



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

No. - SCTVSD- 14014/2/2021-AO(WBSCTVESD) – WBSCTVESD/2025-26/ **290** Dated : 04.12.2025

To : The Head of the Institution (HOI) of VTCs running (X+2) Level Higher Secondary (Vocational) Courses.

**Sub: Commencement of Online Examination Form Fill Up of the Class XII students of Higher Secondary (Vocational) Examination 2026(Continuing/Casual Students) of the session 2025-26.**

Sir / Madam,

The Head of the Institute (HOI) of Vocational Training Centres is hereby informed that the Online Form Fill Up for Higher Secondary (Vocational) Examination 2026(Continuing/Casual Students) of Class XII will be commenced on and from 04.12.2025

The online portal will be available and live at <https://sctedved.wb.gov.in/hsvoc> from 04.12.2025. Click on **Casual XII – Enrolment – Enrolment students**. The detailed programme of online examination enrolment form fill up of Class XII is given below:-

a)	The duration of the online examination enrolment form fill up of Class XII(continuing/casual) including payment of fees etc. by the Vocational Training Centre (VTC) (without late fine)	From 04.12.2025 To 11.12.2025
b)	Examination enrolment form fill up of Class XII (continuing/casual) students through online portal including payment of fees etc. by the Vocational Training Centre (VTC) (with late fine)	From 12.12.2025 To 14.12.2025
c)	Submission of online generated exam, enrolment forms duly signed by the students, sealed/signed by HOI along with online generated exam, summary sheets etc. duly sealed/signed by HOI & e-receipt to the respective Nodal Centres by the concerned VTC.	Within 15.12.2025
“Please be noted that nodal has to confirm the examination form fill up status of students of VTCs through online as soon as the hard copies of the same are received.”		Within 20.12.2025

You are requested to display the notification at your school's Notice Board for the convenience of the concerned students. In case of any query please call at (033-2340-3671/2324-7564) [within office hours] of the Council. Alternatively, email may be sent to [wbscvetexamhs@gmail.com](mailto:wbscvetexamhs@gmail.com).

[For details of payment of fees process through SBI ePay are shown in ANNEXURE-I is enclosed herewith]

*Sandip K. Das*  
04.12.25  
Senior Administrative Officer (TED)  
WBSCTVESD

No. - SCTVSD- 14014/2/2021-AO(WBSCTVESD) – WBSCTVESD/2025-26/ **290** Dated : 04.12.2025  
Copy forwarded for information & necessary action to:-

1. The Chairperson, WBSCT&VE&SD
2. CAO, WBSCTVESD
3. DVET, Dept. of TET & SD, Govt. of W.B.
4. All Nodal Officers are to take necessary action in this regard

*Sandip K. Das*  
04.12.25  
Senior Administrative Officer (TED)  
WBSCTVESD

### **Annexure I**

#### **(A) Details of examination fees to be paid by students of Class XII.**

- |    |                               |   |                  |   |
|----|-------------------------------|---|------------------|---|
| 1) | Examination Fee               | : | Rs.200.00        |   |
|    | <u>Processing Fee</u>         | : | <u>Rs. 10.00</u> |   |
|    | <u>Total examination Fees</u> |   | <u>Rs.210.00</u> | (Rupees Two Hundred Ten only per student without late fine) |
| 2) | Examination Fee               | : | Rs.200.00        |   |
|    | Processing Fee                | : | Rs. 10.00        |   |
|    | <u>Late Fine</u>              | : | <u>Rs. 20.00</u> |   |
|    | Total examination fees        |   | Rs.230.00        | (Rupees Two Hundred Thirty only per student with late fine) |

(Please note that the exam forms & summary sheets can only be printed after successful payment of fees through SBI ePay.

#### **(B) List of items to be submitted by the VTCs at Nodal Centres**

- Examination forms of all students enrolled with duly signed by the student & sealed and signed by the HOI.
- Examination summary sheet(s) with duly sealed and signed by the HOI of the VTC.
- e-receipt of enrolment fees of SBI ePay.