



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-14014/2/2020-AO(WBSCTVESD)-WBSCTVESD/2023-2024/689 Dated : 02.01.2024

From: The Chief Administrative Officer (WBSCTVESD)
West Bengal State Council of Technical and Vocational Education and Skill Development

To: The Principal/Officer-in-Charge/Headmaster/Headmistres.

Sub: Important Information and Instruction related with Conduct of Practical examination (External) of Class XII of (X+2) Level H.S (Vocational) Examination to be held on & from 08th January, 2024 to 19th January, 2024.

Sir / Madam,

In respect of Higher Secondary (Vocational) Examination-2024 for both NEW SYLLABUS & OLD SYLLABUS, Practical Examination will be held **on & from 08th January, 2024 to 19th January, 2024.** You are requested to follow the guideline given below regarding the External Sessional Examination 2024 :

- 1) The Practical Examination will be held at Out Centre for Compulsory Academic Papers and Optional Elective Papers for regular students and all Papers for casual students.
- 2) For Casual candidates, the Practical Examination of all papers will be held at Out center.
- 3) **Fixation of the Schedule of Examination:** The Centre in Charge of the Out Centre will prepare the schedule of the External Practical Examination as mentioned in Sr. no (1) and (2) above in coordination with Nodal Officer regarding External Examiner and intimate the Head of the Institutes of the Participating Institutes (PI) about the date & time of the examination programme for intimating the same to the candidates.
- 4) **Attendance in Examination:** Attendance of the examinees for Practical/ Sessional Examination should be recorded in **Marks Foil cum Attendance sheet** before posting marks in online portal. Consolidated Absentee Statement (CAS12) is also to be prepared. Hard Copies of duly filled **Marks Foil cum Attendance sheet** & CAS12 are to be submitted to Nodal Centre retaining the Out Centre 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.



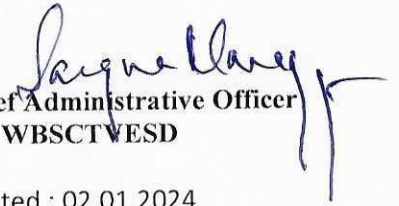
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5) **Appointment of External Examiner and also arrangement for Sessional / Practical Examination :**

External Examiners are to be selected by Nodal Officer in consultation with the Centre in -Charge of the Out Centre and appointment letter in the prescribed format duly countersigned by the Nodal Officer is to be issued to the External Examiner. Letter is attached in ANNEXURE A.

6) **Submission of the Documents/Marks:** External Examiners will fill up the Mark Foils (Institute copy) and submit it to the Centre in-Charge in sealed envelopes. The name of the copy (i.e. Institute) should be clearly indicated on the top of the envelope striking through any other irrelevant markings. The Centre in-Charge will retain the Institute Copy of the Mark Foils, ASS12 & **Marks Foil cum Attendance sheet** are to be submitted to Nodal Centre.


Chief Administrative Officer
WBSCTVESD

No. SCTVSD-14014/2/2020-AO(WBSCTVESD)-WBSCTVESD/2023-2024/689
Copy forwarded for information & necessary action:

Dated : 02.01.2024

1. The Chairperson, WBSCT&VE&SD
2. All The Principal / Officer in-charge/Nodal Officer,
3. Sr. Administrative Officer (TE), WBSCTVESD
4. Officer on special duty (Registration), WBSCTVESD
5. Head of the institute of Participating Institutes (PI)


Chief Administrative Officer
WBSCTVESD



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ANNEXURE A

No. SCTVSD-14014/2/2020-AO(WBSCTVESD)-WBSCTVESD/2023-2024/

Dated : 02.01.2024

To
Sri / Smt. _____

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

Dear Sir / Madam,

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

Name & Code of Out Centre: _____.

You are requested to give sessional / practical marks cleanly in the specified format (i.e. Mark foil, as supplied by online) 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 Head of the Institution / (Asst.) Centre-in-charge of the Out Centre (to where you have been deputed as External examiner) immediately after the completion of the scheduled Sessional / 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.

Yours faithfully,

P. S. Pandit
(Parthasarathi Pandit)
OSD(VE)
WBSCTVESD

[Counter Signature of the Nodal In-charge]

Encl. 1) Blank Marks Foil, 2) Envelopes.