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-16021/1/2024-AO(WBSCTVESD):258   **Date** 11-12-2024

NOTICE

Sub: Spot Admission for Healthcare-related short-term courses

All Heads of Institutes of training centers affiliated with this Council to offer Healthcare-related short-term courses are hereby notified that the SPOT admission process for these courses will take place from Thursday, 12th December 2024 to Monday, 16th December 2024. Admission of trainees during such "Spot Admission" will be done in online mode only through affiliated institutes. Institutes will login into Council portal <sctvesd.wb.gov.in> with their login credential and fill all details of a trainee into the portal before submitting the application with choice of Course.

Admission must be done in online mode only, through the Council portal following the existing admission regulation of the Healthcare Courses. Admission done manually or in offline mode will not be accepted. All HOIs are requested to take necessary initiative for awareness & wide circulation of Admission notification to all concerned. Course wise vacant seats in various institutes are displayed in Council website.

Students already admitted through earlier counseling process will not be eligible for such spot admission.

Guideline for "Spot Admission" process is attached as Annexure I to this notice.

All are requested to cooperate.

Chief Administrative Officer

Enclosed: As stated

No: SCTVSD-16021/1/2024-AO(WBSCTVESD): 258/6   **Date** 11-12-2024

Copy forwarded for information to:-
1.   The Chairperson, WBSCT&VE&SD, Karigari Bhawan, 5th Floor, Kolkata-160.
2.   P.A. to the Hon'ble MOS(IC), TET&SD Deptt. Karigari Bhawan, 2nd Floor, Kolkata-160.
3.   Sr. P.A. to the Addl. Chief Secretary, TET&SD Deptt., Karigari Bhawan, 2nd Floor, Kolkata-160 – *with a request to kindly inform the A.C.S.*
4.   Sr. P.A. to the Principal Secretary, Deptt. of Health & Family Welfare, Swasthya Bhawan, Salt Lake City, Kolkata-160 – *with a request to kindly inform the Pr. Secretary.*
5.   Sr. Special Secretary, TET&SD Deptt., Karigari Bhawan, 3rd Floor, Kolkata-160.
6.   Office Copy

Chief Administrative Officer

Guidelines for SPOT Admission of Trainees in Affiliated Institutes for Healthcare Short-Term Training

1. **Institute Approach**
   Applicants must visit the institute on designated Spot Admission days.
2. **Institute Login**
   Institutes should log in to the Council's portal using their credentials to access the admission module.
3. **Spot Admission Access**
   Under the "Student Admission" tab on their dashboard, institutes must click the "Spot Admission" option.
4. **Applicant Details Entry**
   Institutes will input the applicant's name, mobile number, email ID, Aadhaar number, and click "Apply."
5. **System Validation**
   o   The system checks if the applicant is already enrolled in another institute or course. If found, the admission cannot proceed.
6. **Applicant Data Entry**
   For new applicants, institutes must enter required details and upload scanned copies of the following documents:
   o   Aadhaar card (200 KB, PDF)
   o   Class X Marksheet (200 KB, PDF)
   o   Class XII Marksheet (200 KB, PDF, if applicable)
   o   Proof of Date of Birth (200 KB, PDF)
   o   Applicant's Photo (100 KB, JPEG)
   o   Signature (50 KB, JPEG)
7. **Eligibility Criteria**
   o   **Class X pass:** Eligible for all assistant/attendant courses.
   o   **Class XII (Biology & Chemistry):** Eligible for associate and assistant/attendant courses.
   o   **Class XII (Commerce/Mathematics):** Eligible for hospital administrative associate and assistant/attendant courses.

   Institute must verify the Board / Council Name as well as marks obtained on original mark sheet before entering data online. Discrepancy, if found at any later stage, will lead to cancellation of admission of such trainees by Council.

8. **Preview Application**
   After entering all details and uploading documents, institutes will click "Preview Application" to view all entered data.
9. **Course Selection**
   In the preview page, institutes must select the course for the applicant. The system auto-populates course options based on the applicant's qualifications and institute's affiliation.
10. **Admission Completion**
    Clicking "Admit" completes the admission process.
11. **Report Generation**
    Institute will download a datasheet of individual admitted trainee and this will be signed by both trainee and an authorized institute representative (with the institute seal). One copy is to be retained by the institute, and one is provided to the trainee.

12. **Admission Capacity**
    Institutes will be able to admit trainees only up to their Council-approved intake limit.

13. **Document Collection**
    For all admitted trainees, Institutes will collect :
    o Two passport-sized photographs of trainees
    o Two self-attested photocopies of the following:
        o Aadhaar card
        o Proof of Date of Birth (Class X Admit Card or Birth Certificate)
        o Class X Marksheet
        o Class XII Marksheet (if applicable)

    These documents will need to be submitted to the Council later.

14. **Recognized Boards**
    Boards or Councils recognized by WBSCTVESD for Class X or XII Final Examinations are listed in Annexure II.

15. **Registration Fee Collection and Transfer**
    o **Fee Structure:**
        ▪ Government/Government-sponsored institutes (zero course fees): ₹60 per trainee
        ▪ Private/self-sponsored institutes: ₹200 per trainee
    o Institutes will transfer the collected fees to the Council's account via the portal after completion of entire admission process. The Council will notify the timeline for such fee transfer.

Annexure I to Notification No: SCTVSD-16021/1/2024-AO (WBSCTVESD): 258   Date: 11/12/2024

The following Boards or Councils are recognized by WBSCTVESD for Madhyamik / Higher Secondary or equivalent examination

Sr No	Board / Council Name
1	Andhara Pradesh Open School Society
2	Directorate of School Education, Government of Arunachal Pradesh
3	Assam Higher Secondary Education Council
4	Assam Board of Secondary Education
5	Assam State Open School
6	Bihar School Examination Board
7	Bihar Sanskrit Siksha Board
8	Bihar State Madrasa Education Council
9	Bihar Board of Open Schooling and Examination
10	Bihar Intermediate Education Council
11	Chhattisgharh Board Secondary Education, Raipur
12	Chhattisgharh State Board Open School, Raipur
13	Chhattisgharh State Open School, Raipur
14	Goa Board of Secondary and Higher Secondary Education
15	Gujarat Secondary abd Higher Secondary Education Board
16	Gujarat State Open School
17	Haryana Board of Education
18	Haryana Open School, Bhiwani
19	Himachal Pradesh Board of School Education
20	Himachal Pradesh State of Open School
21	J & K State Board of School Education
22	J & K State Open School
23	Jharkhand Academic Council, Ranchi
24	Karnataka Secondary Education Examination Board
25	Karnataka Board of Pre-University Education
26	Karnataka Open School, JSS Maha Vidyapeeth, Mysore
27	Kerala Board of Public Examinations
28	Kerala Board of Higher Secondary Education, Thiruvananthapuram
29	Kerala State Open School, Thiruvananthapuram
30	Madhya Pradesh Board of Secondary Education
31	Madhya Pradesh State Open School
32	Maharshi Patanjali Sanskrit Santhan , Bhopal
33	Madhya Pradesh Madrasa Board
34	Maharashtra State Board of Secondary & Higher Secondary Education
35	Manipure Board of Secondary Education, Imphal / Board of Secondary Education, Manipure
36	Meghalaya Board of School Education
37	Mizoram Board of School Education
38	Nagalad Board of School Education
39	Board of Secondary Education, Odisha
40	Punjab School Education Board / Punjab State Education Board
41	Rajasthan Board of Secondary Education, Ajmer / Board of Secondary Education, Rajasthan
42	Rajasthan State Open School, Jaipur
43	Tamil Nadu Board of Secondary Education

44	Tamil Nadu State Open School
45	Telangana Board of Secondary Education
46	Telangana State Open School
47	Telangana Open School Society
48	Tripura Board of Secondary Education
49	Madhyamik Shiksha Parishad, Uttar Pradesh / Board of High School & Intermediate Education, Uttar Pradesh
50	Board of School Education Uttarakhand, Ramnagar, Nainital / Uttranchal Shiksha Evm Pariksha Parishad, Ram Nagar, Nanital / Uttarakhand Board of Secondary Education
51	West Bengal Board of Secondary Education
52	The West Bengal Council pf Rabindra Open Schooling
53	West Bengal Board of Madarsah Education
54	Visva-Bharati
55	Gujarat State Board
56	Central Board of Secondary Education (CBSE), Delhi
57	Council for the Indian School Certificate Examinations (CISCE), New Delhi
58	National Institute of Open Schooling (NIOS), New Delhi [formerly National Open School (NOS), New Delhi]
59	Directorate of Army Education, New Delhi
60	Banasthali Vidyapith, Banasthali, Rajasthan
61	Gurukul Kangri Vishwavidyalaya, Haridwar
62	Rashtriya Sanskrit Sansthan, New Delhi
63	Aligarh Muslim University, Aligarh
64	Jamia Miliya Hamdard Univercity
65	Jamia Miliya Islamia, New Delhi
66	IGCSE Programme from University of Cambridge (International Exam.) five passes with grade A,B & C.
67	International Baccalaureate - Asia Pacific
68	Board of Intermediate Education, Andhra Paradesh
69	Board of Secondary Education, Andhra Paradesh
70	Board of School Education, Haryana
71	Chhattisgharh Madrasa Board
72	Council of Higher Secondary Education, Manipur
73	Directorate of Vocational Education & Training
74	Kerala Board of Vocational Higher Secondary Examination/Vocational Higher Secondary Education Department, Kerala
75	Madhya Pradesh State Open School Education Board
76	National Council for Vocational Training, NCVT
77	Rajiv Ghandhi University of Knowledge Technologies
78	State Board of Higher Secondary Examinations, Tamil Nadu / Tamil Nadu Board of Higher Secondary Education, Chennai
79	State Board of School Examinations (Sec.), Tamil Nadu / Tamil Nadu Board of Secondary Education, Chennai
80	Uttarpradesh Board of Secondary Sanskrit Education Council
81	Uttarpradesh State Open School Board
82	West Bengal Council of Higher Secondary Education
83	West Bengal State Council of Vocational Education & Training / West Bengal State Council of Technical & Vocational Education &Skill Development (Vocational Education division) / West Bengal State Council of Technical & Vocational Education &Skill Development
84	Board of open schooling & skill education, Govt. of Sikkim