



**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. SCTVSD-14014(11)/1/2023-OSD(WBSCTVESD)-WBSCTVESD/221 Dated, 21st November, 2024

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, 2025.*

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 2025 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) Portal will be opened for batch creation and pushing of the batch mentioning two preferred assessment dates from : **22/11/2024**
- b) Last date of batch creation and pushing : **27/11/2024**
- c) Preferred Assessment date should be given between **2/12/2024** to **24/12/2024**

Efforts may please be made so that assessment can be completed by **24/12/2024**.

Yours faithfully,

Spaskan
**Chief Administrative Officer
(WBSCTVESD)**

Enclo : As stated

No. SCTVSD-14014(11)/1/2023-OSD(WBSCTVESD)-WBSCTVESD/221 Dated, 21st November, 2024

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.

Spaskan
**Chief Administrative Officer
(WBSCTVESD)**



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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) 2025.

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	FARM MANAGER	Dairy Farm Manager	DAFM	Poultry Farm Manager	POFM
3	AG	Animal Husbandry	AGAH	ANIMAL HEALTH WORKER 2	Animal Health Worker	AHWR	Poultry Farm Manager	POFM
4	AG	Cultivation of Fruits & Vegetable	AGCF	FRUIT & VEGETABLE PRODUCER 1	Fruit and Vegetable Processor	FVPR	Fruit Grower	FRGR
5	AG	Cultivation of Fruits & Vegetable	AGCF	FRUIT & VEGETABLE PRODUCER 2	Fruit and Vegetable Processor	FVPR	Vegetable Grower	VGGR
6	AG	Crop Management	AGCM	AGRICULTURE FARM ASSISTANT 1	Seed Production Programmer	SPPR	Farm Machinery Operator	FMOP
7	AG	Crop Management	AGCM	CROP MANAGER 2	Seed Production Programmer	SPPR	Crop Nutrient Manager	CRNM
8	AG	Crop Management	AGCM	CROP MANAGER 1	Crop Nutrient Manager	CRNM	JR Plant Protection Expert	JPPE
9	AG	Crop Management	AGCM	CROP MANAGER 3	Seed Production Programmer	SPPR	JR Plant Protection Expert	JPPE
10	AG	Crop Management	AGCM	AGRICULTURE FARM ASSISTANT 2	Crop Nutrient Manager	CRNM	Farm Machinery Operator	FMOP
11	AG	Fish Farming	AGFF	INTEGRATED FARM MANAGER	Fishery Manager	FHMR	Poultry Farm Manager	POFM
12	AG	Fish Farming	AGFF	FISH FARMER	Fishery Manager	FHMR	Animal Health Worker	AHWR

Contd...p3



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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	Propagation and Nursery Management Programmer	PNMP	Producer / Grower and Processor of Spices Medicinal and Aromatic Plants	SMAG
14	AG	Plant Management	AGPM	HORTICULTURE SUPERVISOR 2	JR Plant Protection Expert	JPPE	Producer / Grower and Processor of Spices Medicinal and Aromatic Plants	SMAG
15	BC	Library & Information Science	BCLS	LIBRARY ASSISTANT	Jr. Assistant in Library Management	JALM	Junior Library and Information Assistant	JLIA
16	BC	Retail Services & Operations	BCRS	RETAIL ASSISTANT	Retail Store and E-commerce Associate (Part-2)	RSE2	Market Development Associate (Part-2)	MDA2
17	BC	Travel, Tourism & Event Management	BCTE	EVENT MANAGEMENT ASSISTANT	Hospitality Operations Associate (Part-2)	HOA2	Associate Event Management (Part-2)	EMA2
18	BC	Taxation & Management	BCTM	ACCOUNTING ASSISTANT	Tax Accounting Assistant (Part-2)	TAA2	Market Development Associate (Part-2)	MDA2
19	ET	AI/ML	ETAM	AI/ML APPLICATION TECHNICIAN 1	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING	AIML	DEEP LEARNING AND PYTHON BASICS	DLPB
20	ET	AI/ML	ETAM	AI/ML APPLICATION TECHNICIAN 2	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING	AIML	COMPUTER VISION	CMVN

Contd...p4



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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
21	ET	AI/ML	ETAM	AI/ML APPLICATION TECHNICIAN 3	COMPUTER VISION	CMVN	DEEP LEARNING AND PYTHON BASICS	DLPB
22	ET	Automobile Technology	ETAT	MOTOR VEHICLE MECHANIC / TECHNICIAN	Jr. Motor Vehicle Mechanic	JMVM	Motor Vehicle Technician	MVTN
23	ET	Building Construction & Maintenance	ETBC	SURVEYOR ASSISTANT	Civil Construction & Maintenance Assistant	CCMA	Land Surveying Assistant	LSAS
24	ET	Building Construction & Maintenance	ETBC	ASSISTANT SUPERVISOR CIVIL 1	Civil Construction & Maintenance Assistant	CCMA	Assistant Supervisor - Estimating & Material Testing For Civil Construction	SEMT
25	ET	Building Construction & Maintenance	ETBC	ASSISTANT SUPERVISOR CIVIL 2	Land Surveying Assistant	LSAS	Assistant Supervisor - Estimating & Material Testing For Civil Construction	SEMT
26	ET	Consumer Electronics	ETCE	ELECTRONIC SERVICE TECHNICIAN 2	Water purifier, Microwave oven and Inverter servicing Technician	PMIS	Digital and Cable TV Technician	DCTT
27	ET	Consumer Electronics	ETCE	NETWORKING TECHNICIAN 2	Computer Maintenance & Networking Assistant	CMNA	Mobile Smart Phone Repair Assistant	SPRA
28	ET	Consumer Electronics	ETCE	NETWORKING TECHNICIAN 1	Digital and Cable TV Technician	DCTT	Computer Maintenance & Networking Assistant	CMNA

Contd...p5



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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
29	ET	Consumer Electronics	ETCE	ELECTRONIC SERVICE TECHNICIAN 1	Digital and Cable TV Technician	DCTT	Mobile Smart Phone Repair Assistant	SPRA
30	ET	Computer Maintenance & Networking	ETCM	COMPUTER NETWORKING ASSISTANT	Computer Maintenance & Networking Assistant	CMNA	Visual Basic Programmer	VBPR
31	ET	Computer Maintenance & Networking	ETCM	WEB PAGE DEVELOPER	Computer Maintenance & Networking Assistant	CMNA	Jr. Web Page Developer	JWPD
32	ET	Electrical Maintenance & Installation	ETEM	ELECTRICAL TECHNICIAN 3	Electrical Home Appliances Repair Technician	HART	Domestic Wireman and Motor Installation Technician	WMIT
33	ET	Electrical Maintenance & Installation	ETEM	ELECTRICAL TECHNICIAN 1	Assistant Rural Electrician	ASRE	Domestic Wireman and Motor Installation Technician	WMIT
34	ET	Electrical Maintenance & Installation	ETEM	ELECTRICAL TECHNICIAN 2	Electrical Home Appliances Repair Technician	HART	Assistant Rural Electrician	ASRE
35	ET	Electrical Maintenance & Installation	ETEM	ELECTRICAL TECHNICIAN 4	Electrical Home Appliances Repair Technician	HART	Solar Installation Technician Assistant	SITA
36	ET	Electrical Maintenance & Installation	ETEM	ELECTRICAL TECHNICIAN 5	DOMESTIC WIREMAN AND MOTOR INSTALLATION TECHNICIAN	WMIT	SOLAR INSTALLATION TECHNICIAN ASSISTANT	SITA

Contd...p6



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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
37	ET	IT Application	ETIA	COMPUTER PROGRAMMER 3	Jr. Web Page Developer	JWPD	Visual Basic Programmer	VBPR
38	ET	IT Application	ETIA	COMPUTER PROGRAMMER 1	Database Management System Assistant	DMSA	Jr. Web Page Developer	JWPD
39	ET	IT Application	ETIA	COMPUTER PROGRAMMER 2	Database Management System Assistant	DMSA	Visual Basic Programmer	VBPR
40	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 1	DATABASE MANAGEMENT SYSTEM	DTMS	COMPUTER MAINTENANCE & NETWORKING	COMN
41	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 2	WEB PAGE DEVELOPMENT	WBDT	COMPUTER MAINTENANCE & NETWORKING	COMN
42	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 3	VISUAL BASIC PROGRAMMING	VBPG	COMPUTER MAINTENANCE & NETWORKING	COMN
43	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 4	WEB PAGE DEVELOPMENT	WBDT	DATABASE MANAGEMENT SYSTEM	DTMS
44	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 5	DATABASE MANAGEMENT SYSTEM	DTMS	VISUAL BASIC PROGRAMMING	VBPG

Contd...p7



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(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)
45	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 6	WEB PAGE DEVELOPMENT	WBDT	VISUAL BASIC PROGRAMMING	VBPG
46	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 7	COMPUTER MAINTENANCE & NETWORKING	COMN	PYTHON PROGRAMMING LANGUAGE	PYPL
47	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 8	WEB PAGE DEVELOPMENT	WBDT	PYTHON PROGRAMMING LANGUAGE	PYPL
48	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 9	VISUAL BASIC PROGRAMMING	VBPG	PYTHON PROGRAMMING LANGUAGE	PYPL
49	ET	IT INFRASTRUCTURE & APPLICATION	ETIT	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 10	DATABASE MANAGEMENT SYSTEM	DTMS	PYTHON PROGRAMMING LANGUAGE	PYPL
50	ET	Refrigeration & Airconditioning	ETRA	SERVICE TECHNICIAN - REFRIGERATION & AIRCONDITIONING	Assistant Service Technician (Air-Conditioner)	STAC	Assistant Service Technician (Refrigerator)	STRF
51	HS	Community Healthcare	HSCH	COMMUNITY HEALTH WORKER 2	Community Health Counselor	COHC	Public Health and Emergency Care Assistant	PHEC
52	HS	Community Healthcare	HSCH	COMMUNITY HEALTH WORKER 3	Patient Care Assistant	PTCA	Public Health and Emergency Care Assistant	PHEC

Contd...p8



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53	HS	Community Healthcare	HSCH	COMMUNITY HEALTH WORKER 1	Community Health Counselor	COHC	Patient Care Assistant	PTCA
54	HS	Food & Nutritions	HSFN	ASSISTANT SUPERVISOR FOOD PROCESSING 1	Food Processing Technician	FPTN	Mushroom Producing Technician	MPRT
55	HS	Home Management	HSHM	DESIGN ASSISTANT	Interior Decoration and Design Assistant	IDDA	Assistant Garment Designer	ASGD

PART I

- 1) HOIs of VTCs is required to access their Dashboards through their VTC Login credentials of affiliation portal.
- 2) The school wise student details of Class XII registered for H.S. (Vocational) 2025 will be available at HOI's Dashboard.
- 3) HOI is requested to check the above Student details along with course wise student count as displayed at his / her Dashboard.
- 4) If the same is okay, then he / she has to click " Create batch " option Button.
- 5) On clicking " Create batch " option Button, job role wise batch will be created automatically by the system.
- 6) 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.
- 7) Assessment date should be given between **2nd of December to 24th of December 2024**, so that exam can be completed by 24th of December 2024.



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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) HOI must take a photo of the Signed Attendance sheets and upload the same from School Portal for each assessment.
- 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.

Shankar

**Chief Administrative Officer
(WBSCTVESD)**