



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

No. SCTVSD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/19

Date: 18.04.2023

**NOTIFICATION**

**Sub: Online payment for Assessment Fees and creation of trade wise batches for Assessment in respect of Short-Term Courses started during July 2022 – December 2022 in VTCs / STTCs (Only for those registered with affiliation renewal portal)**

Online Registration Process for all trainees of Short-Term Courses admitted in various VTCs/STTCs during the period from July 2022-December 2023 are presently going on through Council portal <sctvesd.wb.gov.in>.

Registration number of all trainees, against whom Registration fees have been paid, are being generated online by Council.

**All HOIs of VTCs/STTCs are hereby further directed to pay Assessment fees in respect of registered trainees who are eligible to appear at the Skill Assessment Test to be taken by Council deputed Assessors.**

Assessment fees will be auto calculated by system as per following:

**For VTCs:** Rs 110/- for all trainees;

**For STTCs:** Rs 250/- for all trainees

All Assessment fees will need to be paid through online payment gateway (Debit Card/Credit Card/Net Banking/UPI) linked to Council Portal.

Upon successful payment of requisite assessment fees for registered & eligible trainees of a trade group, VTCs/STTCs need to create trade group wise batch and push the batch online to Council for Assessment. Assessment Process will start only after a batch is pushed online to Council by VTC/STTC.

Detail procedure for payment of Assessment Fees and Batch creation / Batch push is given in Annexure A attached with this notification.

All are requested to co-operate. For any clarification, VTCs may write to (voc.affiliation@gmail.com) or may contact at 033-2340-3671 during office hours.

  
Chief Administrative Officer  
WBSCT&VE&SD

No. SCTVSD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/19

Date: 18.04.2023

Copy for information & necessary action:

1. The Chairperson, WBSCT&VE&SD
2. DVET, Dept. of TET & SD, Govt of W.B
3. Sr Administrative Officer (VE), WBSCTVESD
4. All Nodal Officers for information
5. All HOIs of VTCs/STTCs, conducting Short Term Courses

  
Chief Administrative Officer  
WBSCT&VE&SD

## Guideline for VTCs/STTCs to pay Assessment Fees and to create / push Batch for Assessment:

### 1. How to pay Assessment fees for registered students:

- i. After successful login VTC / STTC Dashboard will open
- ii. VTC/STTC will view Trade group list by clicking on "Registered Students" sub-menu, under "New Student Registration" main menu
- iii. VTCs/STTCs will view students list (trade group wise) by clicking on "Mark Eligible for Exam" button.
- iv. List of registered students for that trade group with registration number will appear. VTCs/STTCs will select eligible students by ticking check box against each student and VTCs/STTCs will then click on "Eligible to Exam fees" button to allot selected students for Assessment fee payment.
- v. VTCs/STTCs will click on "Student Payment" sub-menu, under "New Student Registration" main menu
- vi. VTCs/STTCs will **pay the Trade group wise Assessment fee** by clicking on "Pay Exam Fee" button. This button will disappear upon successful payment of fees.

#### **Note:**

- "Pay Exam fee" button in In "Student Payment" sub-menu, under "New Student Registration" main menu, will appear only when eligible (for Assessment) students' count for a trade group becomes more than 0.

### 2. How to create Batch and push it to Council for Assessment

Only one batch will be created for each trade group in a VTC/STTC. VTCs/STTCs are therefore advised to ensure that payment of Assessment Fees in respect of all eligible trainees for a particular trade is completed before creating a batch for that trade group.

- i. After payment of Assessment fees, VTCs/STTCs will view batch list by clicking on "Batch List" sub-menu, under "Assessment Batch" main menu. This will open a page showing all previous and current batches created by VTC/STTC and their Assessment status.
- ii. VTCs/STTCs click on "Create Batch" button on this page to view trade group wise new job-role list.
- iii. Next VTCs/STTCs will click "Create Batch" button beside job role list to create trade group / job-role wise batch. This will open a page for one job role / Trade Group, along with list of trainees against whom payment has been made.
- iv. Next VTCs/STTCs will fill up "Start Date", "End Date", "Batch Tentative Date" for that job role / trade group and click on "Create Batch" button
- v. VTCs/STTCs may now view the created batch in "Batch List" sub-menu, under "Assessment Batch" main menu.
- vi. VTCs/STTCs will push the newly created batch by clicking on "Batch Push" button appearing against each trade group.
- vii. One pop-up will appear and VTCs/STTCs will fill-up "Preferred Assessment Date 1 and Preferred Assessment Date 2"
- viii. VTCs/STTCs will submit the preferred assessment date by clicking on "submit" button. This will send the batch list to Council end for initiating Assessment.

Thereafter Council will arrange for Assessment of the batch.

Sl no (ii) to (viii) under sl no (2) above will need to be repeated for each trade group.