



**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. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/ 681

Dated : 28.12.2023

NOTIFICATION

Sub: Commencement of online Registration of the class-XI of Higher Secondary (Vocational) courses and Short Term Courses for the session 2023-24

This is for information of all concerned Head of the Institute (HOI) of Vocational Training Centres (VTC) and Short Term Training Centres (STTC) running Higher Secondary (Vocational) courses and/or Short Term Courses under the affiliation of this Council that Online Portal for Registration of students of **class-XI and Short Term Courses for the session 2023-24** will be live in Council's website <sctvesd.wb.gov.in> from **28.12.2023 to 13.01.2024**

VTCs/STTCs will register trainees by logging into the affiliation / renewal portal with their login credential. Only those VTCs/STTCs who have approval of renewal of affiliation from the council will be able to get students registered in approved courses. Steps to be followed for registration of students for HS(Vocational) and Short Term Courses are given in Annexure – I to this notification. The details guideline for online registration of students / trainee is available in download section of council website <sctvesd.wb.gov.in>

The following documents/information in respect of each trainee will be required to be updated:-

- 1) Trainees who are below 22 years old are required to fill in the student ID generated from BanglaSikshya Portal.
- 2) Photo (full face view in plain white / blue background) in jpg (within 100 KB).
- 3) Signature (full signature in plain background) in jpg (within 50 KB).
- 4) Aadhar Card in PDF (within 200 KB) scanned from original.
- 5) Last academic examination passing document in PDF (within 200 KB) scanned from original.
- 6) Cast certificate in PDF (if applicable) within 200 KB scanned from original.
- 7) Physically Challenged (PC) certificate in PDF (if applicable) within 200 KB scanned from original.
- 8) Migration certificate for HS(Vocational) courses, if required.

After submission of data of all trainees trade wise (15 or more) HOI will verify and approve all entered data and then go to "Student Payment" - Group wise Payment Page – Click on "Proceed to Pay" and deposit requisite registration fees which will be auto calculated by system as per following:-

For HS(vocational) :

Details of Fees to be paid per student

All Kanyashree enrolled girl students will be eligible for 50% waiver in Registration Fee (vide 562-TET(Poly)/10M-101/2014, dated 29/08/2014.

- | | | |
|----------------------|----|-----------|
| 1) Registration Fees | :: | Rs.100.00 |
| Processing Fees | :: | Rs. 10.00 |

Total registration fees = Rs.110/- (Rupees One Hundred Ten) only per student.



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For STC in VTC:

Rs. 60/- for all trainees.

For STC in STTC(Private):

Rs. 200/- for all trainees

All registration fees will need to be paid through online payment gateway (Debit Card / Credit Card / Net Banking / UPI) linked to Council Portal. Before initiating payment of registration fees, VTC / STTC must ensure that details of all trainees for a particular batch have been entered and approved. Once registration fees for a group/ trade batch is paid, no further registration of trainees in that batch will be allowed.

Registration forms of each trainee (after approval by HOIs) can be downloaded / printed from portal. These forms need to be signed by trainees and countersigned by HOIs and to be kept at institutes for further reference.

Upon successful payment of all trainees of a trade, VTCs / STTCs will take a print out of consolidated list of trainees and submit the same with signature of HOIs and seal of institutes to respective nodal office (Council office for all STTCs). Nodal Office will in turn submit such consolidated list to Council Office within **20.01.2024**

For any clarification, VTCs may write to **voc.affiliation@gmail.com** or may contact at **9147339498** during office hours.


Chief Administrative Officer,
WBSCTVESD

Encl: Annexure for guideline for online students/ trainee registration.

No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD/681

Dated : 28.12.2023

Copy forwarded for information and necessary action to:-

- The Chairperson, WBSCTVESD
- The Director, DVET, WBSCTVESD
- Sr. Administrative Officer(TED), WBSCTVESD
- OSD (Registration), WBSCTVESD
- All Nodal Officers
- All HOIs of VTCs/STTCs conducting HS(Vocational) and /or Short Term Course.
- Office copy


Chief Administrative Officer
WBSCTVESD

Annexure I to memo No. SCTVESD-15017/14/2022-AO(WBSCTVESD)-WBSCTVESD: 8 Dated :
28.12.2023

STEPS TO BE FOLLOWED FOR NEW STUDENTS REGISTRATION FOR H.S. (VOCATIONAL) AND SHORT TERM COURSES.

The institutes who have already submitted affiliation Part I & II and have obtained approval from the Council for renewal of affiliation are eligible to start students registration in approved courses for the Academic Session 2023-24. The following steps are to be followed for students registration:-

• **For H.S. (Vocational)**

1. For H.S. (Vocational), students registration for the Academic Session 2023-24 – the Council has approved the courses. The list of courses approved can be seen in VTC / STTC dashboard under tab “**Approval Detail – LIST**”.
2. For approved courses under H.S. (Vocational), Institutes have to do paper selection for Class XI to be done under tab “**Class XI Paper Selection**”. In this tab, Institutes will need to submit Paper 2 to paper 7 for each Group Code. Once all the papers for Class XI are selected and confirmed, the institute can now start student registration for that group code.
3. After completion of paper selection for a group, new student registration for H.S. (Vocational) can be started by clicking on tab “**Students Registration**” under tab “**New Students Registration**”. Once all the necessary details are submitted, the students registration can be confirmed.

• **For Short Term Courses**

The institute will go to Batch Declaration Tab and declare batch start date and batch end date for the approved trade course. Thereafter, the students registration can be started.

• **For all registration:**

The following points may kindly be noted for students registration:-

1. While submitting students detail please give 10 digit mobile number when asked for without giving any zero (0) before the mobile number.
2. Students already registered with the Council for H.S. (Vocational) in 2020-21, 2021-22 & 2022-23 and seeking readmission will be readmitted under different module for readmission of the students to be made available shortly afterwards. These readmitted students are not to be entered under new students registration.