



**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 16

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/19

Dated : 03.04.2025

NOTIFICATION

Sub: Commencement of online Registration of Short Term Courses for the session 2024-25 (Jan 25 to June 25)

This is for information of all concerned Head of the Institute (HOI) of Vocational Training Centers (VTC) and Short Term Training Centers (STTC) running Short Term Courses under the affiliation of this Council that Online Portal for Registration of Short Term Courses for the session 2024-25 shall remain live in Council's website <sctvesd.wb.gov.in> **from 03.04.2025 to 12.04.2025**

VTCs/STTCs will register trainees by logging into the affiliation / renewal portal with their login credential. VTCs/STTCs that have received approval of renewal of affiliation in 2024-25 from the Council will be able to get students registered in approved courses. Details guidelines for online registration of students / trainee are available in DOWNLOAD section of the council website <sctvesd.wb.gov.in>

Following documents/information in respect of each trainee will be required to be updated:-

- 1) Trainees are required to fill in the student ID generated from Bangla Sikshya Portal.
- 2) Photo (full face view in plain white / blue background) in jpg (within 100 KB).
- 3) Signature (full signature in plain background) in jpg (within 50 KB).
- 4) Aadhar Card in PDF (within 200 KB) scanned from original.
- 5) Last academic examination passing document in PDF (within 200 KB) scanned from original.
- 6) Caste certificate in PDF (if applicable) within 200 KB scanned from original.
- 7) Physically Challenged (PC) certificate in PDF (if applicable) within 200 KB scanned from original.

After submission of data of all trainees trade wise (15 or more) respective HOI will verify and approve all entered data and then go to "Student Payment" - Group wise Payment Page - Click on "Proceed to Pay" and deposit requisite registration fees which will be auto calculated by system as per following:-

Details of Fees to be paid per student

For STC in VTC:

Rs. 60/- for all trainees.

For STC in STTC(Private):

Rs. 200/- for all trainees



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All registration fees will need to be paid through online payment gateway (Debit Card / Credit Card / Net Banking / UPI) linked to Council Portal. Before initiating payment of registration fees, VTC / STTC must ensure that details of all trainees for a particular batch have been entered and approved. Once registration fees for a group/ trade batch is paid, no further registration of trainees in that batch will be allowed.

Registration forms of each trainee (after approval by HOIs) can be downloaded/printed from the portal. These forms need to be signed by trainees and countersigned by HOIs and to be kept at institutes for further reference.

Upon successful payment of all trainees of a trade, VTCs / STTCs will take a print out of consolidated list of trainees and submit the same with signature of HOIs and seal of institutes to respective nodal office (Council office for all STTCs) by 25.04.2025.

For any clarification, VTCs may write to **voc.affiliation@gmail.com** or may contact at **9147339498** during office hours.

**Chief Administrative Officer
WBSCTVESD**

Enclo: Annexure for guideline for online students/ trainee registration.

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Copy forwarded for information and necessary action to:-

- a) Chairperson, WBSCTVESD
- b) Director, DVET, WBSCTVESD
- c) Sr. Administrative Officer(EXAM.), WBSCTVESD
- d) All Nodal Officers
- e) HOIs of all VTCs/STTCs conducting HS(Vocational) and /or Short Term Course.
- f) Office copy

**Chief Administrative Officer
WBSCTVESD**