



**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, 4<sup>th</sup> & 5<sup>th</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160

**Memo NO. : SCTVSD- 14020(16)/1/2023-AO (WBSCTVESD)-WBSCTVESD/308**

**Date: 23.12.2025**

**NOTICE**

All Government / Government-Sponsored Vocational Training Centres (VTCs) approved for affiliation to run Healthcare Short Term Courses are hereby informed that admission to **Healthcare Short Term Courses** shall normally commence **immediately after issuance of the Affiliation Letter** by this Council. The entire admission process must be **completed within 20 (twenty) days** from the date of issuance of the Affiliation Letter.

The Affiliation Letter may be downloaded from the Council portal after payment of the requisite affiliation fees by those VTCs who are found to be otherwise eligible.

VTCs are further informed that the **batch commencement (training start) date** for any course shall be **within 7 (seven) days** of completion of the admission process. Accordingly, the batch start date must be duly declared in the **"Batch Declaration"** tab of the portal.

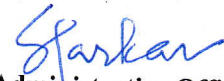
Once training has commenced, **theoretical and practical classes shall be conducted regularly during normal school working hours**. The Council has provided a facility in the portal for entry of **monthly training hours**, which must be filled in by the VTCs **for each calendar month** of the training period till the total classroom training hours is completed which includes Theory and Practical including Employability Skill.

The **On-the-Job Training (OJT)** at the healthcare facilities linked with the VTCs shall commence **only after completion of Classroom Training**, comprising both theoretical and practical learning hours including Employability Skill, as prescribed in the approved curriculum. Provision for **monthly OJT progress report entry** has also been made available in the portal.

The **prescribed duration of OJT**, both in terms of **number of months and total training hours**, must be strictly adhered to. Only upon successful completion of the same shall the trainees be eligible to appear for assessment. Trainees found to have **less than 75% attendance in theory and practical classes** shall **not be eligible** to undergo OJT.

A certificate for each trainee needs to be collected from the authorities of the clinical establishment where OJT is done. A copy of the certificate needs to be preserved by the institute.

The above academic guidelines shall be **followed strictly** by all concerned.  
All VTCs are requested to extend full cooperation in this regard.

  
**Chief Administrative Officer**  
**WBSCTVE&SD**