



**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

Memo No.: WBSCTVESD-14014/2/2020-AO(WBSCTVESD)/2023-24/129
NOTIFICATION

Date: 10-07-2024

Sir / Madam,

In respect of Higher Secondary (Vocational) Supplementary Examination-2024 for both NEW SYLLABUS & OLD SYLLABUS, Practical Examination (**COMPULSORY ACADEMIC/OPTIONAL ELECTIVE**) will be held on & from 12th July, 2024 to 13th July, 2024 at respective **NODAL CENTER**. You are requested to follow the guideline given below regarding the External Sessional Examination 2024:

- 1) For casual students, the Supplementary Practical Examination will be held at Out Centre (Nodal Center) for Compulsory Academic Papers and Optional Elective Papers.
- 2) **Fixation of the Schedule of Examination:** The Nodal in Charge will prepare the schedule of the External Practical Examination as mentioned in Sr. no (1) above in coordination with Nodal Officer regarding the External Examiner and intimate the Head of the Institutes of the Participating Institutes (PI) about the date & time of the examination program for intimating the same to the candidates.
- 3) **Attendance in Examination:** Attendance of the examinees for the Practical Examination should be recorded in **Marks Foil cum Attendance sheet**. Hard Copies of duly filled **Marks Foil cum Attendance sheet** are to be submitted to the Council. Nodal Centre retaining the copy for your office record for future use as and when required. Please ensure that no additional names are to be incorporated in the preprinted **Marks Foil cum Attendance sheet** without instruction/approval from Council / Nodal Centre.
- 4) **Appointment of External Examiner and also arrangement for Sessional / Practical Examination**
External Examiners are to be selected by Nodal Officer in consultation with the Nodal in-Charge of the Centre and appointment letter in the prescribed format duly countersigned by the Nodal Officer is to be issued to the External Examiner. The letter is attached in ANNEXURE A.

Sandip K. Das
SAO(TED)
WBSCTVESD
10.07.24

Memo No.: WBSCTVESD-14014/2/2020-AO(WBSCTVESD)/2023-24/129(4)
Copy forwarded for information & necessary action:

Date: 10-07-2024

1. The Chairperson, WBSCT&VE&SD
2. Chief Administrative Officer, WBSCTVESD
2. All The Principal / Officer in-charge/Nodal Officer,
4. Head of the institute of Participating Institutes (PI)

Sandip K. Das
SAO(TED)
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[ANNEXURE - A]

No: WBSCTVESD/AO(R)/CONF/(X+2)/Exam-3/2023-24/

Date: 10-07-2024

To
Sri / Smt. _____

**Sub : Appointment of External Examiner for Sessional / Practical Examination
for Class XII (Casual) of (X+2) Level H.S. (Vocational)Supplementary Exam-2024**

Dear Sir / Madam,

I am glad to inform you that you have been appointed an External examiner for Supplementary Practical Examination in the subject _____ of discipline _____ of class XII (Casual) of the Examination Center [i.e. Nodal Centre] of the aforesaid examination to be held on _____.

Name & Code of Out Centre: _____.

You are requested to give practical marks cleanly in the specified format (i.e. Mark foil, as supplied by Nodal Center) and to return the sealed mark foil is duly filled in within the envelope marked 'Confidential' supplied by the council on the day of examination to the Centre-in-charge/Nodal In - Charge of the Out Centre (to where you have been deputed as External examiner) immediately after the completion of the scheduled Practical examination.

As the publication of the result in time depends on your active co-operation, you are, therefore, requested to render necessary co-operation in this matter.

You are entitled to draw TA (if ERP) & remuneration as admissible by the rules of the council.

Thanking you.

Sandip K. Das
SAO(TED) 10.07.24
WBSCTVESD

[Counter Signature of the Nodal In-charge]

Enclo. 1) Marks Foil, 2) Envelopes.