



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/241

Dated : 24.09.2025

NOTIFICATION

Sub: Commencement of Online Registration of Short Term Courses for the session 2025-26 (July 2025 to December 2025)

This is for information of all 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 2025-26 (July 2025 to December 2025) shall remain live in Council's website <sctvesd.wb.gov.in> from 24.09.2025 to 31.10.2025.

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 2025-26 from the Council will be able to get students registered in approved courses. Detailed 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 uploaded:-

- 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 the system as per following:-

Details of Fees to be paid per student

For STC in VTC:

Rs. 60/- for each trainee.

For STC in STTC(Private):

Rs. 200/- for each trainee.



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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, VTCs / 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 Institute 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 Institute to respective nodal office (Council office for all STTCs) by 10.11.2025.

For any clarification, VTCs may write to **voc.affiliation@gmail.com** or may contact at **033-23403671** during office hours.

Senior Administrative Officer (Exam)
WBSCTVESD

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

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Copy forwarded for information and necessary action to:-

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

Senior Administrative Officer (Exam)
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