



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-ACCOFFCR (WBSCTVESD)/2021-2022/ 556

Date: 13.12.2021

To: **The Head of the Institution [HOI] of VTCs running (X+2) Level Higher Secondary (Voc.) Courses.**

Sub: **Commencement of Online Examination Form Fill Up of the Class-XII students for Higher Secondary (Voc.) Examination-2022 of session 2021-22.**

Sir/Madam,

This is to inform all concerned **Head of the Institute [HOI]** of Vocational Training Centres that **Online Examination Enrollment Form Fill Up for Higher Secondary (Voc.) Examination-2022 of Class-XII** for the eligible Regular / Continuing / Casual students will be commenced on & from **14.12.2021**.

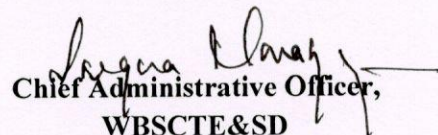
The Online Portal will be available & live at <https://www.wbscvetpps.org.in/register/> from 14.12.2021.

The detail Programmes of Online Examination Enrollment Form Fill up of class-XII are given below :

(a) The duration of Online Examination Enrollment Form Fill-up of class-XII including payment of fees etc. by the Vocational Training Centres (VTC) [without Late Fine].	14.12.2021 To 24.12.2021
(b) Examination Form Fill-up of class-XII students through online portal including payment of fees etc. by the Vocational Training Centres (VTC) [with Late Fine].	Up to 31.12.2021
(c) Submission of online generated Exam, Enrollment Forms duly signed by the students, sealed/signed of HOI along with Online generated Exam, Summary sheets duly sealed/signed of HOI & e-receipt to the respective Nodal Centre by the concerned VTC.	With in 04.01.2022 (with in office hours)
"Please be noted that Nodal has to confirm Examination Form Fill Up status of students of VTCs through online as soon as the hard copies of the same are received."	With in 04.01.2022

You are to display the notification at your school's notice board for the convenience of the concerned students. In case of any query call at (033-2340 3671/23247564) or 9836446265 of the council.

[For details of payment of fees, instructions of form fill up & steps with Screen Shot Steps of Online Examination Form Fill Up process through ICICI Gateway are shown in Annexure-I is enclosed herewith.].

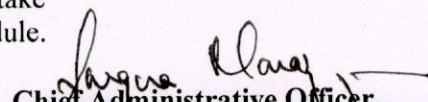

Chief Administrative Officer,
WBSCTE&SD

No. SCTVSD-14014/1/2020-ACCOFFCR(WBSCTVESD)/2021-2022/ 556

Date: 13.12.2021

Copy forwarded for information & necessary action to:

- (1) Chairperson, WBSCTESD
- (2) DVET, Govt. of West Bengal
- (3) Finance Officer, WBSCTVESD
- (4) Principal/OIC/Nodal officer to instruct your good office to monitor & to take necessary action in this regard so that same may be executed as per schedule.
- (5) Examination Section, WBSCTVESD (VED)


Chief Administrative Officer,
WBSCTE&SD

Annexure – I

(A) Details of Examination Fees to be paid by each class-XII student :-

1. Examination Fee : Rs. 200.00

Processing Fee : Rs. 10.00

Total Examination Fees = Rs. 210.00 [Rs. Two hundred ten only per student] [Without Late Fine]

2. Examination Fee : Rs. 200.00

Processing Fee : Rs. 10.00

Late Fine : Rs. 20.00

Total Examination Fees = Rs. 230.00 [Rs. Two hundred thirty only per student] [With Late Fine]

[Pl. note that Exam Forms & Summary sheets can only be printed after successful payment of fees through “ICICI Easy Pay”]

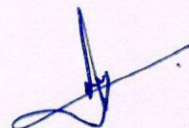
(A) List of Items to be submitted by the VTCs at Nodal Centers –

- Examination forms of all students enrolled with duly signed by student & sealed & signed by the HOI.
- Examination summary sheet/s with duly sealed & signed by the HOI of the VTC.
- E-receipt of enrollment fees of ICICI Payment gateway

Important Instructions for Online Examination Form Fill Up of Class-XII :-

- 1) Login to Portal <https://www.wbscvetpps.org.in/register/> using USE ID & Password.
- 2) Now, click on Menu “Class-XII Enrollment”
- 3) Find a list of menu, where click on “Examination Enrollment”
- 4) Enter Name of the Head of the Institute & Mobile Number of HOI & SUBMIT.
- 5) Find a page with title “Examination Enrollment For HS Exam of Class-XII”, where select “group code” from drop down list & with “schedule-1”, then click on “Search”, you will find a list of eligible class-XII students with registration no. w.r.t. group code of VTC for class-XII form fill up.
- 6) Now, for each students click on “View & Confirm” to see students’ personal details for any correction if any, then click on “Update & Confirm” to correct Address or Mobile number of the students & check Subject details of class-XII of each students & if found correct, click on “Apply for Exam”.
- 7) In this way after necessary checking & update if any, then click on “Apply for Exam” against each & all students. After completion of this process return to Home page for finalization of enrollment.
- 8) Now, click on menu “Enrollment Finalization” to finalize enrollment process & to see a list of all students who applies for HS(Voc.) examination, 2022 of the VTC.
- 9) Now click on “Finalize Enrollment Process” shown before payment of fees for exam, Form Fill Up.
- 10) Next click on “Enrollment Fees & Summery” for payment of fees & to print summery sheet.

- 11) After successful payment of fees through “ICICI Easy Pay” Payment Gate Way, under Title Print Out, please click on Menu “Enrollment Form Print (XII) & Summary (XII) to generate/print out Exam. Enrollment Form for Class -XII & Summery Sheets for Enrollment of the VTC.
- 12) Please ensure that the student must thoroughly cross check his/her every data in the printout Exam. Enrollment Forms of class-XII & must put signature in pre-filled Exam. Enrollment Forms of Higher Secondary(Voc.)Exam,-2022 [in the space “Sig. of Candidate”, with a (black/blue ink) ballpoint pen.
- 13) The letter (T) / (P) / (T/P) which is/are mentioned against subject/s in Enrollment form, indicates (Theoretical) / (Practical) / (Project) / (Theory/Practical) / (Theory/Project) as the case may be for Casual Students, which he/she has to appear.
- 14) The Examination Enrollment Forms are printed in English, where students may put their signature preferably in English or in Bengali as is done in Registration Form filled up earlier.
- 15) In extreme case necessary correction (if genuine) with a ball point pen (using Red Ink) in CAPITAL LETTERS may be made to facilitate error-free data processing by the council. However a corresponding letter of HOI along with a scan copy of corrected enrollment form duly sign & counter signed by the HOI should be submitted at nodal followed by mailing the same to the Council at wbscvetexam@gmail.com
- 16) Please ensure that each Examination Enrollment form must be signed & sealed by Head of the Institute as mark of approval & recommendation of the students for appearing the examination.
- 17) VTCs are requested to retain the institute copy of all filled up & duly signed Examination Enrollment Form & submit the Council copy & Nodal copy to the Nodal office.
- 18) Please note that Examination Enrollment Filled-in Forms & Summary Sheets of VTC can only be printed after successful payment of fees of students through “ICICI Easy Pay” Payment Gate Way.



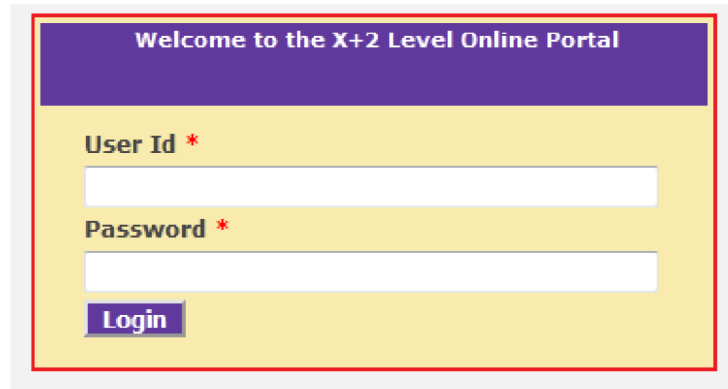
Administrative Officer (Registration)
WBSCTVESD

PLEASE CAREFULLY SEE THE FOLLOWING SCREEN
SHOT STEPS FOR GATEWAY PAYMENT THROUGH “ICICI
EASY PAY” GIVEN IN THE NEXT PAGE :-

Annexure – I

Please carefully see the following Screen Shot Steps in sequence for Online Examination Enrollment Form Fill Up of class-XII through web portal,
<https://www.wbscvetpps.org.in/register/>

1. ENTER USER ID & PASS WORD :



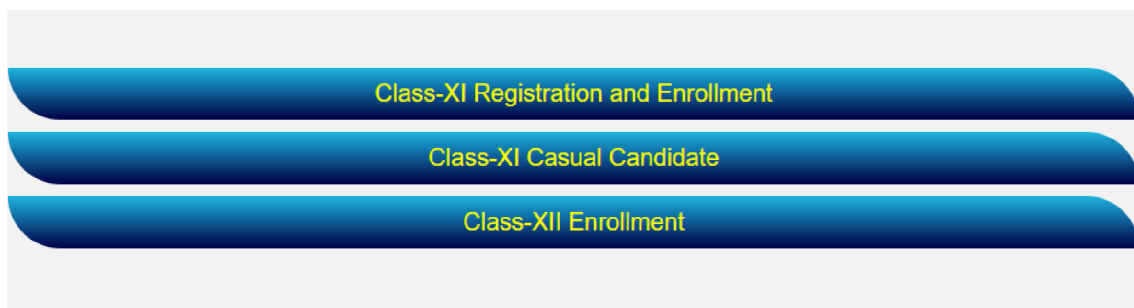
Welcome to the X+2 Level Online Portal

User Id *

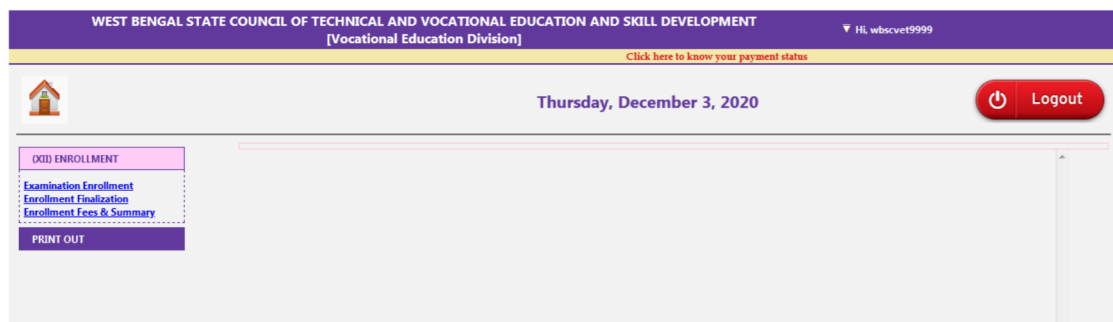
Password *

Login

2. CLICK ON MENU “CLASS-XII ENROLMENT” :



3. CLICK ON MENU “EXAMINATION NROLLMENT” :



4. ENTER NAME OF THE HOI OF VTC & MOBILE NUMBER AND SUBMIT :

Enter Details

Enter Name of the Head of the Institute :

Enter Mobile number of HOI :

5. FIND LIST OF ELIGIBLE CLASS-XII STUDENTS OF THE VTC WITH VIEW & CONFIRM FOR “CORRECTION OF ADDRESS & MOBILE NO.” AND FOR CHECKING “SUBJECT DETAILS”:

WEST BENGAL STATE COUNCIL OF TECHNICAL AND VOCATIONAL EDUCATION AND SKILL DEVELOPMENT
[Vocational Education Division]

W. H. wbscvet9999

Click here to know your payment status

EXAMINATION ENROLLMENT FOR H.S. EXAMINATION OF CLASS XII

 Home

District	Institute Name	Group Code	Status	Search
COUNCIL	9999 - COUNCIL(VTC)	Select	Select	

#	Registration No.	Year	Candidate Name	Father Name	Mother Name	Candidate Type	Discipline	Group Code	First Language	Second Language	Action	Status
1	191550114001	2019 - 2020	ANIMESH CHATTERJEE	SAMBHU CHATTERJEE	MANASI CHATTERJEE	Regular	ET-02	ETCM	BEN2	ENG2	View & Confirm	
2	191550114002	2019 - 2020	ALAPAN MUKHERJEE	DIBAKAR MUKHERJEE	APARNA CHAKRABORTY	Regular	ET-02	ETCM	BEN2	ENG2	View & Confirm	
3	191550114003	2019 - 2020	BARSHA NASKAR	BISWAJIT NASKAR	MANAKA NASKAR	Regular	ET-02	ETCM	BEN2	ENG2	View & Confirm	
4	191550114004	2019 - 2020	KEYA SONA	BABLU SONA	CHHAYA SONA	Regular	ET-02	ETCM	BEN2	ENG2	View & Confirm	
5	191550114005	2019 - 2020	JAYA NASKAR	RAJNARAYAN NASKAR	BISHAKHA NASKAR	Regular	ET-02	ETCM	BEN2	ENG2	View & Confirm	

6. OPTION FOR UPDATE & CONTINUE OF ANY CORRECTION OF ADDRESS & MOBILE NUMBER OF THE STUDENTS FOR WHICH CLICK ON CHECK BOX:

Candidate Details

Registration No. : Year :

Candidate Name :

Address 1 :

Address 2 :

Address 3 :

PIN : District :

Mobile :

In case of any change of Address or Mobile number of student, please update & click check box. ☐

7. CHECK SUBJECT DETAILS OF CLASS-XII & CLICK ON “APPLY FOR EXAM”:

EXAMINATION ENROLLMENT FOR H.S. EXAMINATION OF CLASS XII

 Home

Registration No.:	191550114001	Registration Year:	2019-2020
Roll Number:	201550114001	Institute Code:	9999
Institute Name:	COUNCIL(VTC)	District:	COUNCIL
Basic Information:			
Name:	ANIMESH CHATTERJEE	Father's Name:	SAMBHU CHATTERJEE
Mother's Name:	MANASI CHATTERJEE	Gender:	MALE
Address 1:	135/A AGHORE SARANI	Address 2:	RAIPUR
Address 3:	TEST	PIN:	700149
Mobile:	8100016299	District:	SOUTH 24 PARGANAS
Discipline:	ET - 02	Candidate Type:	Regular
Group:	ETCM - Computer Maintenance & Networking		
Subject Information for Regular Candidates:			
Language (Paper 1):	BEN2	Language (Paper 2):	ENG2
Vocational (Paper 3):	CMNT	Vocational (Paper 4):	WPDV
Compulsory Academic Elective (Paper 5):	MTH2	Compulsory Academic Elective (Paper 6):	PHYS
Optional Elective (Paper 7):	CHEM	Common Paper 8):	ENST

[Apply for Exam](#) [Back](#)

8. CLICK ON “FINALIZE ENROLLMENT PROCESS” OF THE CLASS-XII STUDENTS:

FINALIZATION OF EXAMINATION ENROLLMENT FOR H.S. EXAMINATION OF CLASS XII

 Home

Institute will not able add any data after FINALIZATION . Before finalize please make sure all intended students are consider for Examination Application .

Registration Year	District	Institute Name
2020 - 2021	COUNCIL	9999 - COUNCIL(VTC)

#	Registration No	Registration Year	Candidate Name	Father Name	Mother Name	Discipline	Group Code	First Language	Second Language	Status
1	191550114001	2019 - 2020	ANIMESH CHATTERJEE	SAMBHU CHATTERJEE	MANASI CHATTERJEE	ET-02	ETCM	BEN2	ENG2	Pending
2	191550114002	2019 - 2020	ALAPAN MUKHERJEE	DIBAKAR MUKHERJEE	APARNA CHAKRABORTY	ET-02	ETCM	BEN2	ENG2	Pending

[Finalize Enrollment Process](#)

9. AFTER CLICKING ON “FINALIZE ENROLLMENT PROCESS”, THE STATUS AGAINST EACH STUDENTS WILL BE SHOWN AS “APPLIED FOR XAMINATION”:

FINALIZATION OF EXAMINATION ENROLLMENT FOR H.S. EXAMINATION OF CLASS XII

 Home

Institute will not able add any data after FINALIZATION . Before finalize please make sure all intended students are consider for Examination Application .

Registration Year	District	Institute Name
2020 - 2021	COUNCIL	9999 - COUNCIL(VTC)

#	Registration No	Registration Year	Candidate Name	Father Name	Mother Name	Discipline	Group Code	First Language	Second Language	Status
1	191550114001	2019 - 2020	ANIMESH CHATTERJEE	SAMBHU CHATTERJEE	MANASI CHATTERJEE	ET-02	ETCM	BEN2	ENG2	Applied for Examination
2	191550114002	2019 - 2020	ALAPAN MUKHERJEE	DIBAKAR MUKHERJEE	APARNA CHAKRABORTY	ET-02	ETCM	BEN2	ENG2	Applied for Examination

10. FOR PAYMENT OF TOTAL EXAMINATION FEES OF CLASS-XII,
CLICK ON “Pay Now” [The payment will be made through ICICI Easy
Pay][Details are given in Annexure-II]:

 Pay Now						
Registration Year :	2020 - 2021					
Institute Code :	9999					
Institute Name :	COUNCIL(VTC)					
#	Discipline	Group Code	No of Candidate	Enrollment Status	Total Amount	Entry Phase
1	ET-02	ETCM	2	Approved	420.00	schedule-1
					Total Amount :	420.00

11. CLICK ON MENU ENROLLMENT FORM PRINT(XII) & FOR
PRINTING EXAMINATION FORMS CLICK ON “GENERATE REPORT”:

Examination Enrollment Final Report (XII)		 Home
Registration Year :	2020 - 2021	
District Name :	COUNCIL	
Institute Name :	9999 - COUNCIL(VTC)	
Discipline :	Select *	
Paper Group :	Select *	
Entry Phase :	Schedule 1 *	
Generate Report		

12. NOW CLICK ON “SUMMERY (XII)” FOR PRINTING SUMMERY
SHEET/REPORT OF CLASS-XII EXAM, FORM FILL UP:

ENROLMENT SUMMARY DETAILS (XII)		 Home
Registration Year :	2020 - 2021	
Institute Code :	9999	
Institute Name :	COUNCIL(VTC)	
Entry Phase :	Schedule 1	
Summary Report		



West Bengal State Council of Technical and Vocational Education and Skill Development

(A Statutory Body under West Bengal Act XXVI of 2013)

[Erstwhile West Bengal State Council of Vocational Education & Training]

Karigori Bhavan, 5th Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

L- (033) 2324-7728(Academic)/2324-7566(Examination)/2324-7564(Online Requisition)/2324-7565(Accounts)

Annexure – II

(A) Details of Examination Fees to be paid by each class-XII student :-

- Examination Fee : Rs. 200.00
Processing Fee : Rs. 10.00

Total Examination Fees = Rs. 210.00 [Rs. Two hundred ten only per student] with out Late Fine.

- Examination Fee : Rs. 200.00
Processing Fee : Rs. 10.00
Late Fine : Rs. 20.00

Total Examination Fees = Rs. 230.00 [Rs. Two hundred thirty only per student] [With Late Fine]

[Pl. note Exam Forms & Summary sheets can be printed after successful payment of fees through “**ICICI Easy Pay**”]

(A) List of Items to be submitted by the VTCs at Nodal Centers –

- Examination forms of all students enrolled with duly signed by student & sealed & signed by the HOI.
- Examination summary sheet/s with duly sealed & signed by the HOI of the VTC.

SD/-

(Kalyan Roy)

Administrative Officer (Registration)

Please carefully see the following Screen Shot Steps for Gateway payment through “ICICI Easy Pay”:

I) For payment of fees [registration & exam. enrollment] click on “Pay Now”

 Pay Now						
Registration Year :		2020 - 2021				
Institute Code :		9999				
Institute Name :		COUNCIL(VTC)				
#	Discipline	Group Code	No of Candidate	Enrollment Status	Total Amount	Entry Phase
1	ET-02	ETCM	2	Approved	420.00	schedule-1
Total Amount :					420.00	



West Bengal State Council of Technical and Vocational Education and Skill Development

(under West Bengal Act XXVI of 2013)

[Vocational Education division]

Karigori Bhavan, 5th Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

L- (033) 2324-7728(Academic)/2324-7566(Examination)/2324-7564(Online Requisition)/2324-7565(Accounts)

II) All payments, Options are shown at the left side of the screen.

1
SEARCH

2
VIEW

3
PAY

Select Payment Mode

RTGS / NEFT

Debit Card

Credit Card

UPI

Transaction ID	19090555622801
WBSCVET	WB STATE COUNCIL OF TECHNICAL AND VOCATIONAL EDUCATION AND SKILL DEVELOPMENT
Amount	Rs.2
Convenience Fee	Rs. 0.00
GST	Rs. 0.00
Total Amount	Rs. 2.00

Mobile No :

Email ID :

Payer Name :

*Please provide the mobile number for transaction communication & viewing transaction history.

☒ Domestic Debit Card

Proceed Now

Notes:

- Please check the details of bill displayed prior to proceeding with payment.
- If you select Debit Cards as payment option, other modes of payment will be disabled.
- You should have valid debit card available with you for payment though this mode.
- For refund / claim if any, please contact Merchant.
- Please generate a receipt post successful payment and save/print same for future reference.

III) Select payment method from drop down menu :

First Data | **ICICI**
Merchant Services.

Amount ₹ 2.00 INR

This is a secure page which uses
SSL/TLS (Secure Socket Layer/Transport
Layer Security) to encrypt and securely
transmit your payment data.

Please select payment method

VISA

VISA

Mastercard

Mastercard

RuPay

Verified by
VISA

Mastercard
SecureCode

Mastercard
ID Chip

Cancel

Continue