



**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 Bhawan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/143

Dated : 22.07.2025

NOTIFICATION

Sub: Commencement of online Registration of the class-XI of Higher Secondary (Vocational)

Courses for the session 2025-26

This is for information of all concerned Head of the Institute (HOI) of Vocational Training Centers (VTC) running Higher Secondary (Vocational) courses under the affiliation of this Council that Online Portal for Registration of students of class-XI shall remain live in Council's website <sctvesd.wb.gov.in> from **23.07.2025 to 08.08.2025**

Concerned VTCs must complete all admission and registration of their students positively by 08.08.2025. No further scope will be provided for registration of students. It is to mention that only registered students will be allowed to enroll for the semester examination.

VTCs will register trainees by logging into the affiliation/renewal portal with their login credentials. VTCs 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/trainees are available in the 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 who are below 22 years old 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) Cast 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.
- 8) Migration certificate for HS(Vocational) courses, if required.
- 9) Bank details of students (only for class-XI)

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:-

For HS(vocational) :

Details of Fees to be paid per student

- | | |
|-------------------------|--|
| 1) Registration Fees :: | Rs.100.00 (Rs.50/- for Kanyashree enrollees) |
| 2) Processing Fees :: | Rs. 10.00 (For all) |

Total registration fees = Rs.110/- (Rupees One Hundred Ten) only per student. (Rs.60/- for Kanyashree enrollees)



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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 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 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 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 within **12.08.2025**

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


Chief Administrative Officer

WBSCTVESD

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Dated : 22.07.2025

Copy forwarded for information and necessary action to:-

1. Chairperson, WBSCTVESD
2. Director, DVET, WBSCTVESD
3. Sr. Administrative Officer(EXAM.), WBSCTVESD
4. All Nodal Officers
5. HOIs of all VTCs/STTCs conducting HS(Vocational) and /or Short Term Course.
6. Office copy


Chief Administrative Officer
WBSCTVESD