



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

Memo No.: WBSCTVESD-14014/2/2020-ACCOFFCR(WBSCTVESD)/2022-23/4149 Date: 07-02-2023

NOTIFICATION

In respect of Higher Secondary (Vocational) Examination-2023 for both NEW SYLLABUS & OLD SYLLABUS, Practical Examination (other than VP1, VP2 of new syllabus) will be held **on & from 07th February, 2023 to 20nd February, 2023.**

The following guideline regarding the said Examination may be adhered to

- 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) The Practical Examination will be held at “**Out Center**” for all Vocational Papers, Compulsory Academic and optional elective papers for Eight VTCs. (list attached in ANNEXURE A).
- 3) For Casual candidates, the Practical Examination of all papers will be held at “**Out center**”.
- 4) **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), (2) and (3) above in coordination with Nodal Officer regarding appointment of 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.
- 5) **Attendance in Examination:** Attendance of the examinees for Practical Examination should be recorded in **Attendance cum signature sheet** downloaded from portal (<https://www.wbscvetpps.org.in/register>)
- 6) Hard Copies of duly filled **Attendance cum signature sheet** are to be submitted to Nodal Centre while retaining one copy for “**Out Center**” office record for future use as and when required.
- 7) **Appointment of Examiner and also arrangement for Practical Examination:**

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



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- 8) **Submission of the Documents/Marks:** Examiner will fill up the marks online in portal (<https://www.wbscvetpps.org.in/register>). Centre – in charge will check and confirm the marks entered. Examiners will also submit a signed copy of marks foil to center – in charge who will send such marks foil along with Attendance cum signature sheet to concerned Nodal Office.

All are requested to cooperate accordingly.


Chief Administrative Officer
WBSCTVESD

No. WBSCTVESD-14014/2/2020-ACCOFFCR(WBSCTVESD)/2021-22/4147 Dated: 07.02.2023
Copy forwarded for information & necessary action:

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


Chief Administrative Officer
WBSCTVESD



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ANNEXURE A			
VTC CODE	GROUP CODE	VP1	VP2
1007	HSFN	FPTN	COHC
1008	HSFN	FPTN	COHC
2004	HSFN	FPTN	COHC
3163	HSFN	FPTN	COHC
3210	HSFN	FPTN	COHC
3347	HSFN	FPTN	COHC
3422	HSFN	FPTN	COHC
7754	HSFN	FPTN	COHC



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ANNEXURE B

No: WBSCTVESD/AO(R)/CONF/(X+2)/Exam-3/2022-23/

Date: 07-02-2023

To

Sri / Smt. _____

Sub : Appointment of External Examiner for Practical Examination
for Class XII (Regular / Casual) of (X+2) Level H.S. (Vocational) Exam-2023

Dear Sir / Madam,

I am glad to inform you that you have been appointed an External examiner for 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 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 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,

(Parthasarathi Pandit)
OSD(VE)
WBSCTVESD

[Counter Signature of the Nodal In-charge]

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