



**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-700 160

No. SCTVSD-14014/1/2022-OSD(WBSCTVESD)-WBSCTVESD/88

Dated - 09/06/2025

NOTIFICATION

Sub: Online payment of assessment fee and creation of trade wise batches for assessment

This is for information of all Heads of VTCs/STTCs that the Council will soon activate online portal for online payment of assessment fee and creation of trade-wise batches for the Admission Session: January 2025 to June 2025 of academic session 2024-2025.

The online portal will be activated in the Council's website (sctvesd.wb.gov.in) on **20th June 2025** and shall remain active till **30th June 2025**. Then, the portal will be closed.

For VTCs, assessment fee is **Rs.110/-** per trainee and for STTCs, assessment fee is **Rs.250/-** per trainee. Total assessment fee will be auto-calculated by the system. Assessment fees have to be paid through online payment gateway linked to the Council's portal by **Debit Card / Credit Card / Net Banking / UPI**.

Before the payment of assessment fees, for their registered trainees, all VTCs/STTCs have to put two preferred assessment dates and then need to pay the assessment fees. After successful payment, batch will automatically come to the Council portal. Assessment will be done from **14th July 2025** and should be completed by **14th August 2025**. So, all VTCs/STTCs shall provide two suitable assessment dates (at least 10 days gap between two dates) between **14th July 2025 to 14th August 2025**.

Detailed procedure for batch creation and payment of assessment fees have been given in 'Annexure A' of this notification.

Heads of all VTCs/STTCs are requested to take note of the above and complete the batch creation & payment within the given time limit. **Once the portal is closed on 30.06.2025, no further scope will be given to the VTCs/STTCs for batch creation and assessment.**

For any clarification, or batch creation related issue, VTCs/STTCs are requested to visit Council office with relevant documents from **20th June 2025 to 30th June 2025**.

**Chief Administrative Officer
WBSCTVESD**

No. SCTVSD-14014/1/2022-OSD(WBSCTVESD)-WBSCTVESD/88

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Copy forwarded for information & necessary action to:-

1. Chairperson, WBSCTVESD
2. Director, DVET
3. All Nodal Officers
4. All HOIs of VTCs/STTCs
5. Office Copy

**Chief Administrative Officer
WBSCTVESD**

ANNEXURE 'A'

GUIDELINES FOR BATCH CREATION AND ASSESSMENT FEE PAYMENT

Step -1 (Set trade wise Eligible Student list for Assessment)

- 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.
- v) VTCs / STTCs will then click on “**Eligible for Exam**” button to allot selected students for assessment fee payment.

Step -2 (Set trade wise Assessment Dates)

- i) VTCs / STTCs will click on “**Set Assessment Date**” sub menu under “**New Student Registration**” main menu.
- ii) One pop up will appear and VTCs/STTCs will fill up “**Preferred Assessment Date 1** and **Preferred Assessment Date 2**” (at least 10 days gap between two dates and should be between **14th July 2025 to 14th August 2025**).
- iii) VTCs/STTCs will submit the preferred assessment dates by clicking on “**submit**” button.

***Please Note:** Once you set the Assessment Date by clicking “submit” button, no farther date change or student addition will be accepted for that trade.*

Step -3 (Trade wise Assessment Fees payment)

- i) VTCs / STTCs will click on “**Student Payment**” sub menu under “**New Student Registration**” main menu.
- ii) VTCs / STTCs will pay the trade group wise assessment fee (auto calculated by the system) by clicking on “**Pay Exam Fee**” button. This button will disappear upon successful payment of fees.
- iii) Once the payment is received by the Council, **Admit cards** will be generated for that trade and batch will be **automatically sent to the Council portal** for assessment.
- iv) VTCs / STTCs have to download the **Admit cards** from portal and distribute those to the concerned students.

Please Note:

1) If payment is not received by the Council, Admit cards will not be generated.

2) If the payment fails and the assessment fees amount is deducted from the bank account, VTC/STTCs have to wait for three working days and then again check the status.

3) If the deducted amount is credited back to the VTCs / STTCs , then VTC/STTCs have to try for re-payment.

4) If the deducted amount is not credited back to the VTCs / STTCs, then immediately VTC/STTCs have to visit Council Office with all the relevant documents.

N.B. -Step 1, 2 & 3 will be repeated for the batch creation of each trade.