



**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

**Memo No: SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2022-23/2896**

**Dated: 11.07.2022**

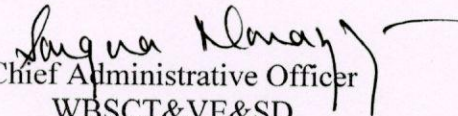
**NOTIFICATION**

**Sub: Guidelines for conducting Higher Secondary (Vocational) Supplementary Examination.**

All concerned Head of the Institution of VTCs are hereby informed that the Higher Secondary (Voc.) Supplementary Exam, 2022 will be held on & from 18.07.2022 to 22.07.2022 at Away Centers. The schedule of Supplementary Examination is notified vide memo no. SCTVESD-14014/1/2020 - ACCOFFCR (WBSCTVESD)/2021-22/2887, dated:06.07.2022.

Guideline for conduct of Higher Secondary (Voc.) Supplementary Examination, 2022 as follows:

1. Admit Card for Higher Secondary (Vocational) Supplementary Examination 2022 may be Downloaded through this portal <http://wbscvetpps.org.in/REGISTER> with corresponding VTC Password.
2. HOI of respective Away Center (VTC) will personally receive all confidential materials of Supplementary examination, 2022 from the designated delivery agency and keep the same under his/her safe custody.
3. The HOI or representative of Away Centre/s will physically verify date wise exam confidential packets.
4. The nodal official/s may hand over [if necessary] blank answer scripts packet/s along with other essential exam materials to the respective HOI of Away Centre from the Nodal Centre within 14<sup>th</sup> July 2022.
5. All HOIs of Away Centers are requested to maintain sanctity of conducting the examination maintaining all norms as stated in **Annexure I**.
6.
  - (i) The post examination answer script is to be categorized in two parts – All unevaluated answer script of **Language Groups** is to be placed in a Big Envelope and the Top sheet will be pasted Ticked **A category**.
  - (ii) For all other papers, the unevaluated answer scripts will be put together in a separate Big Envelope and the Top Sheet will be Ticked **B Category**.
7. The Envelopes are to be signed across opening and categorized envelope is to be placed in the separate sealed bags marked as **“A” and “B”** and sent to the respective Nodal.

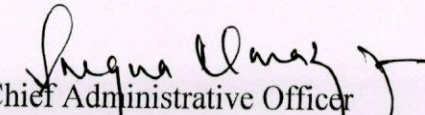
  
Chief Administrative Officer  
WBSCT&VE&SD

**Memo No: SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2022-23/ 2896**

**Dated: 11.07.2022**

Copy for information to:

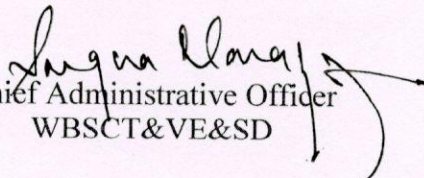
- 1) The Chairperson, WBSCT&VE&SD
- 2) Director of Vocational Education & Training, Govt. of W.B.
- 3) Examination Section, WBSCTVESD(VE&SD)

  
Chief Administrative Officer  
WBSCT&VE&SD

**Guidelines for conducting Higher Secondary (Vocational) Supplementary Examination**

In continuation to all guidelines, notifications, letters, etc. issued in connection with the conduct of the Higher Secondary HS (Vocational) examinations 2022, following advisories are being given

1. Students will not be allowed to enter the examination hall if they are found to possess anything other than admit card, non-scientific calculator, pen, pencil and instrument box. Due checking should be made before entering the examination hall by the students.
2. Body checking by tapping method is allowed to identify other unallowable items.
3. Only lady staff / faculty will check the female students.
4. Students who have power (correction) glasses will only be allowed to wear specs (glasses).
5. If students are found carrying anything other than the above-mentioned items (e.g. watch, mobile etc.), that will be seized for indefinite period.
6. No bags / books will be allowed in the main exam venue.
7. Teachers and staff of the institutes will not carry their mobile phones at the question opening area or at the Exam Hall. They should keep their mobile under the safecustody of the HOI.
8. No student will be allowed to seat for the examination if he/she appears 15 (fifteen) minutes after the start of examination.
9. No student will be allowed to leave the examination hall for whatever purpose without submitting the answer script.
10. If any candidate wishes to leave the examination hall, he/she will have to submit the answer script. Such candidate will not be allowed to rejoin the examination.

  
Chief Administrative Officer  
WBSCT&VE&SD