



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-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/825

Dated 17.03.2022

NOTIFICATION

Sub: Submission of question papers of pre-board examinations'2022 of class-XII conducted at VTC.

Ref: SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/ 797, Dated 21.03.2022

Referring to the above notification, this is to inform all concerned **Head of the Institution [HOI]** of Vocational Training Centres that as per **notification, serial no. 8 of the guidelines**, that after completion of **pre-board exam**, of class-XII, all question papers are to be mailed by the schools to the Council & the corresponding mail-id for mailing **question papers of pre-board examinations conducted at VTC within 17.03.2022 to 28.03.2022** is wbsctvesdpreexam@gmail.com

The following guidelines for mailing of question papers are to be strictly maintained by the schools :

- 1) The **HOI** has to **submit day to day status report** of **pre-board exam, 2022** of class-XII through **Google Form**. The last date of submission of Google form is 28.03.2022. The **link of the Google Form** is : https://docs.google.com/forms/d/e/1FAIpQLSfUehwepliotVd4G6_ydNAdkyMRr2lF15ZjFfILB2efsdCswQ/viewform?usp=sf_link
- 2) All question papers are to be **computer printout/typed** with **proper heading** as that of Council question paper/s of the subject/s.
- 3) **Each question paper** is to be signed by the **subject teacher/s (full sig. with date)** & for all the cases the question papers will be counter **signed by the HOI of VTC** with **date of exam & seal of the institute**.
- 4) **Only pdf copy** of each **question paper** is to be **mailed & for jpg file is to be converted to pdf file**. One such online free software for **conversion from jpg to pdf file** may be “**I love pdf**” available from Google search.
- 5) The name of the each **pdf file of each question paper** will be the name of the “**subject Code**”, e.g. “**ENG2**”
- 6) **All question papers in pdf of class-XII** are to be **compressed to ZIP file** before mailing. [Procedure to create compressed ZIP file : a) With pressing of “**control**” key, select all pdf files (question papers etc.) & with right click of the mouse, click on “**Compressed to ZIP file**” for all pdf files to get Compressed to ZIP file]
- 7) The **name of the “compressed ZIP file”** should be mentioned as : a) “**Code of the VTC**” _ “**Paper group Code**”, b) for VTC having multiple paper group, “**Code of the VTC**” _ “**Paper Gr. Code**” _ “**paper Gr. Code**” & so on. e.g. **2334_ETCM** or **3445_ETCM_HSCH_ETBC** & so on.

8) The **Compressed ZIP file** which contains all question papers in pdf **is to be mailed on 28.03.2021** to the Council at mail-id wbsctvesdpreexam@gmail.com & the subject of the mail should be mentioned as **“Question Papers of pre-board examination of VTC-code...”** for ease of identification of concerned VTC.

9) It is responsibility of the concerned Head of the Institutes (HOI) to ensure that the **Compressed ZIP file** containing all question papers in pdf as per norms to reach at Council through the said mail **on 28.03.2022**.

It is strictly instructed to mail question papers of pre-board exam at wbsctvesdpreexam@gmail.com only.



Administrative Officer (R)
WBSCT&VE&SD

Dated 17.03.2022

No. SCTVSD-14014/1/2020-ACC OFFCR (WBSCTVESD)/2021-22/825

Copy forwarded for information to :

- 1) Chief Administrative officer, WBSCTVESD
- 2) OSD, WBSCTVESD(VED)
- 3) Examination Section, WBSCTVESD(VED)



Administrative Officer (R)
WBSCT&VE&SD