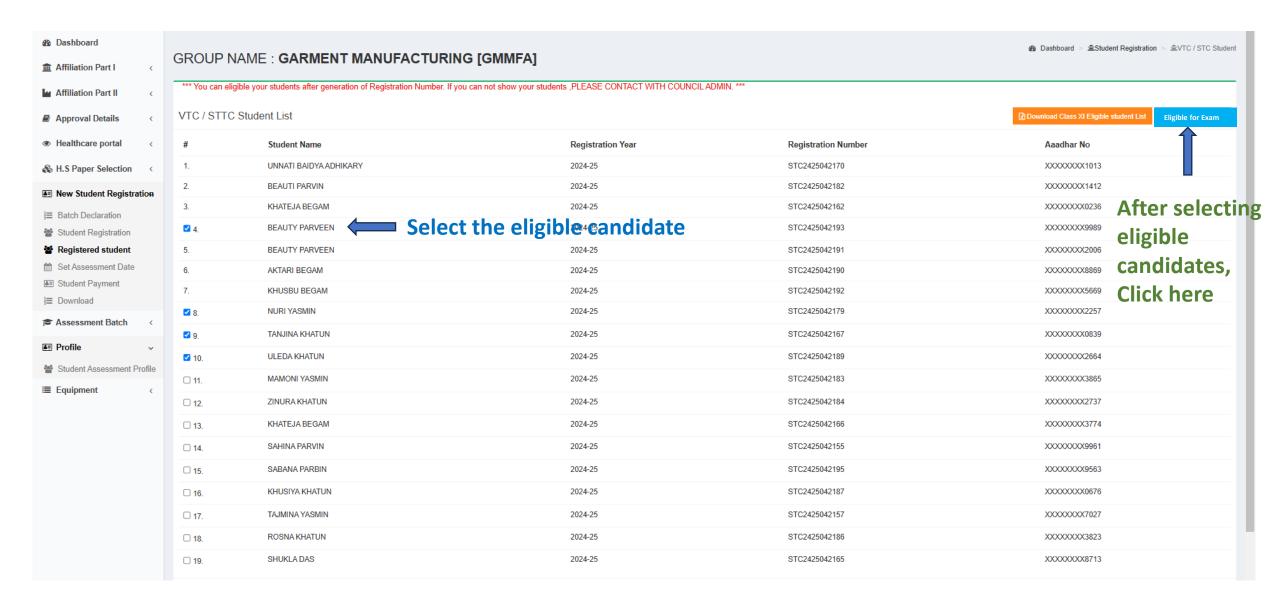
Eligible for Exam

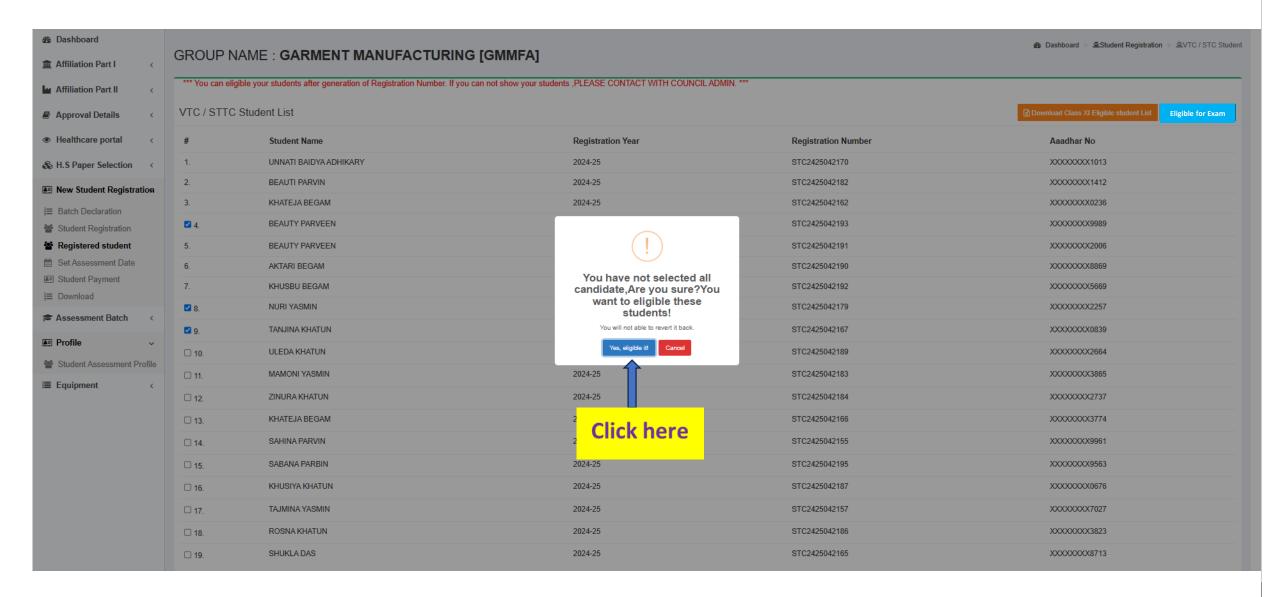
GROUP NAME : GARMENT MANUFACTURING [GN

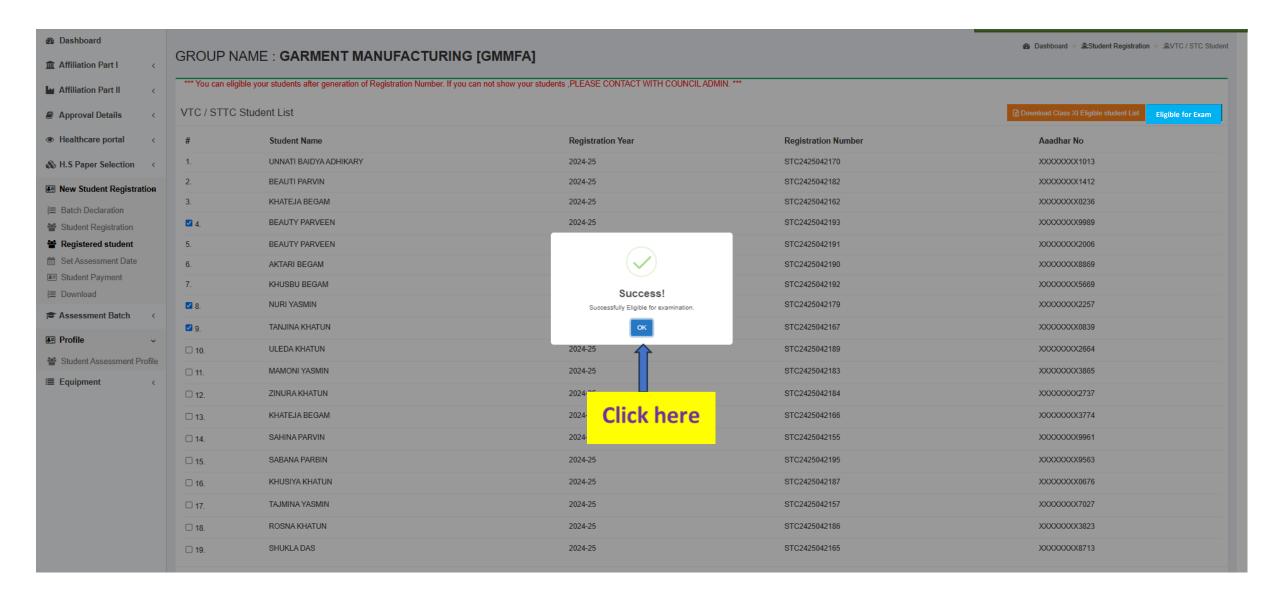
VTC / STTC Student List

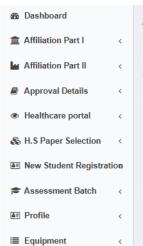
Tou can engible your students after	generation of Registration Number.	ii you can not snow your students	FLEASE CONTACT WITH COUNCIL ADMIN.

*10/0110	Ctudont List			a bonnicad olaco /a Englisio stadoni Elist
#	Student Name	Registration Year	Registration Number	Aaadhar No
1.	UNNATI BAIDYA ADHIKARY	2024-25	STC2425042170	XXXXXXXXX1013
2.	BEAUTI PARVIN	2024-25	STC2425042182	XXXXXXXX1412
3.	KHATEJA BEGAM	2024-25	STC2425042162	XXXXXXXX0236
□ <b>4</b> .	BEAUTY PARVEEN	2024-25	STC2425042193	XXXXXXX9989
5.	BEAUTY PARVEEN	2024-25	STC2425042191	XXXXXXXX2006
6.	AKTARI BEGAM	2024-25	STC2425042190	XXXXXXXX8869
7.	KHUSBU BEGAM	2024-25	STC2425042192	XXXXXXXX5669
□ 8.	NURI YASMIN	2024-25	STC2425042179	XXXXXXXX2257
□ 9.	TANJINA KHATUN	2024-25	STC2425042167	XXXXXXXX0839
□ 10.	ULEDA KHATUN	2024-25	STC2425042189	XXXXXXXX2664
□ 11.	MAMONI YASMIN	2024-25	STC2425042183	XXXXXXXX3865
□ 12.	ZINURA KHATUN	2024-25	STC2425042184	XXXXXXXXX2737
□ 13.	KHATEJA BEGAM	2024-25	STC2425042166	XXXXXXXX3774
□ 14.	SAHINA PARVIN	2024-25	STC2425042155	XXXXXXXX9961
□ 15.	SABANA PARBIN	2024-25	STC2425042195	XXXXXXX9563
□ 16.	KHUSIYA KHATUN	2024-25	STC2425042187	XXXXXXXX0676
□ 17.	TAJMINA YASMIN	2024-25	STC2425042157	XXXXXXXX7027
□ 18.	ROSNA KHATUN	2024-25	STC2425042186	XXXXXXXX3823
□ 19.	SHUKLA DAS	2024-25	STC2425042165	XXXXXXXX8713





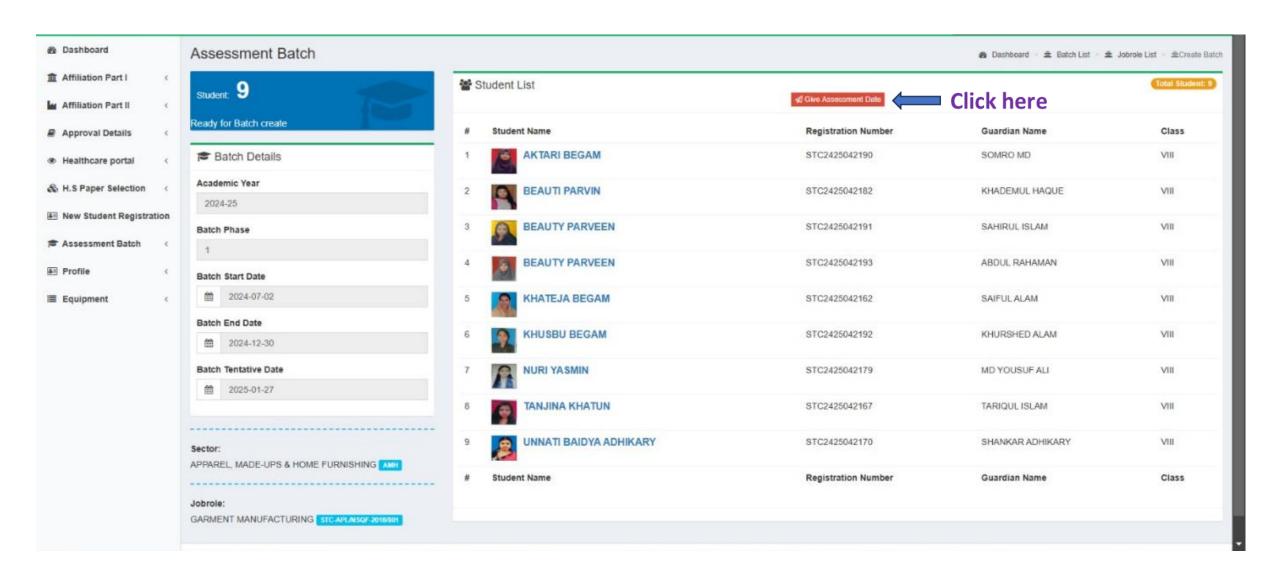


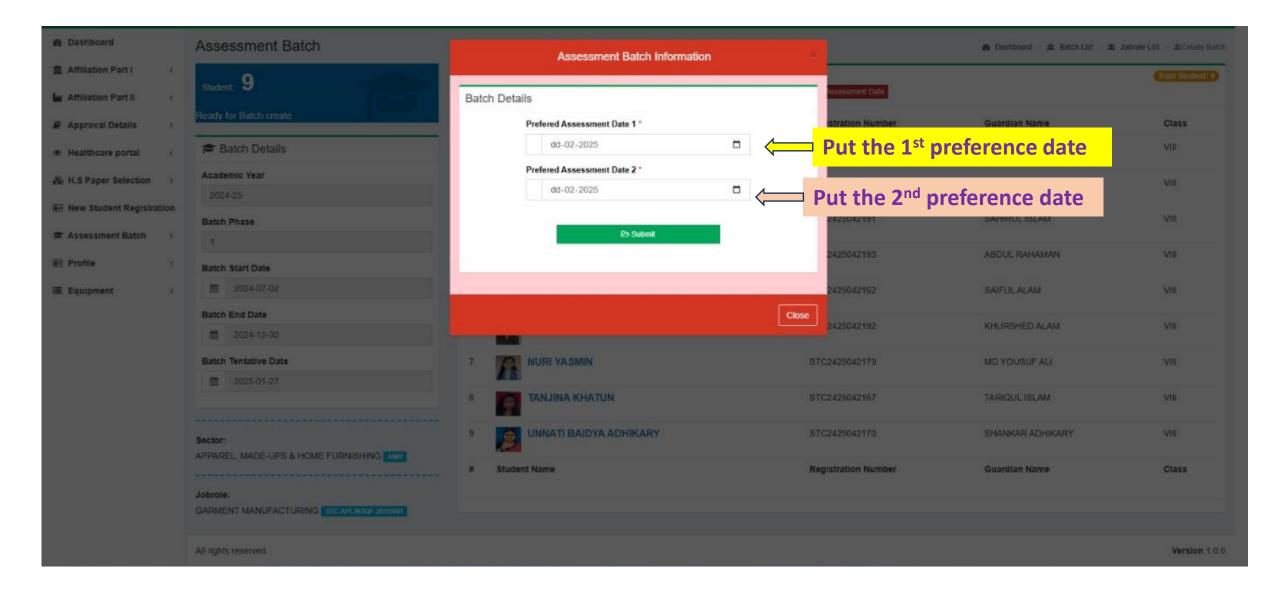


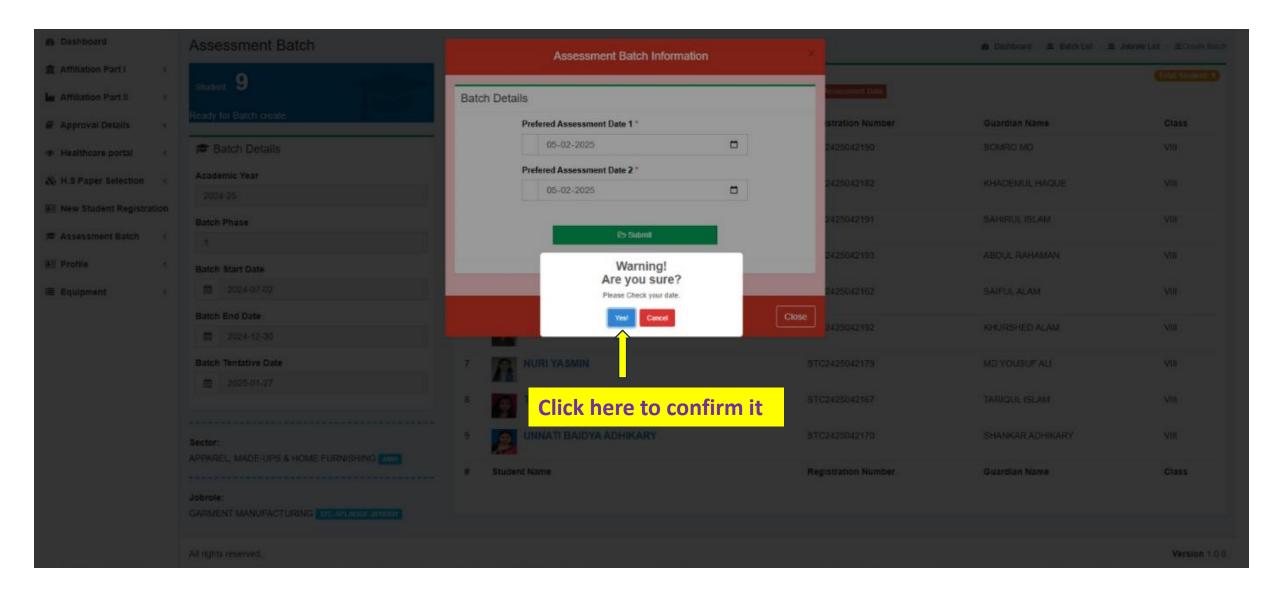
Assessment Batch				<b>ℰ</b> Dashb	oard > 를 Batch List > 를Jobrole
Q Search Student					
<b>■</b> Jobrole List					
# Sector	Job Role	Batch Phase	Registration Year	Total Student	Action
1. CONSTRUCTION [CON]	ASSISTANT HOUSE WIREMAN & MOTOR WINDER, V2 [STC-CON/NSQF-2022 /0805, V2]	1	2024-25	1	Give Assessment Date
2. APPAREL, MADE-UPS & HOME FURNISHING [AMH]	GARMENT MANUFACTURING [STC-APL/NSQF-2018/801]	1	2024-25	9	Give Assessment Date

Click for assessment date

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♠ Dashboard	A
⚠ Affiliation Part I <	
Affiliation Part II	ar
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Healthcare portal	
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#### Affiliation

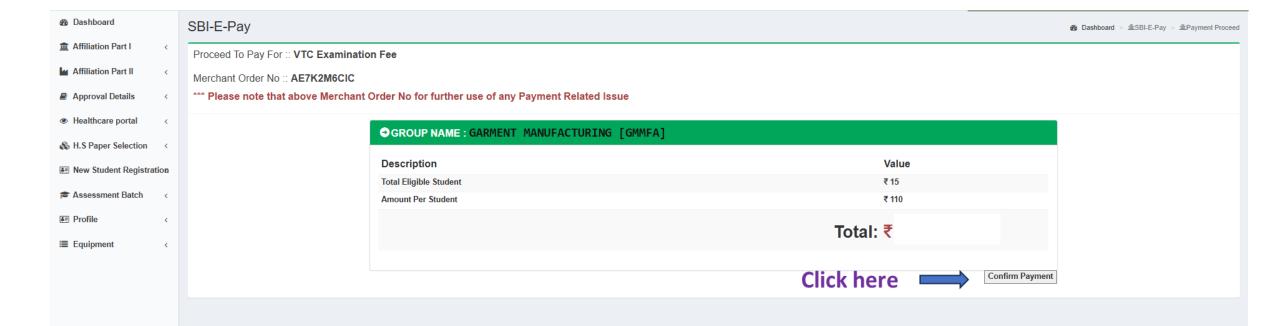
Dashboard > ≜New Student List > ≜Student Payment

\*\*\* Kindly You 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 then wait for 3-4 working days updation.

Group Wise Payment

#	Group Name (Group Code)	Batch No	Paymented Student	New Student Count	Year of Registration	Eligible For Exam	Action
1.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER (HWMWA)	2	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
2.	GARMENT MANUFACTURING (GMMFA)	2	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
3.	HEALTH WORKER (HLWKA)	2	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
4.	I ICKEN MOUF OCTURING (GMMFA)	2	19	0	2023-24	19	View Transaction For Registration View Transaction For Exam
5.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER, V2 (HWMWA(V2))	2	15	0	2023-24	15	View Transaction For Registration View Transaction For Exam
6.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER (HWMWA)	1	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
7.	GARMENT MANUFACTURING (GMMFA)	1	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
8.	HEALTH WORKER (HLWKA)	1	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
9.	COMMUNITY HEALTHCARE (HCCH)	1	33	0	2023-24	33	View Transaction For Registration View Transaction For Exam
10.	GARMENT MANUFACTURING (GMMFA)	1	20	0	2023-24	20	View Transaction For Registration View Transaction For Exam
11.	ELECTRICAL MAINTENANCE & INSTALLATION (ETEM)	1	37	0	2023-24	36	View Transaction For Registration View Transaction For Exam
12.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER, V2 (HWMWA(V2))	1	15	0	2023-24	15	View Transaction For Registration

							View Transaction For Exam
8.	HEALTH WORKER (HLWKA)	1	20	0	2022-23	20	View Transaction For Registration View Transaction For Exam
9.	COMMUNITY HEALTHCARE (HCCH)	1	33	0	2023-24	33	View Transaction For Registration View Transaction For Exam
10.	GARMENT MANUFACTURING (GMMFA)	1	20	0	2023-24	20	View Transaction For Registration View Transaction For Exam
11.	ELECTRICAL MAINTENANCE & INSTALLATION (ETEM)	1	37	0	2023-24	36	View Transaction For Registration View Transaction For Exam
12.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER,V2 (HWMWA(V2))	1	15	0	2023-24	15	View Transaction For Registration View Transaction For Exam
13.	HEALTH WORKER ASSISTANT (HLWA)	1	16	1	2023-24	16	Pay Registration fees View Transaction For Registration View Transaction For Exam
14.	HEALTH WORKER ASSISTANT (HLWA)	1	15	0	2024-25	0	View Transaction For Registration View Transaction For Exam
15.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER,V2 (HWMWA(V2))	1	15	0	2024-25	10	View Transaction For Registration View Transaction For Exam
16.	GARMENT MANUFACTURING (GMMFA)	1	19	0	2024-25	Click here	Pay Exam Fee  View Transaction For Registration  View Transaction For Exam
17.	ELECTRICAL MAINTENANCE & INSTALLATION (ETEM)	1	32	0	2024-25	0	View Transaction For Registration View Transaction For Exam
18.	COMMUNITY HEALTHCARE (HCCH)	1	30	0	2024-25	15	View Transaction For Registration View Transaction For Exam



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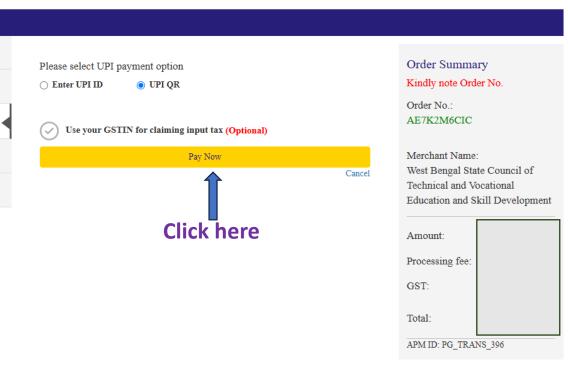


#### Following channel(s) is/are unavailable during mentioned time:

- Punjab and Maharashtra Co-operative Bank Ltd (NB) From: 2023-04-01 16:26:44 To: 2030-12-31 23:59:57
- Lakshmi Vilas Bank (NB) From: 2023-10-18 16:33:50 To: 2026-12-31 23:59:59
- Bharat Bank (NB) From: 2024-07-05 17:45:13 To: 2025-07-31 23:59:59

branch to enable the Card for Card not Present Transaction.





You can check the transaction status using the following link - Click Here





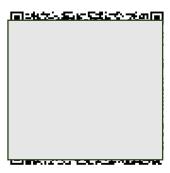






# Scan UPI QR

Don't press the back button.
Please wait...
Your transaction is in process.





Time left to complete the transaction

Scan the above QR code in any UPI app to make the payment. Please wait while your transaction is in process. Do not refresh or click back button.



# WEST BENGAL STATE COUNCIL OF TECHNICAL AND VOCATIONAL EDUCATION AND SKILL DEVELOPMENT [A Statutory Body under Government of West Bengal Act XXVI of 2013]

#### Money Receipt towards Payment of Student Exam Fee for Academic Session 2024-25

Payment Status: SUCCESS

Name of Payee:

**Amount:** 

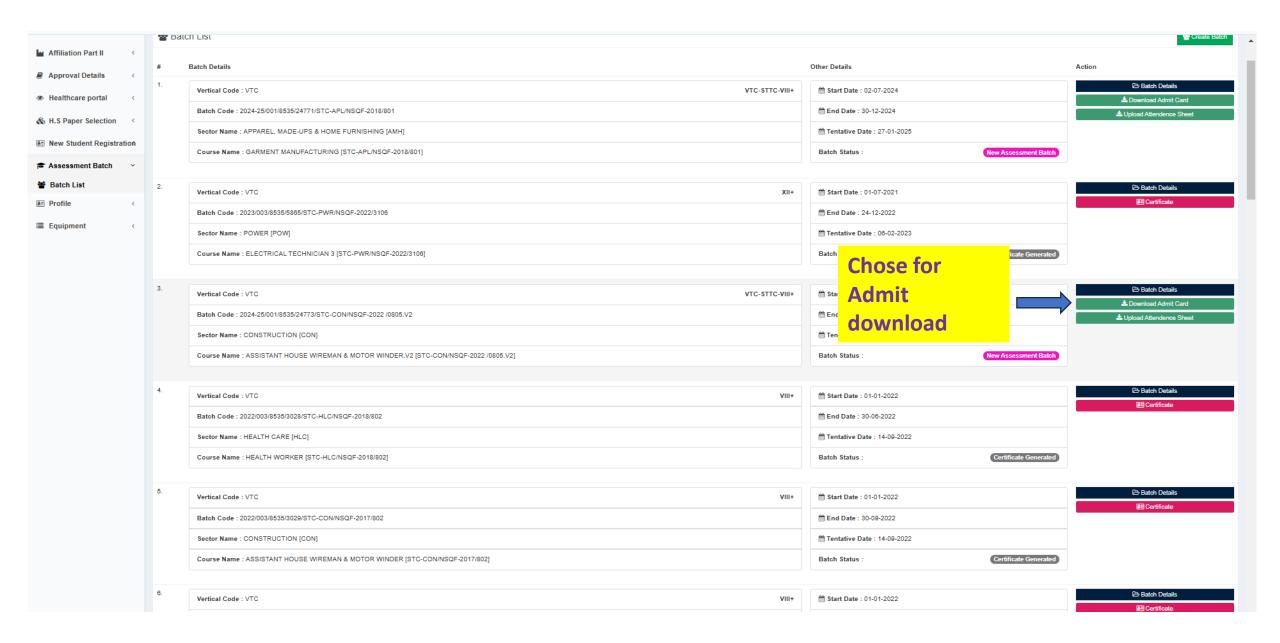
MVJG6A6E25 **Transaction Id: SBIEPAY REFNo:** 4455429661637

27-Jan-2025 16:10:43 **Transaction Date & Time:** 

Note: This is computer generated report. Signature is not required.

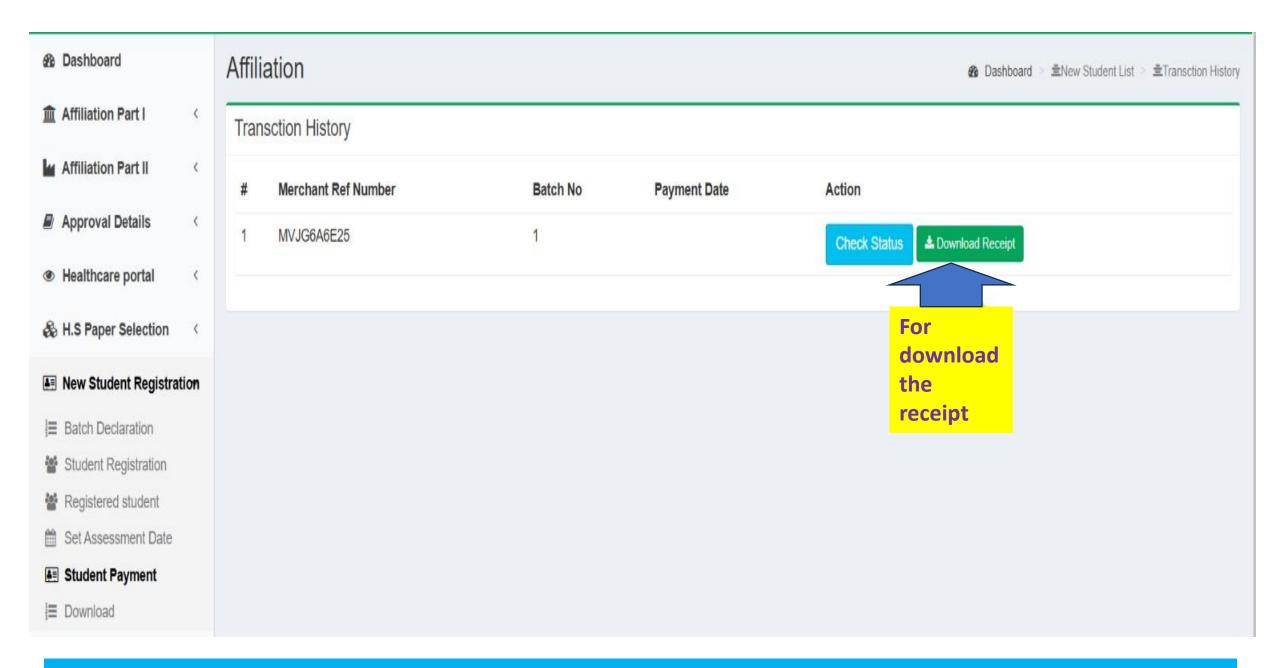
Report Generated On: 27th Jan 2025, 05:19:13 PM

If payment success, download Admit card

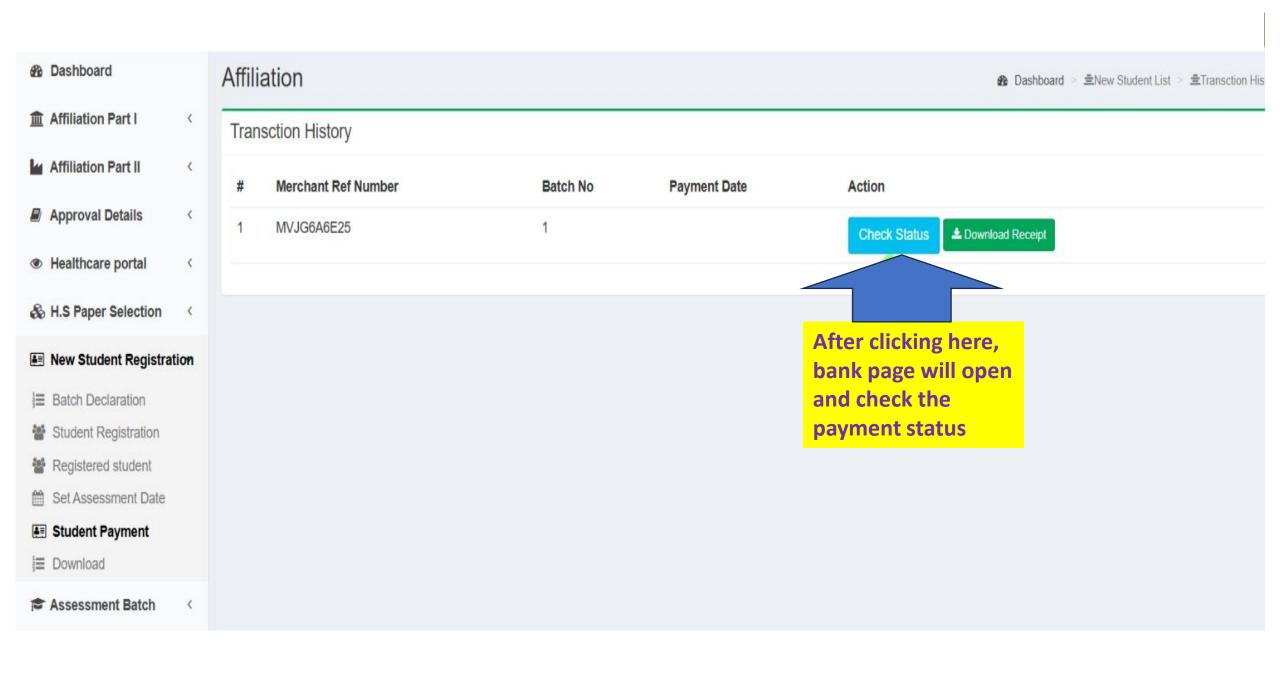


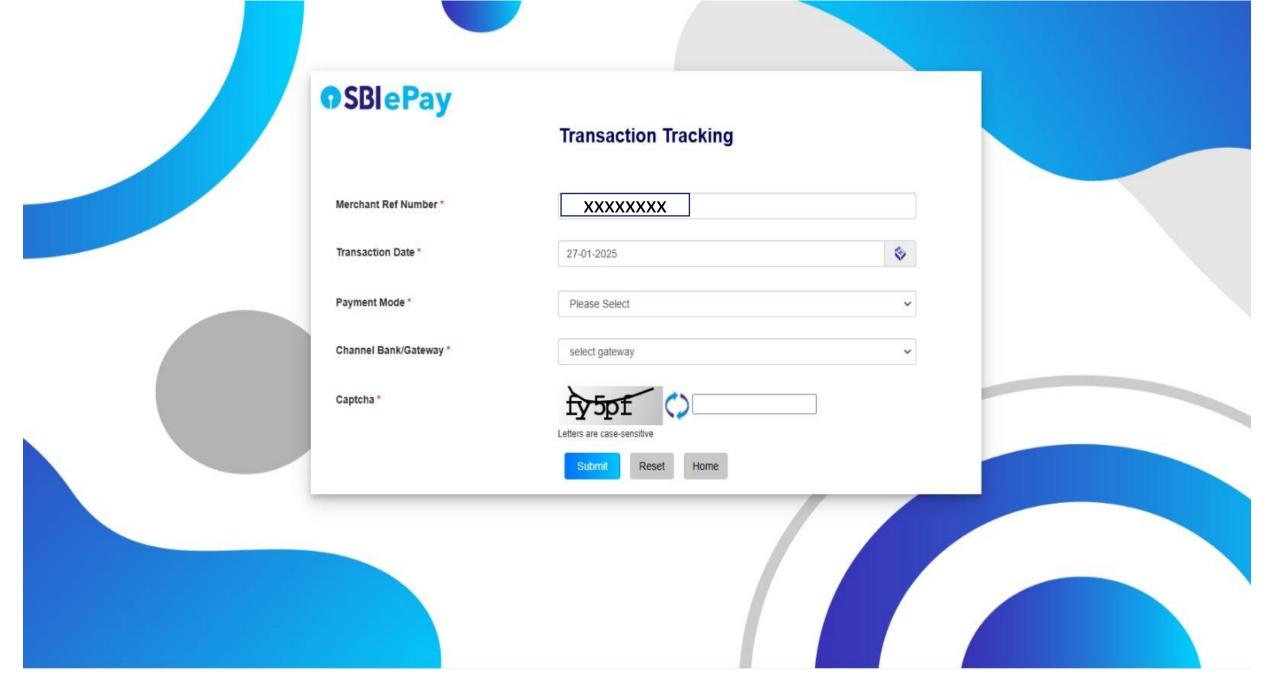
# If payment failed, check payment status

							View Transaction & Download For Exam
14.	HEALTH WORKER ASSISTANT (HLWA)	1	15	0	2024-25	0	View Transaction For Registration  View Transaction & Download For Exam
15.	ASSISTANT HOUSE WIREMAN & MOTOR WINDER, V2 (HWMWA(V2))	1	15	0 Checking you	2024-25 <mark>ur payment s</mark>	10	View Transaction For Registration  View Transaction & Download For Exam
46	CARMENT MANUEL CTURING (CMMEA)						
16.	GARMENT MANUFACTURING (GMMFA)	1	19	0	2024-25	15	View Transaction For Registration  View Transaction & Download For Exam



Note:- If receipt not generate after clicking the "Download Receipt" button then click the "Check Status" button.





	Transaction Tracking	
Particular	Transaction 1	
Merchant Reference Number	XXXXXXXX	
SBIePay Reference Number	XXXXXXXX	
Bank Reference Number	XXXXXXXX	
Transaction Date & Time	27-Jan-2025 16:11:33	
Transaction Amount		
Total Amount		
Transaction Status	IN CLEARING	
Transaction Status Description	Transaction is successful further processing is in progress	
Settlement Date	-	
CIN Number	XXXXXXXXXXX	

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