



**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(11)/1/2023-OSD(WBSCTVESD)-WBSCTVESD/274

Dated, 20th November, 2025

From : *The Chief Administrative Officer*

To : *The Head of the Institute,
Vocational Training Centre*

Sub: *Conduction of Practical Assessment of Skill Certificate Course of Class
XII of H.S. (Vocational) Examination, 2026.*

Sir / Madam,

The Assessment Guideline in connection with the conduction of practical assessment of skill certificate course of Class XII of H.S. (Vocational) Examination 2026 is mentioned in the Annexure I. The user manual for creation of batch and pushing the same to the Council's portal is attached herewith.

To carry out the assessment within the stipulated period, the Head of the Institution of the respective VTCs are advised to adhere to the schedule of various activities mentioned below:-

- a) Portal will be opened for batch creation and pushing from : **21/11/2025**
- b) Last date of batch creation and pushing : **26/11/2025**
- c) Preferred **two assessment dates** should be given in between **01/12/2025** to **24/12/2025**.

Efforts may please be made so that assessment can be completed by **24/12/2025**.


**Chief Administrative Officer
(WBSCT&VE&SD)**

Enclo : As stated

No. SCTVSD-14014(11)/1/2023-OSD(WBSCTVESD)-WBSCTVESD/274

Dated, 20th November, 2025

Copy forwarded for information to:-

1. Sr. P.A. to the Additional Chief Secretary, Dept. of TET&SD.
2. The Chairperson, WBSCT&VE&SD.
3. Sr. Administrative Officer (TE), WBSCT&VE&SD.
4. Nodal Officer - *with a request to follow up with HOI of respective VTCs to make the mentioned schedule to be adhered to.*
5. Office Copy.


**Chief Administrative Officer
(WBSCT&VE&SD)**



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ANNEXURE I

**ASSESSMENT GUIDELINES FOR THE ASSESSMENT OF SKILL CERTIFICATE COURSE FOR THE
STUDENTS OF CLASS XII OF H.S. (VOCATIONAL) 2026.**

Sl No	Discipline	Group Code	Group Name	Skill Certificate Course Name	Vocational Paper component #1 Name	Vocational Paper component #1 Code	Vocational Paper component #2 Name	Vocational Paper component #2 Code
1	AG	AGAH	Animal Husbandry	ANIMAL HEALTH WORKER 1	Animal Health Worker	AHWR	Dairy Farm Manager	DAFM
2	AG	AGAH	Animal Husbandry	ANIMAL HEALTH WORKER 2	Animal Health Worker	AHWR	Poultry Farm Manager	POFM
3	AG	AGCM	Crop Management	CROP MANAGER 1	Crop Nutrient Manager	CRNM	JR Plant Protection Expert	JPPE
4	AG	AGCM	Crop Management	CROP MANAGER 2	Seed Production Programmer	SPPR	Crop Nutrient Manager	CRNM
5	AG	AGCM	Crop Management	CROP MANAGER 3	Seed Production Programmer	SPPR	JR Plant Protection Expert	JPPE
6	AG	AGAH	Animal Husbandry	FARM MANAGER	Dairy Farm Manager	DAFM	Poultry Farm Manager	POFM
7	AG	AGFF	Fish Farming	FISH FARMER	Fishery Manager	FHMR	Animal Health Worker	AHWR
8	AG	AGCF	Cultivation of Fruits & Vegetable	FRUIT & VEGETABLE PRODUCER 1	Fruit and Vegetable Processor	FVPR	Fruit Grower	FRGR
9	AG	AGCF	Cultivation of Fruits & Vegetable	FRUIT & VEGETABLE PRODUCER 2	Fruit and Vegetable Processor	FVPR	Vegetable Grower	VGGR



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Sl No	Discipline	Group Code	Group Name	Skill Certificate Course Name	Vocational Paper component #1 Name	Vocational Paper component #1 Code	Vocational Paper component #2 Name	Vocational Paper component #2 Code
10	AG	AGHC	Horticulture	HORTICULTURE SUPERVISOR 1	Propagation and Nursery Management Programmer	PNMP	Producer / Grower and Processor of Spices Medicinal and Aromatic Plants	SMAG
11	AG	AGPM	Plant Management	HORTICULTURE SUPERVISOR 2	JR Plant Protection Expert	JPPE	Producer / Grower and Processor of Spices Medicinal and Aromatic Plants	SMAG
12	AG	AGFF	Fish Farming	INTEGRATED FARM MANAGER	Fishery Manager	FHMR	Poultry Farm Manager	POFM
13	HS	HSHM	Home Management	DESIGN ASSISTANT	Interior Decoration and Design Assistant	IDDA	Assistant Garment Designer	ASGD
14	BC	BCTM	Taxation & Management	ACCOUNTING ASSISTANT	Tax Accounting Assistant (Part-2)	TAA2	MARKET DEVELOPMENT ASSOCIATE PART II	MDA2
15	HS	HSFN	Food & Nutrition	ASSISTANT SUPERVISOR FOOD PROCESSING 1	Food Processing Technician	FPTN	Mushroom Producing Technician	MPRT
16	HS	HSCH	Community Healthcare	COMMUNITY HEALTH WORKER 1	Community Health Counselor	COHC	Patient Care Assistant	PTCA



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17	HS	HSCH	Community Healthcare	COMMUNITY HEALTH WORKER 2	Community Health Counselor	COHC	Public Health and Emergency Care Assistant	PHEC
18	HS	HSCH	Community Healthcare	COMMUNITY HEALTH WORKER 3	Patient Care Assistant	PTCA	Public Health and Emergency Care Assistant	PHEC
19	BC	BCLS	Library & Information Science	LIBRARY ASSISTANT	Jr. Assistant in Library Management	JALM	Junior Library and Information Assistant	JLIA
20	ET	ETAM	AI/ML	AI/ML APPLICATION TECHNICIAN 1	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING	AIML	DEEP LEARNING AND PYTHON BASICS	DLPB
21	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 1	DATABASE MANAGEMENT SYSTEM	DTMS	COMPUTER MAINTENANCE & NETWORKING	COMN
22	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 10	DATABASE MANAGEMENT SYSTEM	DTMS	PYTHON PROGRAMMING LANGUAGE	PYPL
23	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 2	Web Page Development	WBDT	COMPUTER MAINTENANCE & NETWORKING	COMN



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24	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 3	VISUAL BASIC PROGRAMMING	VBPG	COMPUTER MAINTENANCE & NETWORKING	COMN
25	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 4	Web Page Development	WBDT	DATABASE MANAGEMENT SYSTEM	DTMS
26	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 5	DATABASE MANAGEMENT SYSTEM	DTMS	VISUAL BASIC PROGRAMMING	VBPG
27	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 6	Web Page Development	WBDT	VISUAL BASIC PROGRAMMING	VBPG
28	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 7	COMPUTER MAINTENANCE & NETWORKING	COMN	PYTHON PROGRAMMING LANGUAGE	PYPL
29	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 8	Web Page Development	WBDT	PYTHON PROGRAMMING LANGUAGE	PYPL
30	BC	BCRS	Retail Services & Operations	RETAIL ASSISTANT	Retail Store and E-commerce Associate (Part-2)	RSE2	MARKET DEVELOPMENT ASSOCIATE PART II	MDA2



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31	BC	BCTE	Travel, Tourism & Event Management	EVENT MANAGEMENT ASSISTANT	Hospitality Operations Associate (Part-2)	HOA2	Associate Event Management (Part-2)	EMA2
32	ET	ETAT	Automobile Technology	Automobile Repair and Maintenance Technician 1	GENERAL SERVICING of AUTOMOBILES	GSAT	REPAIR and MAINTENANCE of AUTOMOBILE	RMAT
33	ET	ETAT	Automobile Technology	Automobile Repair and Maintenance Technician 2	General Servicing of Automobiles	GSAT	Repair and Maintenance of Two Wheeler	RMTW
34	ET	ETAT	Automobile Technology	Automobile Repair and Maintenance Technician 3	Repair and Maintenance of Automobile	RMAT	Repair and Maintenance of Two Wheeler	RMTW
35	ET	ETBC	Building Construction & Maintenance	Building Construction Technician 1	BUILDING CONSTRUCTION & MAINTENANCE	BCMT	SURVEY of CONSTRUCTION SITE	SCST
36	ET	ETBC	Building Construction & Maintenance	Building Construction Technician 2	BUILDING CONSTRUCTION & MAINTENANCE	BCMT	ESTIMATION & MATERIAL TESTING	EMTT
37	ET	ETBC	Building Construction & Maintenance	Building Construction Technician 3	SURVEY of CONSTRUCTION SITE	SCST	ESTIMATION & MATERIAL TESTING	EMTT



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38	ET	ETCE	Consumer Electronics	Consumer Electronics Appliance Service Technician 1	WATER PURIFIER, MICROWAVE OVEN and INVERTER SERVICING	WMIS	DIGITAL and CABLE TV INSTALLATION, TESTING & SERVICING	DCIT
39	ET	ETCE	Consumer Electronics	Consumer Electronics Appliance Service Technician 2	COMPUTER MAINTENANCE & NETWORKING	COMN	MOBILE/SMART PHONE REPAIR	MOSP
40	ET	ETCE	Consumer Electronics	Consumer Electronics Appliance Service Technician 3	DIGITAL and CABLE TV INSTALLATION, TESTING & SERVICING	DCIT	COMPUTER MAINTENANCE & NETWORKING	COMN
41	ET	ETEM	Electrical Maintenance & Installation	Electrical Maintenance & Installation Technician 1	ELECTRICAL HOME APPLIANCES SERVICE and REPAIR	EHSR	DOMESTIC WIRING and MOTOR INSTALLATION	DWMI
42	ET	ETEM	Electrical Maintenance & Installation	Electrical Maintenance & Installation Technician 2	RURAL ELECTRICITY DISTRIBUTION	REDB	DOMESTIC WIRING and MOTOR INSTALLATION	DWMI
43	ET	ETEM	Electrical Maintenance & Installation	Electrical Maintenance & Installation Technician 4	ELECTRICAL HOME APPLIANCES SERVICE and REPAIR	EHSR	SOLAR INSTALLATION and MAINTENANCE	SIAM
44	ET	ETEM	Electrical Maintenance & Installation	Electrical Maintenance & Installation Technician 5	DOMESTIC WIRING and MOTOR INSTALLATION	DWMI	SOLAR INSTALLATION and MAINTENANCE	SIAM



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45	ET	ETRA	Refrigeration & Airconditioning	Cooling and Refrigeration Technician 1	Repair & Maintenance of Air-Conditioning System	RMAS	REPAIR & MAINTENANCE of REFRIGERATION SYSTEM	RMRS
46	AG	AGCM	Crop Management	AGRICULTURE FARM ASSISTANT 1	Seed Production Programmer	SPPR	Farm Machinery Operator	FMOP
47	AG	AGCM	Crop Management	AGRICULTURE FARM ASSISTANT 2	Crop Nutrient Manager	CRNM	Farm Machinery Operator	FMOP
48	ET	ETAT	Automobile Technology	MOTOR VEHICLE MECHANIC / TECHNICIAN	Jr. Motor Vehicle Mechanic	JMVM	Motor Vehicle Technician	MVTN
49	ET	ETBC	Building Construction & Maintenance	ASSISTANT SUPERVISOR CIVIL 1	Civil Construction & Maintenance Assistant	CCMA	Assistant Supervisor - Estimating & Material Testing For Civil Construction	SEMT
50	ET	ETBC	Building Construction & Maintenance	ASSISTANT SUPERVISOR CIVIL 2	Land Surveying Assistant	LSAS	Assistant Supervisor - Estimating & Material Testing For Civil Construction	SEMT
51	ET	ETBC	Building Construction & Maintenance	SURVEYOR ASSISTANT	Civil Construction & Maintenance Assistant	CCMA	Land Surveying Assistant	LSAS



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52	ET	ETCM	Computer Maintenance & Networking	COMPUTER NETWORKING ASSISTANT	Computer Maintenance & Networking Assistant	CMNA	Visual Basic Programmer	VBPR
53	ET	ETCE	Consumer Electronics	ELECTRONIC SERVICE TECHNICIAN 1	Digital and Cable TV Technician	DCTT	Mobile Smart Phone Repair Assistant	SPRA
54	ET	ETCE	Consumer Electronics	ELECTRONIC SERVICE TECHNICIAN 2	Water purifier, Microwave oven and Inverter servicing Technician	PMIS	Digital and Cable TV Technician	DCTT
55	ET	ETCE	Consumer Electronics	NETWORKING TECHNICIAN 1	Digital and Cable TV Technician	DCTT	Computer Maintenance & Networking Assistant	CMNA
56	ET	ETCE	Consumer Electronics	NETWORKING TECHNICIAN 2	Computer Maintenance & Networking Assistant	CMNA	Mobile Smart Phone Repair Assistant	SPRA
57	ET	ETRA	Refrigeration & Air conditioning	SERVICE TECHNICIAN - REFRIGERATION & AIRCONDITIONING	Assistant Service Technician (Air-Conditioner)	STAC	Assistant Service Technician (Refrigerator)	STRF
58	ET	ETCM	Computer Maintenance & Networking	WEB PAGE DEVELOPER	Computer Maintenance & Networking Assistant	CMNA	Jr. Web Page Developer	JWPD



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59	ET	ETEM	Electrical Maintenance & Installation	ELECTRICAL TECHNICIAN 4	Electrical Home Appliances Repair Technician	HART	Solar Installation Technician Assistant	SITA
60	ET	ETEM	Electrical Maintenance & Installation	ELECTRICAL TECHNICIAN 5	DOMESTIC WIREMAN AND MOTOR INSTALLATION TECHNICIAN	WMIT	SOLAR INSTALLATION TECHNICIAN ASSISTANT	SITA
61	ET	ETIA	IT Application	COMPUTER PROGRAMMER 1	Database Management System Assistant	DMSA	Jr. Web Page Developer	JWPD
62	ET	ETIA	IT Application	COMPUTER PROGRAMMER 2	Database Management System Assistant	DMSA	Visual Basic Programmer	VBPR
63	ET	ETIA	IT Application	COMPUTER PROGRAMMER 3	Jr. Web Page Developer	JWPD	Visual Basic Programmer	VBPR
64	ET	ETAM	AI/ML	AI/ML APPLICATION TECHNICIAN 2	ARTIFICIAL INTELLIGENCE & MACHINE LEARNING	AIML	COMPUTER VISION	CMVN
65	ET	ETAM	AI/ML	AI/ML APPLICATION TECHNICIAN 3	COMPUTER VISION	CMVN	DEEP LEARNING AND PYTHON BASICS	DLPB



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66	ET	ETIT	IT INFRASTRUCTURE & APPLICATION	IT INFRASTRUCTURE & APPLICATION ASSOCIATE 9	VISUAL BASIC PROGRAMMING	VBPG	PYTHON PROGRAMMING LANGUAGE	PYPL
67	ET	ETEM	Electrical Maintenance & Installation	ELECTRICAL TECHNICIAN 1	Assistant Rural Electrician	ASRE	Domestic Wireman and Motor Installation Technician	WMIT
68	ET	ETEM	Electrical Maintenance & Installation	ELECTRICAL TECHNICIAN 2	Electrical Home Appliances Repair Technician	HART	Assistant Rural Electrician	ASRE
69	ET	ETEM	Electrical Maintenance & Installation	ELECTRICAL TECHNICIAN 3	Electrical Home Appliances Repair Technician	HART	Domestic Wireman and Motor Installation Technician	WMIT
70	ET	ETCE	Consumer Electronics	Consumer Electronics Appliance Service Technician 4	DIGITAL and CABLE TV INSTALLATION, TESTING & SERVICING	DCIT	MOBILE/SMART PHONE REPAIR	MOSP
71	ET	ETCE	Consumer Electronics	Consumer Electronics Appliance Service Technician 5	Water Purifier, Microwave Oven and Inverter Servicing	WMIS	Computer Maintenance & Networking	COMN
72	ET	ETCE	Consumer Electronics	Consumer Electronics Appliance Service Technician 6	Water Purifier, Microwave Oven and Inverter Servicing	WMIS	Mobile/Smart Phone Repair	MOSP



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73	ET	ETEM	Electrical Maintenance & Installation	Electrical Maintenance & Installation Technician 3	ELECTRICAL HOME APPLIANCES SERVICE and REPAIR	EHSR	RURAL ELECTRICITY DISTRIBUTION	REDB
74	ET	ETEM	Electrical Maintenance & Installation	Electrical Maintenance & Installation Technician 6	Solar Installation and Maintenance	SIAM	Rural Electricity Distribution	REDB
75	ET	ETRA	Refrigeration & Air conditioning	Cooling and Refrigeration Technician 2	Repair & Maintenance of Air-Conditioning System	RMAS	Repair & Maintenance of Central Air-Conditioning System	RMCA
76	ET	ETRA	Refrigeration & Air conditioning	Cooling and Refrigeration Technician 3	Repair & Maintenance of Refrigeration System	RMRS	Repair & Maintenance of Central Air-Conditioning System	RMCA
77	ET	ETRE	Renewable Energy	Renewable Energy Integration Technician 1	SOLAR HEATING SYSTEM	SLHS	SOLAR PV INSTALLATION	SPVI
78	ET	ETRE	Renewable Energy	Renewable Energy Integration Technician 2	SOLAR HEATING SYSTEM	SLHS	SOLAR PV MAINTENANCE	SPVM
79	ET	ETRE	Renewable Energy	Renewable Energy Integration Technician 3	SOLAR PV INSTALLATION	SPVI	SOLAR PV MAINTENANCE	SPVM



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PART I

- 1) HOIs of VTCs is required to access their Dashboards through their VTC Login credentials of affiliation portal.
- 2) The school wise student details of Class XII registered for H.S. (Vocational) 2026 will be available at HOI's Dashboard.
- 3) HOI is requested to check the above Student details along with course wise student count as displayed at his / her Dashboard.
- 4) If the same is okay, then he / she has to click "Create batch" option Button.
- 5) On clicking "Create batch" option Button, job role wise batch will be created automatically by the system.
- 6) After batch creation, HOI needs to push the batch from HOI Dashboard to council portal for assessment, by clicking "Push Batch" option. HOI has to mention preferred Assessment Date 1 & preferred Assessment Date 2 for assessment and then click "Submit" button.
- 7) Assessment date should be given between **1st of December to 24th of December 2025**, so that exam can be completed by 24th of December 2025.

PART II

- 1) The assessor will be assigned for the assessment of each batch from the Council.
- 2) The assessment of each trade of a VTC to be held in a single day which will have two parts – written and hands on. The written part will be for one hour duration and hands on part will be held for the duration of remaining part of the day.
- 3) The assessment will be held as per Council's norms.
- 4) The attendance sheet of the student during assessment is to be signed by HOI along with assessor.
- 5) HOI must take a photo of the Signed Attendance sheets and upload the same from School Portal for each assessment.
- 5) All students must complete the assessment process and then leave the centre.
- 6) WBSCT&VE&SD will issue Skilling Certificates to the students who have successfully completed the skilling assessment as per Council's norms.

**Chief Administrative Officer
(WBSCT&VE&SD)**